

## **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 7.30 pm on Thursday 6<sup>th</sup> March 2025 at Lavenham Village Hall, Church Street, Lavenham.**

### **Public Attendance**

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

### **AGENDA**

- 1. Apologies and approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. To approve as accurate minutes of the 9<sup>th</sup> January 2025 of the Council**
- 5. To approve as accurate minutes of the 6<sup>th</sup> February 2025 of the Council**
- 6. Public participation session (10 minutes)**
- 7. Chairman's Announcements**
- 8. Local Authority Councillors' Reports**
- 9. Planning**
  - 9.a Planning Register: Report**
  - 9.b Planning Group: To receive reports and recommendations**
- 10. Lavenham Neighbourhood Plan 3: Report and Motions**
- 11. Motion to reject Allotment site adjacent to Railway Walk**
- 12. Motion to increase Burial Fees**
- 13. Motion to select Contractor for Green Maintenance and Street Cleaning contract**
- 14. Motion to agree schedule of works to Box Bushes for 2025/26**

**15. Motion to approve Grant Application**

**16. Motion to approve Heads of Terms for leases of Parish Office and Church St Toilets**

**17. Clerk/RFO report**

**17.a Motion to approve Accounts for month ending 31 January 2025**

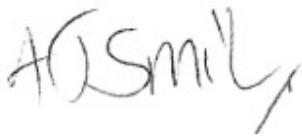
**17.b Motion to approve Receipts and Payments for month ending 31 January 2025**

**17.c Motion to review and approve the Standing Orders and the Standing Financial Regulations including scheme of Internal Control**

**17.d Motion to review and approve the Risk Register**

**17.e Motion to re-appoint Heelis and Lodge as Internal Auditors**

**18. Date of next meeting – Thursday 3<sup>rd</sup> April 2025**

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

Andrew Smith  
Clerk to the Council  
Parish Office  
Church St  
Lavenham

Date: 28<sup>th</sup> February 2025

## **PARISH COUNCIL MEETING**

Held on Thursday 9<sup>th</sup> January 2025, commencing at 7.30 pm. in the Village Hall.

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

### **Present:**

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

### **Opening Statement by the Chair:**

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

### **1. Apologies and approval of Absences**

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

### **2. Declarations of Interest**

The Clerk reported that no Declarations of Interest had been made with respect to matters on the Agenda for the Meeting. Cllr Mitchell intervened saying that the Lavenham Press site can be viewed from her Disclosable Pecuniary Interest and that therefore she would not vote on the Planning Application. Cllr Mawford said that he would behave similarly. The Chair determined that Cllrs Ranzetta and Cllr Falconer's disclosable pecuniary interests were sufficiently far removed from the Lavenham Press site to allow them to both speak and vote.

### **3. Requests for Dispensations**

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

### **4. To approve as accurate minutes of the 5<sup>th</sup> December 2024 meeting of the Council**

**Proposed:** Cllr Sherman **Seconded:** Cllr Lamont

**Decision:** The minutes of the meeting of Council were approved as accurate. Cllr Falconer abstained.

### **5. To approve as accurate minutes of the 18<sup>th</sup> December 2024 meeting of the Council**

**Proposed:** Cllr Falconer **Seconded:** Cllr Sherman

**Decision:** The minutes of the meeting of Council were approved as accurate. Cllr Bourne abstained.

### **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 participation session is for ten minutes and that it is at the discretion of the Chair whether further time is allowed.

A Member of the Public spoke detailing his opposition to the proposed 20mph scheme. He highlighted the number of signs proposed saying that such signage was 'vandalism'. He quoted from a professional report which he said showed that driven speeds in a 20mph scheme reduce by less than 1.6 mph and that road characteristics have a much larger impact on driven speeds with such schemes leading to no significant changes in the number of collisions or casualties in most cases.

A Member of the Public spoke of his support for the proposed obtaining of legal advice. He said that he had been present at the Council Meeting concerning the Planning Application for the Wellness Centre, this application, he said, seems to be the origin of the matter. He said he had attended approximately 100 such meetings as an Objector, Parish or District Councillor or Applicant. He said that he considered that the Meeting had not been perfect, but that he had never attended a 'perfect meeting' and that there had been 'nothing wrong with that meeting'. This he said makes the online abuse of the Clerk worse and he urged the Council to stand by the Clerk who he said had been unfairly criticised. He concluded by saying that honesty, truth and integrity must be valued.

A Member of the Public explained that he supported a 20mph scheme but not this scheme. He said that Birmingham has proposed to introduce a default 20mph speed limit meaning that instead of putting up repeat signs throughout the restricted area, the default will automatically apply in residential streets after the first 20mph sign has been passed. Birmingham, he said, is currently awaiting Government approval. He asked, if permission is given, why this scheme would not be preferred to the Suffolk Highways scheme. This scheme, he said, would be considerably cheaper, wouldn't include the dangerous proposal of a speed limit of 60mph on Park Road, would remove existing speed signs and avoid the urbanisation of the village which would damage its attractions as a tourist destination. He concluded by saying that, in his opinion, such a scheme would be approved by the majority of residents.

A Member of the Public spoke in support of the application for solar panels on the roof of the Lavenham Press. He said that the business had considered heritage and conservation issues as well as economic issues telling Councillors that the project was vital for the future for the business with minimal, if any, impact on the Lavenham environment.

## **7. Chairman's Announcements**

The Chair reported that Cllr Domoney has been trained by the British Beekeepers Association County supervisor to assist DEFRA in identifying and reporting instances of yellow legged hornets by monitoring traps and also to educate local groups and residents.

She explained that yellow legged hornets present a real danger to honey bees and other insects with one hornet able to eat up to fifty honeybees per day adding that this is a problem in France, but that so far, they are not widespread north of the Thames but will presumably advance northwards.

She reported that hornet stings can provoke an anaphylactic reaction in the same way as wasp and bee stings and that Anusha at the Pharmacy has EpiPens to be used in cases of anaphylaxis.

Cllr Ranzetta said that she shared Cllr Domoney's concerns.

The Chair reported that charges for car parking are being implemented by Babergh in their car parks from Monday 13<sup>th</sup> January 2025 noting that the use of Water street car park will remain free as it is owned by the Parish Council. She emphasised that full information regarding charges and the concessions that have been negotiated for users of community services are available on the Parish Council website.

The Chair explained that currently there is an informal bus stop beside the top (blue) Co-op, however this is not a guaranteed drop off or pick up stop. During busy times, it will depend on the driver if they feel it is safe enough to stop there due to the parked cars and any vehicles in that area at the time. She said that there is no further information available to us regarding the regularisation of a stop in that location.

She concluded by informing Councillors that following the extraordinary meeting of the Parish Council on 18<sup>th</sup> December 2024 that the Complainant has now received a formal written response explaining the unanimous decision of Council not to uphold the complaint.

## **8. Local Authority Councillors' Reports**

The Clerk explained that County Cllr Lindsay was unable to be present. He read Cllr Lindsay's report, which is on the Parish Council's website, to the Meeting highlighting Cllr Lindsay's concerns about the proposed unitary authority. He explained that District Cllr Clover would update Councillors concerning the debate and vote that afternoon, on that matter, at a meeting of Suffolk County Council.



District Cllr Clover reported that, in December, the Government had announced its review of the National Planning Policy Framework, designed to meet its target of 1.5 million new homes being built in this parliament and had set out new housing requirements for every district and borough council.

He explained that Part One of Babergh's Joint Local Plan had been adopted in November 2023 containing annual housing requirements, based on the Government's previous housing formula, of 416 new homes each year in Babergh. The new requirement was, he said, for Babergh 775 homes a year (up 86%) with a requirement to demonstrate there is a 'housing land supply' for the next five years.

He explained that should a Council be unable to demonstrate a five-year land supply, there is a risk that national planning policies would start to take priority over the Joint Local Plan - and Councils may find themselves in a position where they are required to approve planning applications on sites contrary to the development plan.

Following advice received from the Planning Inspectorate there is to be a formal review of the Joint Local Plan building on the work that has already taken place

He reported that Babergh District Council's Cabinet is set to consider a 2.99% increase to the District's Council Tax charges with Councillors warning of a £10.9 million budget gap. He added that Mid Suffolk has stated they are not looking to increase Council Tax bills. He explained, in an answer to a question from Cllr Sherman, that Mid Suffolk Council benefits from the Gateway 14 development.

Suffolk County Council, he said, had voted that afternoon, to apply to join the priority programme creating a Unitary Council and an East Anglian Mayor and had requested the cancellation of the County Council elections due in May 2025.

He expressed his concerns that the rights of local residents to be heard, and responded to, should not be reduced in any way. He said that he shared the concerns of Cllr Lindsay.

The Chair noted that there had been a 'Call for Land' with local owners putting forward sites outside the current settlement boundary and that the removal of District Councils would make Parish Councils even more important.

Cllr Domoney said that he hears regular rumours concerning possible legislation requiring compulsory installation of heat pumps, he asked District Cllr Clover if he knew anything about this, Cllr Clover replied that he would enquire about this and report back.

## **9. Planning Applications for Consideration**

The Clerk reported that no decisions had been received contrary to Parish Council recommendations.

The Chair reminded Councillors that any decision they make must be based upon their evaluation of all the documents available to them, including all other Material Considerations including public comments and economic and social consequences. Documents prepared by the planning group, she said, summarise that groups deliberations but do not replace Councillors own due diligence. She reminded Councillors that Council recommendations to Babergh only express the opinion of this Council in the same way others are able to express their opinions; the granting of any planning permission is made by the professional planners employed by Babergh District Council.

### **DC/24/05480 Lavenham Press, 47 Water St**

Erection of roof mounted photovoltaic solar panels to power the existing printing press operations.

Cllr Lamont introduced the report prepared by the Planning Group explaining that the proposal is to put the solar panels on a twentieth century industrial building not the listed building. The roof, he said, is sloping but slopes at quite a shallow angle. He explained that the it will be very difficult from Water St, or the public footpath behind the site, to see any of the panels. The only place the panels will be clearly visible from is the from the upper floor of 47 Water St, a Grade II listed building in the owned by the applicant and used as business premises only. He explained that the industrial building is in the curtilage of a listed building but given the location of the proposed panels and the difficulty seeing the roofs from the street, the Planning Group considered that the impact will be minimal.

He explained that the Lavenham Neighbourhood Plan 2016 had been considered:

- a) Policy D1 (Design & Character). Some of the panels will be fully visible from the upper floor of 47 Water Street. From the ground floor, it may be possible to view the first row of panels but this would be extremely limited to no more than 2 inches above the parapet on the roof of the factory building.
- b) Policy ENV1 (Defined Views and Special Landscape Areas). This policy identifies two groups of defined views: Key Views In and Out of the Historic Core and Additional Valued Views. The only defined view where there is sight of the roof is defined view 2 which is classified as an Additional Valued View. Changing the appearance of this roof will have little impact on this view.
- c) ENV2 (Protection of Roof-scape) This policy allows for the installation of solar panels providing there is no adverse impact on the historic setting of Lavenham or the character and appearance of the Conservation Area including the setting of nearby listed buildings. This location, he said, is at the edge of the Conservation Area with six listed residential buildings in its immediate or nearby vicinity. However, the visibility of the roof will be extremely limited.
- d) Policy ENV4 (Renewable Energy Projects) This policy seeks to minimise any environmental adverse impact through location, scale and design. It is considered that the intention of ENV4 has been delivered through this proposal. These Solar Panels will generate substantial renewable energy and will reduce the CO2 footprint of this site considerably.

Additionally, the Planning Group considers that the project will reduce the CO2 footprint of the site and contribute significantly to the economic viability of this business at the heart of Lavenham.

Cllr Ranzetta asked about the blue colour of the proposed panels. Cllr Lamont replied that the existing roof was not of a natural appearance. Cllr Ranzetta expressed concern that the blue solar panels might cause light reflections disturbing to local residents.

Cllr Sherman said that he agreed that the solar panels would not be very visible. He highlighted the environmental benefits of the proposal and said that the scheme would help maintain the site as a significant employer.

Cllr Mitchell highlighted the Heritage Officers concerns about the north facing array and the effect on the Conservation Area concluding that in her opinion the benefits outweigh those concerns whilst commenting that she would have preferred the solar panels to be a different colour she urged those voting to approve the application.

Cllr Mawford expressed confusion concerning the number of proposed panels, the submitted documents appeared to him contradictory. He suggested that Councillors should heed the view of the Heritage Officer and that Council should be careful about setting a precedent concerning the acceptability of solar panels visible from a listed building suggesting that Council should make clear that any approval of this application does not set such a precedent.

**Motion:** that Application DC/24/05480 be approved.

**Proposed:** Cllr Lamont **Seconded:** Cllr Domoney

**Decision:** Approved unanimously. Cllrs Mawford and Mitchell abstained.

## **10. Clerk/RFO Report**

The Clerk explained that since he had spoken at length about financial matters at the December 5<sup>th</sup> meeting that it was his intention, in this month's report, to focus on other matters.

Income for the year to date is just very slightly ahead of forecast, just a little less than £1,000 ahead at the end of November and draft Accounts for December have income a little over £2,000 ahead of forecast. On the cost side the expenses continue to be a little less than forecast, at both November and December the saving compared to the year to date forecast is just over £5,000.

The Clerk spoke next about Car Parking informing Councillors that Babergh will shortly be providing 60cm by 90cm signs inviting the Public to donate for usage of the toilets. Unfortunately, these will not be ready for January 13<sup>th</sup> due to staff illness at Babergh Council but these will be put up in the next few weeks before visitors return in significant numbers. He thanked Cllr Sherman for his posts on Facebook communicating the upcoming charges.

The Clerk told Councillors that the Councils Donation card machines are being reprogrammed to reduce the minimum donation from £3 to £1. Babergh are chasing Suffolk Highways to correct all the signs which advertise free parking, some have been done here and near other Babergh car parks.

Speed Indicator Device: The second Melford Rd device has been delivered, is in Parish Office, it will be installed when the weather improves.

The Green Maintenance and Street Cleaning tender has been issued to five contractors on a menu basis, closing date Wednesday January 29<sup>th</sup>. The Contract has been advertised, as required by law, on Public Contracts website. Contractors have been invited to quote for both one and three years.

The Clerk has chased Suffolk Highways concerning the Water St hole in pavement for an update to their September response which was: 'The local Highways Team are investigating how this historic brick culvert can be repaired in a way which is acceptable to Historic England. That may take some time, but the team have already visited the site and have taken photos and dimensional information, so it is progressing'.

Additionally, he has asked Suffolk Highways for an update concerning the Green Willows footpath BT survey and their own detailed design work.

He reported that the failure to empty the street bins on Tuesday December 24<sup>th</sup> and then subsequent delays to the usual schedule had attracted adverse comment. He had explained to correspondents that these matters were not within the control of the Parish Council.

Cllr Ranzetta expressed concern that someone might fall down the Water St hole the barriers being not very substantial. Cllr Sherman suggested there should be a metal plate covering the hole. The Clerk agreed to follow this up with Cllrs Lindsay and West.

Cllr Mitchell expressed concern about the lack of a formal bus stop by the Blue Co-Op.

Cllr Domoney asked who insures the Prentice St car park, the Clerk confirmed that Babergh is responsible for public liability issues and insurance.

**Motion:** to approve the accounts for the month ended 30 November 2024.

**Proposed:** Cllr Lamont **Seconded:** Cllr Falconer

**Decision:** Approved unanimously.

**Motion:** to approve the Receipts and Payments for the month ended 30 November 2024.

**Proposed:** Cllr Sherman **Seconded:** Cllr Bourne

**Decision:** Approved unanimously.

#### **11. Report following receipt of quotation from Suffolk Highways for construction of 20mph scheme signage.**

The Chair emphasised that no decision was going to be made at this meeting this item is on the agenda only to inform Councillors.

The Clerk explained that a quote for £24,000 had been received from Suffolk Highways, that Neighbourhood CIL can be used to fund this and that the PC has asked Suffolk Highways again whether all 71 signs (replacing 28 signs) are required. He said that it is almost certain Suffolk will explain that, according to their rules, all the signs are required. He explained that the National rules do not require such signage.

Cllr Ranzetta expressed concern about the number of signs. Cllr Domoney asked if there will be confusing changes between 20mph and 30mph limits and asked about the level of enforcement expected. The Chair replied that there will not be confusing changes in speed limits and that the level of enforcement by Suffolk Police is, in her experience, low.

Cllr Mawford asked how his fellow Councillors would like to proceed, the Chair suggested that a village poll was a possibility.

Cllr Mitchell reminded Councillors that the idea of this scheme was first proposed in 2019. In her opinion the idea was originally unclear as to whether a 20mph speed limit or a 20mph zone was requested leading to the proposal having a tortuous few years. She said that much of the opposition to the proposed scheme was due to the limited coverage of the scheme. She urged Councillors to think this carefully through suggesting a meeting of the Finance and Strategy Group.

Cllr Sherman suggested discussing this at a full Council meeting in the Spring with the Speed Indicator Device data being part of the information available at that meeting..

The Chair said that she was in favour of discussion at a well-advertised Spring meeting making Members of the Public widely aware of the agenda.

Cllr Falconer said that she was generally in favour of reduced speeds but had considerable concerns about the actual scheme proposed and the number of signs. Cllr Lamont reminded Councillors that the scheme does include a 40mph speed limit on the Sudbury Rd.

The Chair ended the discussion saying that at a Councillor Finance and Strategy Meeting all Councillors should fully familiarise themselves with the detailed proposal, with the detailed proposal discussed not at that meeting but at a meeting of the full Council.

## 12. Motion to obtain legal advice

The Chair reminded Councillors that as an Employer the Parish Council has a Duty of Care to ensure that employees work in a safe environment, are treated with respect and enjoy quality of working life. Failure of an Employer to address bullying of an employee, from any source, could give rise to that employee having a claim against the Employer for Constructive Dismissal i.e. that their Employer had made it impossible for them to continue in their post and make a demand for financial compensation.

She explained that the proposed legal action concerned only the post by the Administrator not any of the posts made around that time by any others on Facebook.

She summarised for Councillors a post made by the Administrator of the Lavenham Business Group Facebook page which included the words: *'The Clerk has to be held responsible for the actions of the Councillors and how the meeting was conducted; and 'Andrew Smith has a responsibility to the Councillors as they look to him for guidance on these matters'* and suggested that Members of the Public complain to Babergh Council concerning his performance.

She explained that advice had been obtained from both SALC and the Babergh Monitoring Officer.

SALC had told her that *'We do not agree that the Clerk is responsible for the actions of the Councillors'*.

She referred Councillors to the similar response of the Babergh Monitoring Officer as detailed in the Working Papers.

She told Councillors that on 24<sup>th</sup> December 2024 she had written to the Administrator of the Facebook page saying that the statement *"The Clerk has to be held responsible for the actions of the councillors and how this meeting was conducted:"* is not true and that the post seems to aim to influence others to wrongly believe Mr Smith has acted incorrectly, and to incite them to submit complaints about him. Your actions have caused considerable distress to our Clerk and this must be addressed. Your post could be interpreted as a deliberate attempt to besmirch his reputation and undermine his professional standing as the Parish Clerk. She had asked for a retraction of the Comments, a correction and an apology.

The Administrator had responded, on Facebook, with a dismissive response.

Cllr Sherman noted that Lizz Truss had been unable, despite obtaining expensive legal advice, to stop Keir Starmer from making comments that she did not agree with.

Cllr Ranzetta said that defamation was a serious issue adding that this Administrator has posted material which she considered to be reprehensible and that a number of Members of the Public had approached her with concerns. She noted the post by a prominent resident saying that 'enough is enough'.

Cllr Mitchell said that those who step forward to be Councillors must expect a degree of criticism, it is she said not possible to please all of the people all of the time. She said that this also applies to public sector staff but that such abuse and distortion of truth was not tolerable. She agreed with Cllr Ranzetta saying that the Administrators posts were bullying and had to be stopped.

Cllr Falconer said that she agreed with the comments of Cllr Mitchell and spoke of her experience of online bullying and that she supported the motion. The Village she said was being divided over a matter that was never personal.

Cllr Mawford said that it was important that the inaccurate posts were corrected, the initial post could have been made with lack of knowledge but the refusal to retract could not be considered a lack of knowledge and that he supported the motion, the financial cost was a price that had to be paid. Cllr Lamont deplored Facebook describing some aspects of it as toxic.

Cllr Domoney expressed concern about the cost. He questioned the inclusion of the word 'initial' in the motion and asked for time to consult an acquaintance who works in IT law. The Chair asked Cllr Domoney if he had already done this the working papers having been available for some days. Cllr Domoney said that he had not. The Chair replied that she was not prepared to defer this motion.

The Chair reminded Councillors that this motion was not about the Parish Council feeling criticised, fairly or unfairly, on Facebook, it was about one post by one individual.

**Motion:** the Parish Council is horrified that the posts suggest that the Clerk has behaved incorrectly and that Complaints should be made to the Monitoring Officer and by the dismissive response by the Administrator. With great regret, but with no alternative, the Parish Council authorises the expenditure of up to an initial £3,000 to obtain legal advice regarding the actions available to it to fulfil its legal obligations as an Employer and protect the Council from a Constructive Dismissal or other legal claim.

**Proposed:** Cllr Mawford

**Seconded:** Cllr Ranzetta

**Decision:** Approved. Cllr Domoney voted against.

### **13. Motion to dissolve the Neighbourhood Plan Working Group.**

The Clerk explained that this motion satisfies the wording in the Terms of Reference of this Group that 'The Group will be dissolved once its purpose (being the review of the 2016 Plan) has been completed. The Parish Council will then dispose of any remaining Neighbourhood Planning budgetary monies, in accordance with any conditions imposed by grant funders, and in the best interests of Lavenham'. He explained that the underspends would now be released back to General Reserves.

Cllr Mawford said that the members of the Neighbourhood Planning Group were disappointed by the result which they considered partly due to inaccurate material published during the referendum period and social media bias against the Plan. The Neighbourhood Plan Group he said had been frustrated by both Facebook Groups from putting their view. He added that the Members of the Review Group considered that the Parish Council should have used its legal powers to correct the perceived inaccuracies and were disappointed that it did not. Council he said needs to engage fully with Social Media and ensure that its messages cannot be blocked.

**Motion:** That the Neighbourhood Plan Working Group is dissolved and that the underspend of this Group compared to the second reforecast is released to General Reserves.

**Proposed:** Cllr Mawford

**Seconded:** Cllr Lamont

**Decision:** Approved unanimously.

**Date of next meeting:** Thursday 6th February 2025 7.30 pm in the Village Hall. Meeting closed at 9.50pm.

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## **PARISH COUNCIL MEETING**

Held on Thursday 6<sup>th</sup> February 2025, commencing at 7.30 pm. in the Village Hall.

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

### **Present:**

Chair: Cllr Janice Muckian. Cllrs: Alison Bourne, Frank Domoney, Lizzie Falconer, Iain Lamont, Mary Morrey, Jane Ranzetta, Chris Robinson and Michael Sherman. Sixteen members of the public.

### **Opening Statement by the Chair:**

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

### **1. Apologies and approval of Absences**

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

### **2. Declarations of Interest**

The Clerk reported that no Declarations of Interest had been made with respect to matters on the Agenda for the Meeting. He invited Councillors to declare any interests, none were declared.

### **3. Requests for Dispensations**

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

### **4. To approve as accurate minutes of the 9<sup>th</sup> January 2025 meeting of the Council**

Cllr Sherman asked why Cllrs Mitchell and Mawford had been allowed to speak and remain in the room when the Lavenham Press site was discussed considering their disclosable pecuniary interest in a nearby property. Cllr Sherman acknowledged that neither of them had voted on the matter.

The Clerk acknowledged that their dispensation did not allow them to speak or vote on the matter as the Lavenham Press buildings are visible from their Disclosable Pecuniary Interest and that he would include Cllrs Sherman's concerns in the minutes of this meeting.

Cllr Domoney said that he had outstanding questions concerning the minutes, he acknowledged that he had been given a tape of the meeting two weeks ago saying that he had not had time to fully formulate his queries but would do so prior to the March meeting of Council.

The Chair proposed a motion to defer further agreement of the minutes until the next meeting of Council.

**Proposed:** Cllr Muckian **Seconded:** Cllr Sherman

**Decision:** Agreement of the Minutes was deferred. Cllrs Morrey and Robinson abstained having not been at the January meeting.

### **5. Public Participation Session**

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

A Member of the Public asked if the Council had any plans to celebrate VE and VJ Days, the Vice-Chair replied that she would contact the British Legion.

A Member of the Public spoke of his concerns that Suffolk County Council has not followed latest Government Guidance reducing the minimum signage requirements concerning 20mph schemes saying that he therefore considers the proposed scheme to be over-priced and unwelcome. He noted that the City of Birmingham has written to the Government seeking further reductions in the required signage and the recent requests of the Chancellor to Public Bodies to cut expenditure where possible. He urged the Council to join with the UK's second largest city and support their proposals. He requested copies of all the correspondence between Suffolk Highways and the PC in which they refuse to make changes to the 20mph scheme saying that it is his intention to write to the Ministry of Transport.

The Chair reminded the Member of the Public that Council can only accept or reject the Suffolk Highways scheme. Discussion and decision of the scheme would take place at either the March or April meeting of Council.

The same Member of the Public asked if the Parish Council could provide funds to the Primary School to help children in their last year of Primary School with specific difficulties prepare for the transition to Secondary School.

The Clerk commented that Applications were being accepted from Community Groups but that the Grants Policy, as approved by Councillors, is clear that Parish Council funding will not be made available for projects that are the prime responsibility of other statutory authorities.

## **6. Chairman's Announcements**

The Chair reported that Suffolk Highways has advised the Parish Council that a construction order has been raised for the new sign on the Bury Rd at the Cross Green junction. The Contractor has fourteen weeks to deliver the works, but Suffolk Highways hope to complete the work earlier than this.

The Chair informed Councillors that District Cllr Maybury has stood down as Chair of the Traffic Working Party. She thanked Cllr Maybury for her support of this group.

The Chair reported that Cllr Paul West (Suffolk County Council Cabinet Member for Highways) has contacted the Clerk stating that a works order has been raised for a footboard to cover the hole in the Water St pavement. The Contractor has twenty days to complete this task. Meanwhile, Suffolk County Council are arranging a site visit by their contractors Milestone to determine a way forward. The Chair advised that she will be writing to our MP James Cartledge to request his support in resolving this long running problem.

The Chair explained to Councillors that as agreed at the January meeting, legal advice has been obtained with regards to the reputational harm to the Parish Clerk by means of Facebook posts. The advice is that as a matter of law an action for defamation cannot be brought by a Local Authority such as the Parish Council. Consequently, the Solicitors had advised that it would not be appropriate to incur time and costs investigating the merits of any action on behalf of the Council. There have been no legal costs incurred by the Council so far with respect to this matter. The Chair noted that no further similar posts from this individual with regards to the Clerk have been brought to Council's attention.

The Chair informed Councillors that slow progress is being made in respect of the proposed Green Willows footpath. A Suffolk Highways Design Engineer will, in the next few days, have an on-site meeting with a BT Engineer as BT equipment is under the proposed site.

The Chair concluded by reporting to Councillors that she had had the pleasure of attending at an event at Little Hall where Michael Sutherill, the curator, had explained their aim of raising the profile of Little Hall as a destination. To assist with achieving this aim items of national and international interest from other museums and institutions will be loaned back to Little Hall where they were originally collected and held by the Gayer-Anderson twins.

In response to question from Cllr Domoney the Chair agreed that she would mention Yellow Legged Hornets again when there was further significant need.

## **7. Local Authority Councillors' Reports**

The Clerk explained that County Cllr Lindsay was unable to be present. He read to Councillors the most significant parts of Cllr Lindsay's report, which is on the Parish Council's website, to the meeting.

Cllr Lindsay had reported that at an Extraordinary General Meeting of the County Council on 9<sup>th</sup> January Conservative and Labour councillors had united to vote in favour of a requesting the Government abolish all six District Councils and the County Council in Suffolk and joining a fast track scheme to move to a new two tier system with a single elected mayor for Norfolk and Suffolk and new (probably two) "unitary" authorities. The County Council had also requested that the County Council elections scheduled for May 1<sup>st</sup> 2025 be scrapped.

Subsequent to this, on 5<sup>th</sup> February, Angela Rayner, the Deputy Prime Minister had announced that Suffolk is one of a small number of areas that will be included in the fast track programme which will see the election of a mayor covering Suffolk and Norfolk in May 2026 and that the County Council elections due in May 2025 will be cancelled.

Cllr Lindsay explained that he and his group – Greens, LibDems and Independents – had voted against joining the fast track process perceiving it to be a way for the Government to gain greater control of local government in order to promote their agenda of allowing swathes of for-profit housing and road building on green fields in rural areas.

He reported that he had commissioned a week long survey of traffic speeds on Bildeston High Street following the introduction of a 20mph limit. The survey, he reported, showed that just south of the market place, close to the pedestrian crossing used by school children, average traffic speeds had fallen from 25mph to 19mph – a 24% drop - and that at another location average speeds had fallen from 19mph to 17mph, an 11% drop. He said that this indicated to him that where a road is narrow, built up and bendy, enforcement, in terms of police issuing penalties, is not so important.

He informed Councillors that the County Council is finalising its budget for 2025/26 year but it has already made it clear that Council Tax will be raised to the maximum cap it is allowed, without a referendum, of 5%.

District Cllr Maybury reported that negotiations were continuing between Roys of Sudbury and Babergh Council concerning the imposition of car park charges. Roys own the car park, Babergh lease it from Roys.

District Cllr Maybury explained that Central Government is keen to reorganise local government to allow for local areas to have more say on how central money is used and to save money by eliminating the three tier local government system. She said that Central Government believes a two tier system will be more efficient and so Borough and District councils will be disbanded. Parish and Town councils are due to remain.

Negotiations, she said, are now taking place between Suffolk County Council (the council chosen by central government to negotiate) and Central Government on future terms with much of the situation 'hazy'. She will update Councillors as and when more information is available.

Cllr Lamont asked what will happen to the Babergh and Mid Suffolk Joint Local Plan. Cllr Maybury responded that this will need, for various reasons, to be rewritten and finalised. She said that she feared for the future of Neighbourhood Plans said that she was concerned that should housing targets not be met Central Government will override local policies and preferences.

Cllr Maybury expressed concerns that Council tenants do not receive the service they should from the Babergh Out of Hours Repairs telephone line with calls not answered within a reasonable timescale or left unanswered. She is seeking a full answer from Babergh Council and an improvement.

Cllr Domoney expressed concerns about the poor condition of the many of the double yellow lines. Cllr Maybury responded that tickets cannot be issued where the lines are not clear. She urged all those with concerns to report them using the Suffolk Highways Reporting tool.



## 8. Planning Applications for Consideration

The Clerk reported that no decisions had been received contrary to Parish Council recommendations. The Chair reminded Councillors that any decision they make must be based upon their evaluation of all the documents available to them, including all other Material Considerations including public comments and economic and social consequences. Documents prepared by the planning group, she said, summarise that groups deliberations but do not replace Councillors own due diligence. She reminded Councillors that Council recommendations to Babergh only express the opinion of this Council in the same way others are able to express their opinions; the granting of any planning permission is made by the professional planners employed by Babergh District Council.

### **DC/25/00132** 1 Byes Barn, Prentice St

Application for Listed Building Consent – Replacement boiler with flue exiting from the roof.

Cllr Lamont explained that the current Gas Boiler flue exits from the rear of the property into the boundary of the adjacent property. The boiler must be replaced and building regulations do not allow the flue to exit in this direction over an adjacent property. He displayed a drawing showing the proposed exit through the roof explaining that the flue will be black to match the external building colour and commented that although it affects the appearance of a listed building it is a practical solution.

**Motion:** that Application DC/25/00132 be approved.

**Proposed:** Cllr Sherman **Seconded:** Cllr Robinson

**Decision:** Approved unanimously.

### **DC/25/00051** 21 Shilling St

Fell 2 Ash Trees, a Leylandii and a Silver Birch

Councillor Lamont displayed a map and explained that the four trees are:

T1 - Ash – to fell – this is a self-set tree and it is a large tree and far too close to the property

T2 - Leylandii – to fell – this tree is very overgrown

T3 – Ash – to fell – the tree has decay in the base

T4 -Silver Birch – to fell – the tree has decay in the base

He explained that maintenance would have assisted with the management of T1 but that is very close to the house, T2 is non-native and emphasised that Trees 3 and 4 are diseased.

Cllr Morrey expressed concerns that T1 is very close to the house. Cllr Robinson suggested that T1 might make the property difficult to insure.

**Motion:** that Application DC/25/00051 be approved conditional on replacement of Trees 3 and 4.

**Proposed:** Cllr Ranzetta **Seconded:** Cllr Robinson

**Decision:** Approved unanimously.

### **DC/24/05523** 24 Ropers Court

Replacement of existing conservatory translucent roof with solid roof and replacement of doors and windows.

Cllr Lamont explained that the building is not listed, the conservatory is not visible from the street, that there is no change in footprint and that the materials proposed are more appropriate in colour.

**Motion:** that Application DC/24/05523 be approved.

**Proposed:** Cllr Ranzetta **Seconded:** Cllr Sherman

**Decision:** Approved unanimously.

### **DC/25/00364** 41 Water St

Works to trees in a Conservation Area – sycamore tree to be removed.

Cllr Lamont explained that the tree is healthy. Cllr Morrey and Cllr Robinson expressed concern about the proximity to both the drain and the house.

**Motion:** that Application DC/25/00364 be approved conditional on replacement of the tree.

**Proposed:** Cllr Robinson **Seconded:** Cllr Morrey

**Decision:** Approved. Cllrs Domoney and Lamont voted against.

## 9. Clerk/RFO Report

The Clerk explained that since he will speak at length about financial matters at the March meeting that it was his intention, in this month's report, to focus on other matters.

Car Parking: As reported last month Babergh will shortly be providing 60cm by 90cm signs inviting the Public to donate for usage of the toilets. Donation income in January is likely to be about £75. Cash and Card donations are currently each about £1 per day. The Babergh machine has on occasion reverted to 'card only' because of people putting old £1 coins in it. The coin validator is being adjusted to reject these coins and not block. Babergh has put a weed membrane and pebbles in the area next to the Parish Office, this will keep the weeds down and improve the visual amenity of the area.

The Chair asked how the donations compare to last year, the Clerk said the reduction was about 75% adding that donations in the winter months are very weather dependent. Cllr Lamont asked how much the card donation machines cost, the Clerk replied about £35 per month, in total, for both machines.

The Prentice St toilets blocked again, the second time in six weeks. The blockage has been cleared by Anglia Water who are losing patience. It is possible they will refuse to visit for free. The Clerk expressed concern about the maintenance cost of the Prentice St toilets when compared to the revenue.

Office and Toilet Leases: Babergh have sent draft leases to us in the last few days, these will be shared with Councillors to vote on at the next PC Meeting, the terms are more favourable than we had assumed and should allow us to claim back the Business Rates paid on the toilets.

Tenders for Green Maintenance and Street Cleaning: Consequent of the advertising, as required by law, on Public Contracts website, an extra ten or so quotes have been received, fifteen responses in total. For good governance the Clerk and the Chair opened the responses together. The Clerk is now summarising the quotations received and asking questions of the Contractors. The summary document, detailing the anonymised quotes received, will be on the March agenda. Indications are that the services can be purchased at the budgeted amounts.

Accounts: Income for the year to date December is, as predicted in last month's report, a little over £2,000 ahead of forecast. At the end of January this is likely to be some £3,000 ahead of forecast. £1,500 of Burial Income has been received in each of December and January. On the cost side the Expenses for the year to date December, as predicted in last month's report, continue to be a less than forecast, the saving compared to the year to date forecast is just over £6,000. The largest component of this, some £2,500 is Street Cleaning and Green Maintenance and the next largest amount is nearly £1,000 saving concerning the finalisation and publicity costs for the LNP. The £2,500 saving is driven by the £1,000 forecast for Playground repairs becoming a much larger costs for which Neighbourhood CIL funds were used and that we have not had to do any other tree maintenance or other work.

**Motion:** to approve the accounts for the month ended 31 December 2024.

**Proposed:** Cllr Sherman **Seconded:** Cllr Morrey

**Decision:** Approved unanimously.

**Motion:** to approve the Receipts and Payments for the month ended 31 December 2024.

**Proposed:** Cllr Sherman **Seconded:** Cllr Falconer

**Decision:** Approved unanimously.

## 10. Motion to complete the revision of the 2016 Neighbourhood Plan

Cllr Falconer proposed a motion to defer consideration of this motion for six months. The Chair explained that such a motion may be moved at a meeting without written notice to the Proper Officer.

Cllr Falconer explained that she thought that the 'dust needs to settle' from the past referendum and that more time should be allowed to see how the intentions of Central Government develop before beginning a new Neighbourhood Plan.

Cllr Bourne replied that this was a bad idea because the Parish Council needs to listen to the rejection by the village of LNP2 and be proactive in its response to the defeat. A further delay she said would frustrate many residents. There would she said be new people running this revision with a lot of consultation. Changes to the draft could be made as the plans of Central Government developed.

Cllr Falconer responded that the previous time many people had not responded to the questionnaire and that experience was likely to be repeated. Cllr Bourne said that Cllr Falconer was entitled to her opinion.

The Chair intervened saying that, in her opinion, the fact that the matter was being discussed was evidence that Council was listening saying that she also considered that wounds consequent of the referendum and other matters needed further time to heal. She suggested that a deferral would also allow the Neighbourhood Plan Working Group further time to organise itself. She asked Council to consider deferral until 2027 when a new Parish Council will be elected which might have many new Councillors with different opinions to current Councillors and Central Government might be clearer.

Cllr Robinson urged against deferral for any period but especially until 2027 commenting that delay until 2027 would delay the new plan until 2031. He said that villagers know what they want and that the Group needs to get out and speak with everyone in the village. Previous consultation he said had been inadequate and made extremely difficult by Covid.

Cllr Ranzetta agreed that Covid had harmed the quality of the previous consultation saying that one effect of Covid was the issue of an exceptionally long questionnaire which had led to a low response rate. She said that she understood the different points of view being put forward.

The Chair asked who Cllr Sherman who had volunteered to be on the Group. Cllr Sherman responded that he would provide that information when Council had approved the establishment of the Group.

Cllr Lamont spoke of his concern that legally the Neighbourhood Plan must follow the Joint Local Plan in the context that the Joint Local Plan will have to be re-written and the two District Councils it covers will no longer exist. Cllrs Morrey and Falconer echoed these concerns.

Cllr Bourne acknowledged these concerns but said that consultation with Members of the Public could and must begin.

Cllr Domoney urged that Cllr Sherman's motion be passed.

**Motion:** That discussion of the motion to complete the revision of the Neighbourhood Plan is deferred for six months.

**Proposed:** Cllr Falconer

**Seconded:** Cllr Lamont

**Decision:** Rejected. Cllrs Bourne, Domoney, Ranzetta, Robinson and Sherman voted against. Cllrs Falconer, Lamont, Morrey and Muckian voted in favour.

Cllr Lamont suggested an amendment to the motion to delete the words that 'the Parish Council authorises the expenditure of up to an initial £3,000 to kick-start the revision process'.

The Chair spoke in support of this amendment saying that this would allow the Neighbourhood Plan Group to organise itself. She said that she would find it difficult to vote money for a complex project concerning which the composition and skills of the Group were unknown, the availability of Grants was unknown and there were no total projected costings.

Cllr Sherman said that the aim was to use as much of the previously drafted plans as possible. The initial funding was for leaflets and questionnaires to begin the consultation process.

Cllr Domoney said that he will provide, free of charge, talks about Autonomous Vehicles and 5G and 6G coverage including antennae.

**Motion:** That the motion be amended to read 'The Parish Council re-establishes the Neighbourhood Plan Working Group with the same Terms of Reference as before. The Parish Council informs Babergh District Council that it wishes to continue to be the Qualifying Body for the Lavenham Neighbourhood Plan.

**Proposed:** Cllr Lamont

**Seconded:** Cllr Falconer

**Decision:** Rejected. Cllrs Bourne, Domoney, Ranzetta, Robinson and Sherman voted against. Cllrs Falconer, Lamont, Morrey and Muckian voted in favour.

**Motion:** That the Parish Council authorises the expenditure of up to an initial £3,000 to kickstart the revision process, the Parish Council re-establishes the Neighbourhood Plan Working Group with the same Terms of Reference as before. The Parish Council informs Babergh District Council that it wishes to continue to be the Qualifying Body for the Lavenham Neighbourhood Plan.

**Proposed:** Cllr Robinson

**Seconded:** Cllr Sherman

**Decision:** Approved. Cllrs Bourne, Domoney, Ranzetta, Robinson and Sherman voted in favour. Cllrs Falconer, Lamont, Morrey and Muckian voted against.

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

In response to a question from Cllr Morrey Cllr Sherman said that he would report to the next Council Meeting on progress with a budget and would report every month.

#### **11. Motion concerning Council and Councillors use of Social Media**

The Chair introduced the proposed policy and highlighted the summary saying that the policy had to a considerable extent been based on the Babergh policy.

Cllr Sherman asked about the legal standing of the policy. The Chair replied that should a post be illegal then the breach would have legal consequences, should the post be legal but against advice then there would be no legal consequences. The intent was to provide guidance and encourage good behaviours.

Cllr Ranzetta asked for a clause to be inserted about GDPR, the Clerk responded that the third bullet point effectively covered this point but the point would be amended to specifically refer to GDPR.

Cllr Domoney said that he was shocked and appalled by the policy because it does not sufficiently deal with trolls and trolling. The draft policy he said is vindictive and targets one individual. The draft policy he said does not sufficiently recognise satire and that 'offensive' is a subjective concept and not objective.

Cllr Robinson said that he considered the draft policy to be a restriction on Freedom of Speech and that he disagreed with most of it.

**Motion:** the draft Social Media Policy is adopted.

**Proposed:** Cllr Ranzetta

**Seconded:** Cllr Morrey

**Decision:** Approved. Cllr Domoney and Robinson voted against. Cllr Sherman abstained.

**Date of next meeting:** Thursday 6th March 2025 7.30 pm in the Village Hall. Meeting closed at 9.43pm.

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February:

00051	21 Shilling St	Fell 4 trees	Approval	Approval with condition
05480	Lavenham Press, 47 Water St	Solar Panels	Approval	Approval
05523	24 Ropers Court	Conservatory Roof, solid replacing translucent	Approval	Approval
00364	41 Water St	Removal of a Sycamore	Approval	Approval with condition

Open items:

04224	Second Meadow	Wellness Centre	Ongoing	Refusal	
00132	1 Byes Barn	Replacement Boiler with Flue exiting from the roof	Ongoing	Approval	
00457	15 The Paddocks	Earthworks	Ongoing	Ongoing	Mar 7 2025
00390	Toll Cottage, Market Place	Change of use to residential	Ongoing	Ongoing	Mar 7 2025
05588	Anchor Hse, 27 Prentice St	Replacement Roof	Ongoing	Ongoing	Mar 7 2025
00548	Balsdon Hall, Bridge Street Road	Listed Building Consent Single Storey extension	Ongoing	Ongoing	Mar 7 2025
00577	Balsdon Hall, Bridge Street Road	Planning Permission Single Storey extension	Ongoing	Ongoing	Mar 7 2025
05113	Land south of Water St	Storage Shed and Greenhouse	Ongoing	Ongoing	Mar 7 2025
00788	Little Brook, Lower Rd	Erection of a timber-framed singlre storey store building	Ongoing	Ongoing	Mar 19 2025
00447	Pegtile Court	Dismantle dangerous entrance wall and replace Planning Permission	Ongoing	Ongoing	Mar 21 2025
00448	Pegtile Court	Dismantle dangerous entrance wall and replace Listed Bldg Consent	Ongoing	Ongoing	Mar 21 2025

### Planning Application - Change of Use of building to 1no dwelling



Toll Cottage Market Place Lavenham CO10 9QZ

**Application. No:** DC/25/00390 | Received: Tue 28 Jan 2025 | Validated: Mon 03 Feb 2025 | Status: Awaiting decision

This building has had a previous application DC/19/05074 for change of use from Estate Agents office A2 Use to part residential C3 Use / part bric-a-brac retail shop A1 Use. This was refused see exert below from decision notice.

*The proposal is contrary to Policy EM24 of the Babergh Local Plan. A marketing campaign was not undertaken, and it has not been demonstrated how the premises is unsuitable or not viable for full employment use in this area. The subject unit is located in the centre of the market place at the heart of commercial and tourism activity. The loss of commercial floorspace in this area cannot be considered acceptable unless the unit has been marketed for alternative uses through an agreed and verified process. 2. Insufficient information has been provided to demonstrate adequate parking provision in line with Suffolk Parking Guidance 2019. In the absence of this, it cannot be certain that adequate parking and manoeuvring provision can be secured and retained in perpetuity. As such the proposed change of use cannot demonstrate it can provide safe and suitable parking and access, contrary to paragraphs 102 and 108 of the NPPF (as amended)*

This application does not appear to offer any new information to support the change of use. There is no indication that there has been a marketing campaign or there has been evidence that the premises is unsuitable for employment.

Also note the objection comment from the Great House that they have a wish to use the premises for business purposes.

No evidence is offered to demonstrate compliance with the change of use process in JLP Part 1 Policy LP10.

No evidence is offered that the application complies with LNP Policy C9 "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."



## Application for Listed Building Consent - Replacement roof.



Anchor House 27 Prentice Street Lavenham Sudbury Suffolk CO10 9RD

**Application. No:** DC/24/05588 | Received: Mon 30 Dec 2024 | Validated: Thu 06 Feb 2025 | Status: Awaiting decision

The application is to replace the roof on the house to ensure it remains waterproof, there are no changes to the external appearance and the Clay Pantiles will be set aside and re-used.

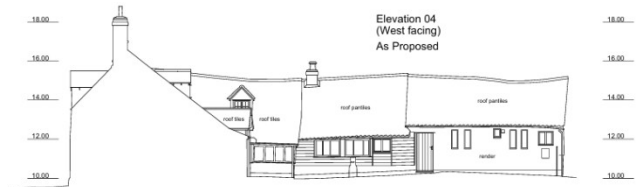
See this note in the planning statement

*In summary the proposals are to re-roof the entirety of 27 Anchor Street, Lavenham. This is to ensure it remains watertight, in a good state of repair and to ensure the longevity of the listed building. The intention is for the replacement to be on a like-for-like basis with the retention and re-use of the existing pantiles where they remain in good condition, with some new pantiles to be incorporated as necessary to match existing.*

This will ensure the building remains in good condition for the future.







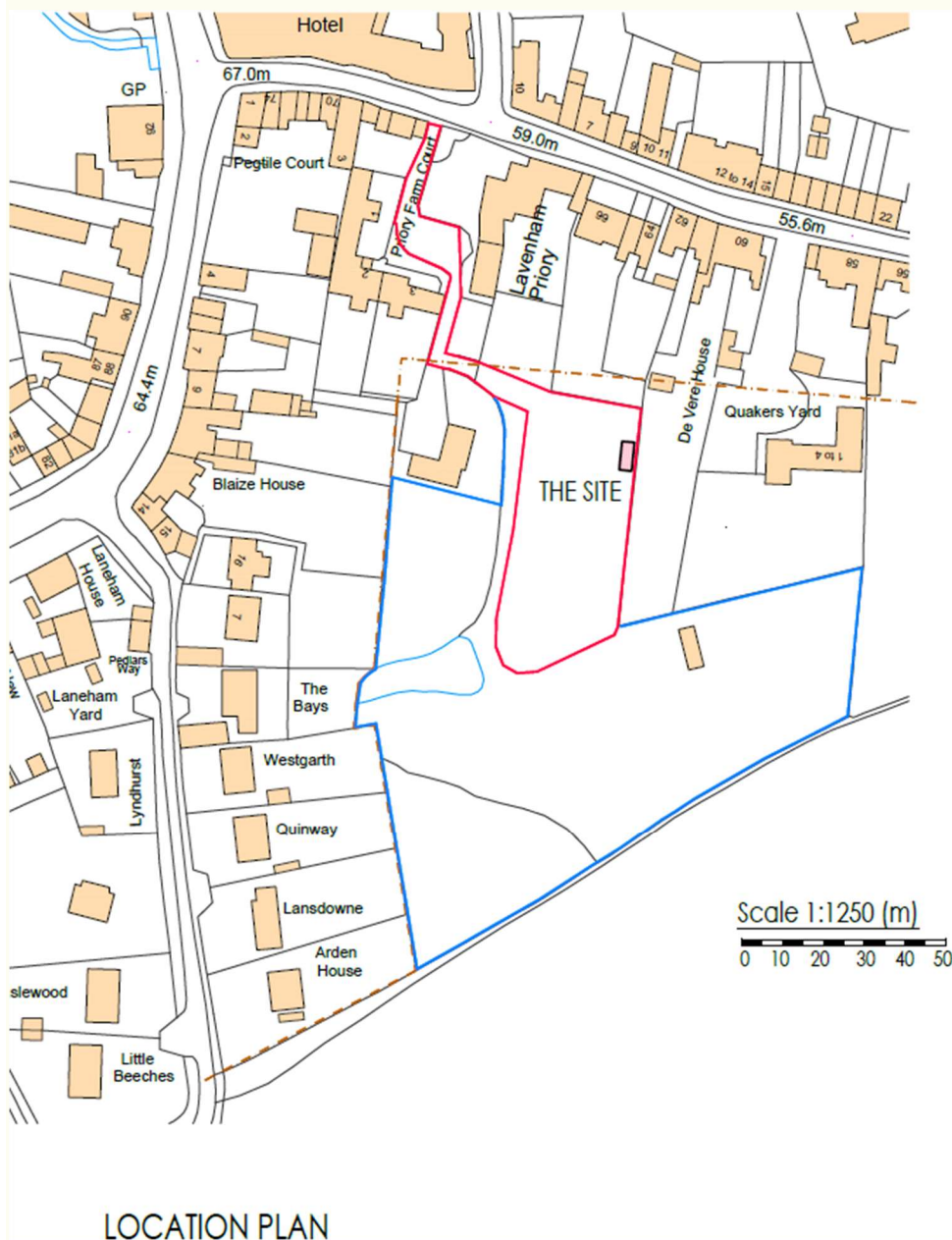


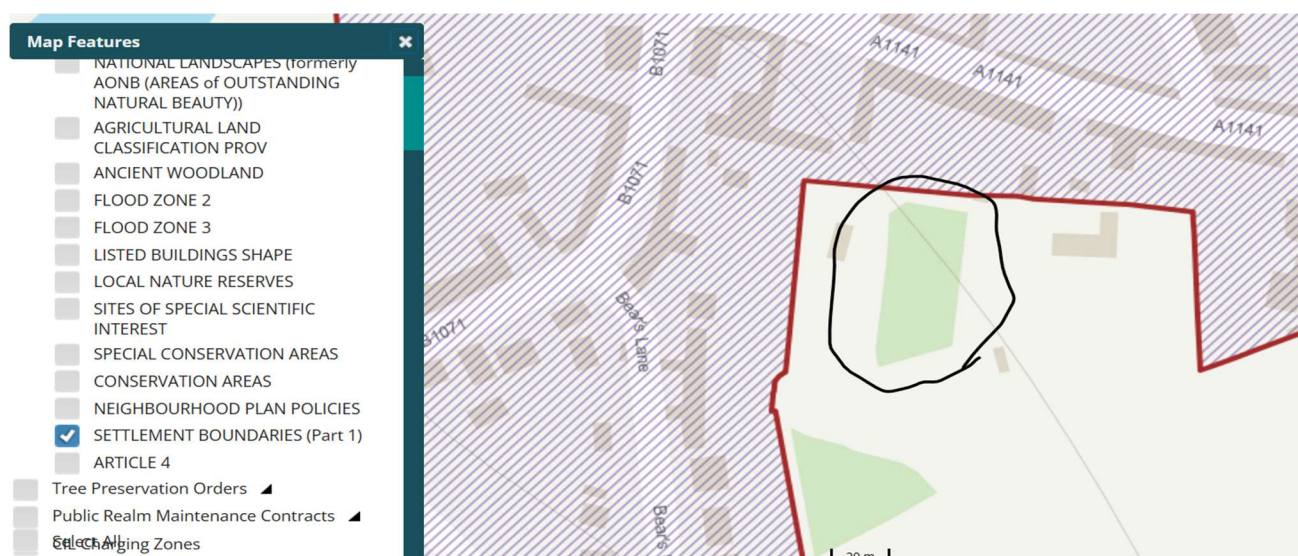
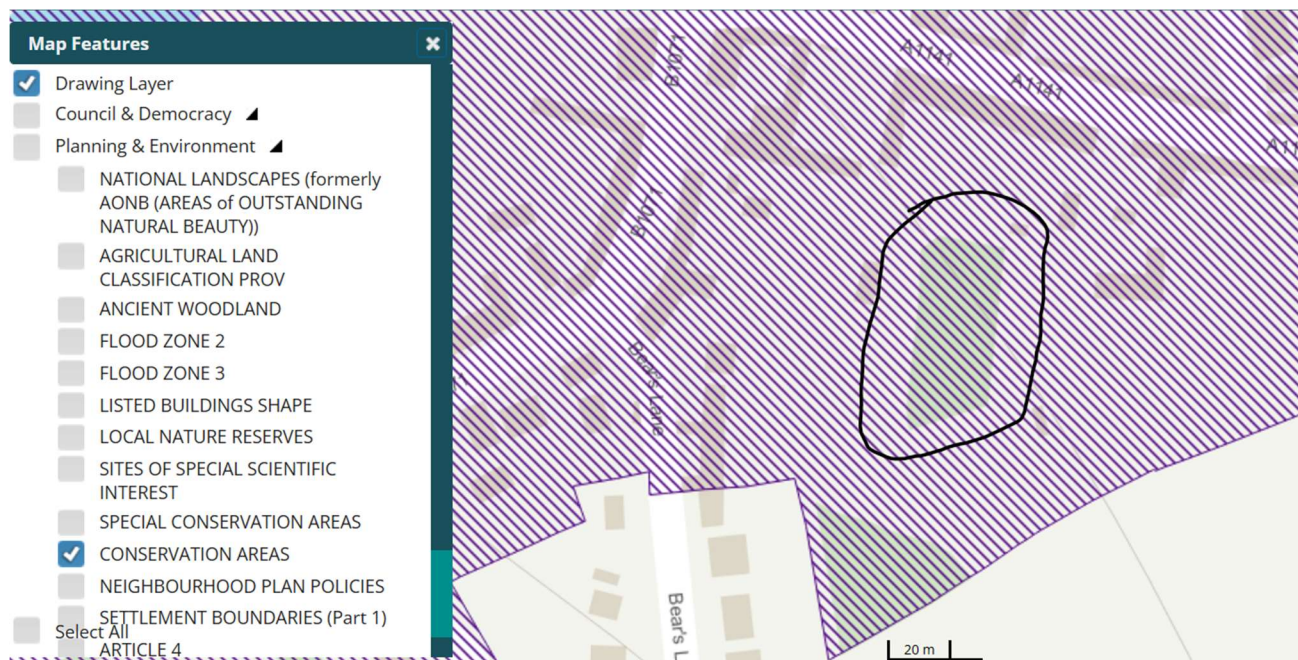
**Planning Application - Ancillary use of land as garden for erection of storage shed, greenhouse, boundary fence to North boundary to access gates and construction of accessible path.**

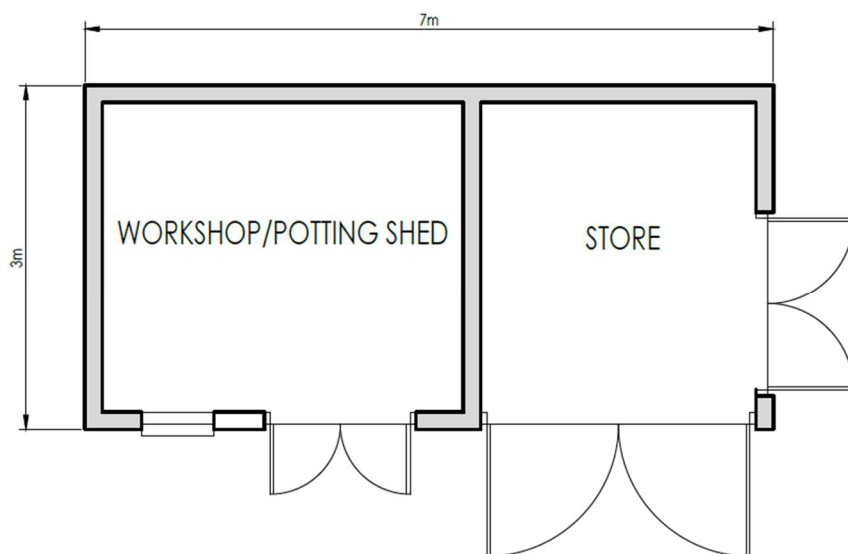
Show more description 

Land South Of Water Street Water Street Lavenham CO10 9RW

**Application. No:** DC/24/05113 | Received: Fri 22 Nov 2024 | Validated: Wed 12 Feb 2025 | Status: Awaiting decision.







## **Discharge of conditions**



Motion – That the Council wishes to consider and vote on all Planning Discharge of conditions and Variation of conditions under Reserved Matters.

**Discharge of Conditions Application for DC/23/05658 - Condition 4 (Biodiversity Enhancement Measures)**

Rowan Cottage The Common Lavenham Sudbury Suffolk CO10 9RL

**Application. No:** DC/25/00815 | Received: Fri 21 Feb 2025 | Validated: Fri 21 Feb 2025 | Status: Awaiting decision

Note from application form:

Sparrow Colony Nest Box by Gardman with a slate effect roof and three nesting holes suitable for colony nesting House Sparrows.

I have a small problem in completing discharge of the Biodiversity Enhancement Measures.

My builder has pointed out some problems with siting the proposed Bird Box on a wall covered by vertical slate tiles. These relate both to fixing the Box at the location suggested without damaging these tiles, and with subsequent access to it if any maintenance work on the box is required (possible tile damage from ladders used, etc).

We have identified an alternative location near the highest point on another part of Rowan Cottage - please see the attached Mark's Site Plan Plus. This location is a north-facing solid wall, more than 3 metres high at its apex. Would you be okay with the Box being sited at this alternative location, please.

**Application for Non Material Amendment relating to DC/25/03268 - Change of roof finish from concrete interlocking pantiles to Gaelic CS100 Natural Slate**

Show more description 

Coppers Sudbury Road Lavenham Sudbury Suffolk CO10 9SB

**Application. No:** DC/25/00790 | Received: Thu 20 Feb 2025 | Validated: Fri 21 Feb 2025 | Status: Awaiting decision

Note from application form:

Change of roof finish from concrete interlocking pantiles to Gaelic CS100 Natural Slate. To enhance/improve appearance of extended/altered dwelling.

**Discharge of Conditions Application for DC/24/03084 - Condition 3 (Rainwater Goods), Condition 4 (Fenestration) and Condition 6 (Eaves and Verges)**

Show more description

The Hall Hall Road Lavenham Sudbury Suffolk CO10 9QX

**Application. No:** DC/25/00772 | Received: Wed 19 Feb 2025 | Validated: Thu 20 Feb 2025 | Status: Awaiting decision

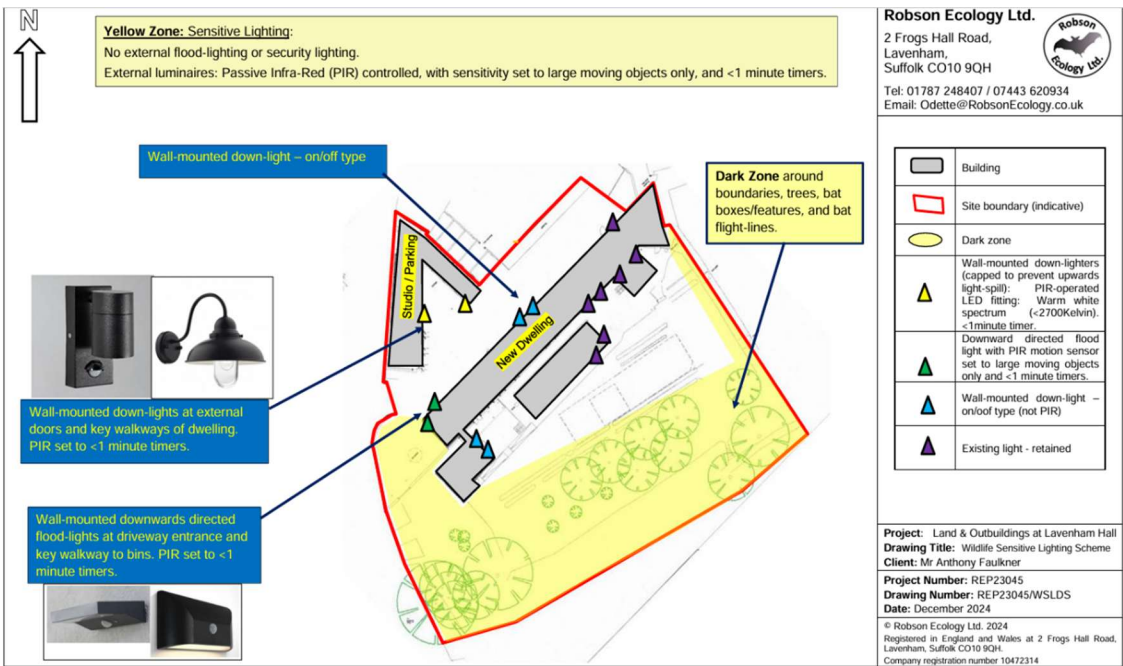
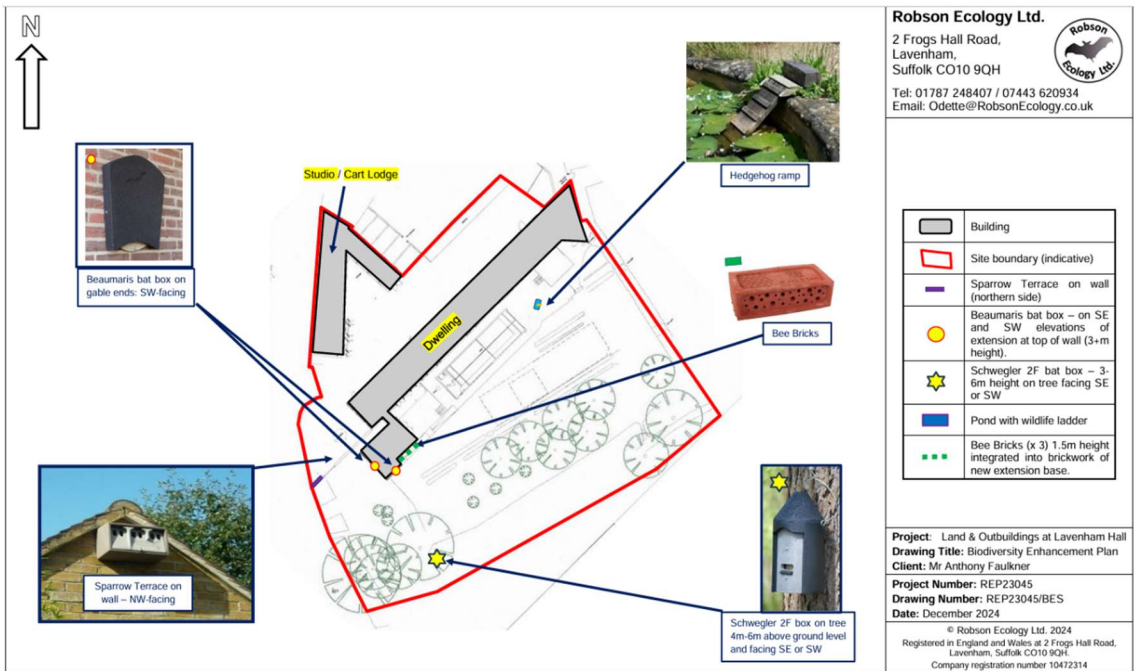
Drawings attached to application with technical details of Wall, Eaves and Window details. Including triple glazing.

**Discharge of Conditions Application for DC/24/03083 - Condition 4 (Biodiversity Enhancement Layout), Condition 5 (Wildlife Sensitive Lighting Design Scheme), Condition 8 (Construction Management), Condition 9 (EV Charging Infrastructure) and Condition 12 (Refuse Bins)**

The Hall Hall Road Lavenham Sudbury Suffolk CO10 9QX

**Application. No:** DC/25/00766 | Received: Tue 18 Feb 2025 | Validated: Thu 20 Feb 2025 | Status: Awaiting decision

Documents describing the discharge of conditions described above. Note the Biodiversity Plan and Wildlife Sensitivity Lighting plans – attached



**Discharge of Conditions Application for DC/22/06072 - Conditions 4 (Archaeological Works) and 5 (Post Investigation Assessment)**

Show more description

Ponders Barn Street Lavenham Sudbury Suffolk CO10 9RB

**Application. No:** DC/25/00680 | Received: Fri 14 Feb 2025 | Validated: Sun 16 Feb 2025 | Status: Awaiting decision

**Application under Section 73a of The Town and Country Planning Act 1990 - Variation of Condition 1 (Approved Plans and Documents) of Reserved Matters DC/21/06906 dated: 13/05/2022 - Submission of details under Outline Planning Permission B/16/00437- Appearance, Landscaping, Layout and Scale for the erection of up to 25 residential dwellings.**

Show more description 

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Land Off Norman Way Lavenham CO10 9PY

**Application. No:** DC/25/00457 | Received: Fri 31 Jan 2025 | Validated: Sat 01 Feb 2025 | Status: Awaiting decision

Notes from planning statement – attached to application are detailed drawings of the earthworks at Number 15. These are visible from the public footpath.

1. This Planning Statement has been produced in support of an application under Section 73 of the Act to vary condition 1 of DC/21/06906 to agree an amended/additional plan for the retention of earthworks at 15, The Paddocks, Lavenham.

2. The earthworks have been undertaken as part of the landscaping of the site and in order to provide the property with a more usable garden space. Without the earthworks being undertaken, the rear garden of the property would have been an impractical steep slope.

3. The garden room erected in the garden of the property is not part of this application as it was erected as Permitted Development.

On border of Lavenham and Acton:

00548	Balsdon Hall, Bridge Street Road	Listed Building Consent Single Storey extension
00577	Balsdon Hall, Bridge Street Road	Planning Permission Single Storey extension

**Agenda Item 10**

**Report to Council: 6<sup>th</sup> March 2025**

**LNP 3**

**Background:**

At its meeting held on 6<sup>th</sup> February 2025 Council decided to:

‘Authorise the expenditure of up to an initial £3,000 to kickstart the revision process, the Parish Council re-establishes the Neighbourhood Plan Working Group with the same Terms of Reference as before. The Parish Council informs Babergh District Council that it wishes to continue to be the Qualifying Body for the Lavenham Neighbourhood Plan’.

**Recent Developments:**

1,200 copies of the attached letter to residents have been printed at a cost of £54 and been distributed.

Details of the next steps will be provided in a verbal update to the meeting.

The Terms of Reference and other matters have been considered and the motions below have been proposed and seconded.

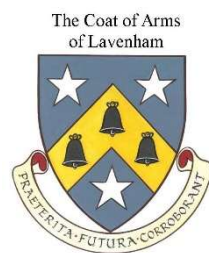
- 1) The Parish Council invites Carroll Reeve, Charles Posner and Danielle Twitchen to join the Neighbourhood Plan Working Group.
- 2) The Parish Council welcomes that the Neighbourhood Plan Working Group has written to residents seeking volunteers to join the Group. Not earlier than the May meeting of Council the existing members of the Group will provide Council with a list of those who have expressed an interest. Should there be sufficient vacancies all volunteers will be invited to join the Group. Should there be more volunteers than vacancies Council will ask each of the candidates to write a short statement explaining why they are interested in joining the Group and Council will fill all the vacancies by majority vote.
- 3) To amend the Terms of Reference to substitute ‘include at least two Parish Councillors’ with ‘include at least two and a maximum of two Parish Councillors chosen by the Parish Council by majority vote’.
- 4) To amend the Terms of Reference to substitute ‘up to a maximum of ten members’ with ‘up to a maximum of fifteen members all of whom must be on the electoral roll in Lavenham’.
- 5) To amend the Terms of Reference to include ‘Should there be an uncontested vacancy/ies the Group has the power of co-option, should the vacancy/ies be contested Council will ask each of the candidates to write a short statement explaining why they are interested in joining the Group and Council will fill the vacancy/ies by majority vote.’
- 6) To amend the Terms of Reference to include ‘should a Member of the Group not attend any meetings for two months they will cease to be a member of the Group, the Group may choose by majority vote to allow a Member a longer period of absence’.

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Proposed: Michael Sherman. Seconded: Alison Bourne. 26<sup>th</sup> February 2025

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# Lavenham Neighbourhood Plan 2016 Revision



Dear Fellow Resident

All of your Parish Councillors recognise that the village voted overwhelmingly to reject the proposed revision and updating of the successful 2016 Neighbourhood Plan.

At its February Meeting the Parish Council entrusted us, the undersigned Alison Bourne and Michael Sherman, with the task of taking the first steps towards developing a new Neighbourhood Plan.

We are aware of the need to respect the wishes of all Lavenham residents.

Our proposal is to take the best from the existing plan and the revision document known as NP2 and build upon them in the light of the wishes of the residents of Lavenham.

We will do this in the following way:

In order to achieve the widest possible participation, we will organise a series of informal meetings from which we can benefit from the ideas, hopes and aspirations of all residents. These views will provide us with the basis for our work and the village will be consulted at every step on the way.

In the meanwhile, in the light of new material issued by the 2021 census, we will update the factual information that will serve as a basis for our propositions and compose a piloted questionnaire constructed on evidence, that will allow ideas to come forward. The questionnaire will be delivered to every household. A dedicated team will assist those with queries and those who need help.

This is an immense task. As part of this participatory process, we will be asking those who live in Lavenham to volunteer to be part of the Group and the teams which will be set up to focus on particular issues that residents raise.

We need the ideas of all members of our community. We hope that many will come forward to be part of this participatory process.

Our aim is to produce a plan that is the product of the thinking of the overwhelming majority of residents of Lavenham, that is written in plain English, that is relatively short and succinct and that will be supported by all.

Regards

Alison Bourne and Michael Sherman, Parish Councillors, on behalf of the Neighbourhood Plan Group, February 2025



**The Allotment site adjacent to Railway Walk**

**Background:**

The provision of allotments is a condition of the Planning Permission for the Paddocks development with detailed permission given for Drawing 155 on 3<sup>rd</sup> February 2020.

The Parish Council is under no legal obligation to accept the Paddocks Allotments but is under a statutory duty to provide allotments should a) there be sufficient demand and b) land available at a reasonable cost taking the interests of the community as a whole. This is generally taken to exclude from consideration land designated for residential or other development.

The Lavenham Allotments Society wrote to the Parish Council Clerk in August 2023 rejecting the site. The letter was signed by the then Hon Sec and sent to the Clerk by Cllr Domoney.

The Clerk understands that the problems include the locations of water-courses and power lines.

The Lavenham Allotments Society informed the Parish Council that it would search for appropriate sites.

The Parish Council has for some time considered a community-based allotments association to be the most appropriate guardians and curators of such a site.

Parish Council policy has been that it would only accept the site if the Lavenham Allotments Association considered the site acceptable and was prepared to manage the site.

**Recent Developments:**

On 12<sup>th</sup> February 2025 Hartog Hutton Ltd wrote telling the Parish Council that they will 'soon be putting the allotments in'.

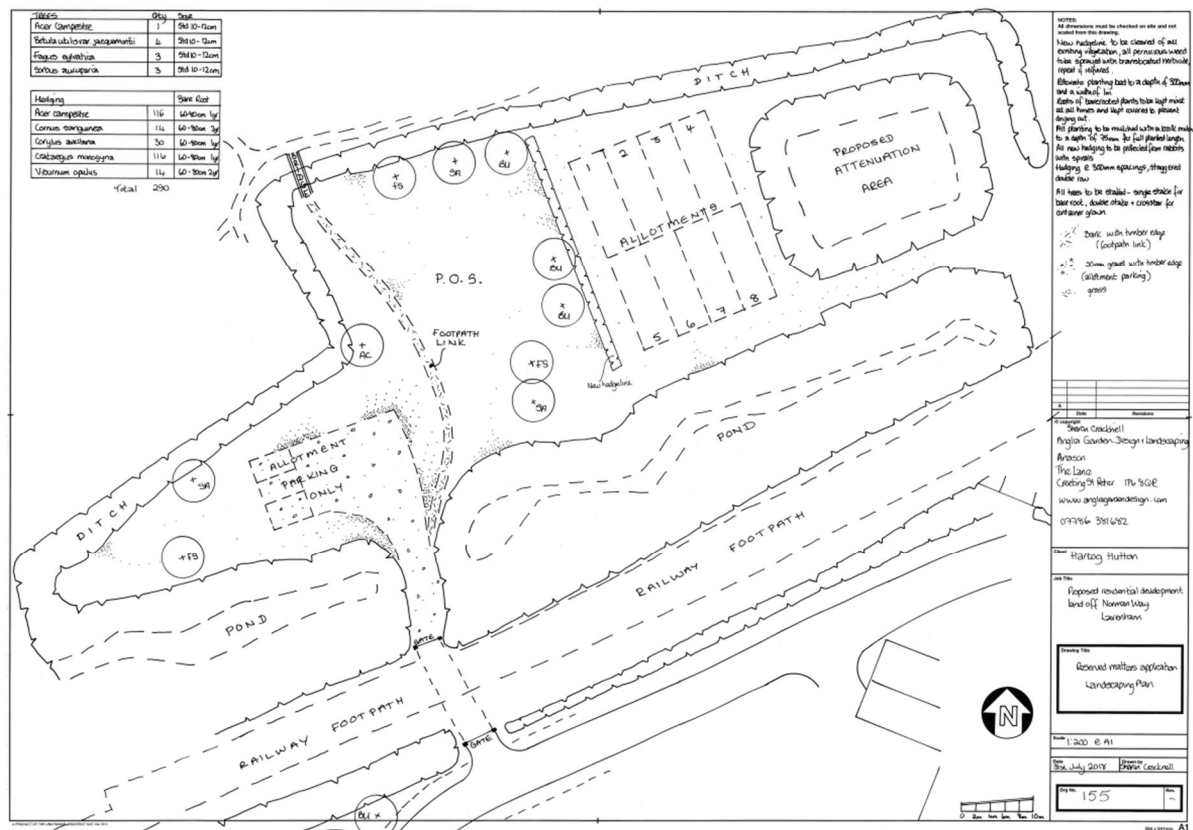
The Chair and Clerk contacted the leading figures in the Lavenham Allotments Society and they either confirmed that the site remained unsuitable or did not respond.

**Motion:**

**The Clerk is instructed to inform Hartog Hutton that the Parish Council will not take on the proposed Allotments site and that Council is minded to be supportive should Hartog Hutton seek a revision to the Planning Permission allowing it to create an area of community amenity.**

Andrew Smith

24<sup>th</sup> February 2025



ensuring the environment and highway safety prior to the commencement of such development.

### LPA Decision:

Details as specified in the condition 27 document and drawing 155 received on 9th January 2020 have been considered by this Authority's Planning Officer and are acceptable. This is because the allotments have a reasonable timetable for delivery and would not cause any adverse harm to residential amenity. This condition has been satisfied subject to implementation in accordance with the wording of the above condition.

**Philip Isbell – Chief Planning Officer**  
Sustainable Communities

**Babergh District Council**  
Endeavour House, 8 Russell Road, Ipswich IP1 2BX

Website: [www.babergh.gov.uk](http://www.babergh.gov.uk)



Hartog Hutton Ltd  
PO Box 110  
Bury St Edmunds  
IP29 5PB

Please ask for: Rose Wolton  
Your reference: DC/20/00087  
Our reference: planninggreen@baberghmidsuffolk.gov.uk  
E-mail: planninggreen@baberghmidsuffolk.gov.uk  
Date: 3rd February 2020

Dear Mr Wells

### DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990

**Proposal:** Discharge of Conditions Application for B/16/00437- Condition 3 (Archaeological Works), Condition 4 (Archaeological Works), Condition 16 (External Lighting) and Condition 27 (Approval of Allotments)

**Location:** Land North West And South West Of, Norman Way, Lavenham, Suffolk

# Lavenham and Area Allotments Association

53a High Street  
Lavenham  
CO10 9PY

Lavenham Parish Council  
Church Street  
Lavenham  
CO10 9QT

29 August 2023

Dear Sir/Madam,

As acting secretary for the Lavenham and Area Allotments Association I am delighted to inform you that the Association in conjunction with the National Allotments Association, current and former Babergh District Council officials, and allotment associations in West Suffolk have carried out a thorough evaluation of the proposed allotment site at Lavenham Walk/Norman Way. They have arrived at the conclusion that that site is unsuitable on Health and Safety and Environmental Health grounds.

After extensive consultation and research they have been able to make a shortlist of more acceptable candidates for sites at the north and south ends of the village.

Again, in consultation with the above-mentioned groups they are carrying out feasibility studies that encompass costs, timescales and any showstoppers and necessary mitigations.

We trust that these will soon be available.

Yours sincerely,

Dr. C. M. Posner  
Acting Hon. Secretary

Cc: Margaret Maybury  
Paul Clover

**Motion to increase Burial Fees**

1. The Lavenham Parish Council has for many years had a policy to align fees charged with those charged by Long Melford.
2. Long Melford does not offer a 50% discount to residents as Lavenham does.
3. It is not proposed to remove the 50% residents discount.
4. Most burials in the Lavenham Cemetery are residents and therefore the fees paid by Lavenham residents will remain very considerably less than those charged by Long Melford to its residents.
5. Long Melford fees for the burial of cremated remains are £1,390 whereas Lavenham's fees are £480 for a resident and £960 for a non-resident.
6. Long Melford fees for a burial are £1,745 whereas Lavenham's fees are £920 for a resident and £1,840 for a non-resident.
7. It is proposed to increase the fees by, on average, 10%.
8. The Cemetery and Church cost over £10,000 per annum to maintain and the Burial Income is significantly less than this.
- 9. Motion: Council is asked to approve 10% increase in all fees**

Andrew Smith

20 February 2025

## LAVENHAM PARISH COUNCIL

### Tables of fees, payments and sums fixed and settled by Lavenham Parish Council, burial authority for the Parish of Lavenham

The following fees, payments and sums will be doubled in the case of any person who is not an inhabitant of the Parish of Lavenham, or in the case of a still-born child of which neither of the parents is an inhabitant or parishioner of the said parish.

#### PART 1. INTERMENTS

The fees indicated for the various heads of items (I) and (II) do not include the digging of the grave but do include reinstating the grave space to a flat, lawned area at an appropriate time following burial.

(I)	For the interment in an earthen grave (whether or not the exclusive right has been granted)				
(i)	of the body of a child whose age at the time of death did not exceed 12 years	..	..	..	£120.00
(ii)	of the body of a person whose age at the time of death exceeded 12 years	..	..	..	£440.00
(II)	For the interment of cremated remains in a Cremation Plot .33 metre x .33 metre (exclusive right included)	..	..	..	£275.00

#### PART 2. EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES

For the exclusive right of burial for a period of 60 years in an earthen grave 2.75 metres x 1.25 metres	..	..	..	£285.00
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#### PART 3. GRAVESTONES, TABLETS & MONUMENTAL INSCRIPTIONS

(i)	a headstone – not exceeding 1 metre in height..	..	..	£285.00
(ii)	a cremation tablet 30cm x 30 cm	..	..	£250.00
(iii)	a cremation wedge tablet 30cm x 45cm	..	..	£265.00

The fees indicated for the various heads of this Part include the first inscription. For each inscription after the first a fee of £95.00 is payable.

At a meeting of the Parish Council of Lavenham, held this 6th day of March 2025, the foregoing fees, payments and sums payable 2025/26 are fixed and settled by the said Parish Council, and apply from the 1<sup>st</sup> day of April 2025.

JA MUCKIAN, Chair

AJ SMITH, Clerk to the Council

# LAVENHAM PARISH COUNCIL

## Tables of fees, payments and sums fixed and settled by the Lavenham Parish Council, burial authority for the Parish of Lavenham

The following fees, payments and sums will be doubled in the case of any person who is not an inhabitant of the Parish of Lavenham, or in the case of a still-born child of which neither of the parents is an inhabitant or parishioner of the said parish.

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(I)	For the interment in an earthen grave (whether or not the exclusive right has been granted)				
(i)	of the body of a child whose age at the time of death did not exceed 12 years	..	..	..	£110.00
(ii)	of the body of a person whose age at the time of death exceeded 12 years	..	..	..	£400.00
(II)	For the interment of cremated remains in a Cremation Plot .33 metre x .33 metre (exclusive right included)	..	..	..	£250.00

### PART 2. EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES

For the exclusive right of burial for a period of 60 years in an earthen grave 2.75 metres x 1.25 metres	..	..	..	£260.00
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### PART 3. GRAVESTONES, TABLETS & MONUMENTAL INSCRIPTIONS

(i)	a headstone – not exceeding 1 metre in height..	..	..	£260.00
(ii)	a cremation tablet 30cm x 30 cm	..	..	£230.00
(iii)	a cremation wedge tablet 30cm x 45cm	..	..	£240.00

The fees indicated for the various heads of this Part include the first inscription. For each inscription after the first a fee of £85.00 is payable.

At a meeting of the Parish Council of Lavenham, held this 1st day of February 2024, the foregoing fees, payments and sums payable 2024/25 are fixed and settled by the said Parish Council, and apply from the 1<sup>st</sup> day of April 2024.

IS MITCHELL, Chairman  
AJ SMITH, Clerk to the Council

**Green Maintenance and Street Cleaning**

**Background:**

The current contract with JPB Landscapes expires on 31 March 2025, the current cost is:

Green Maintenance £9,050  
Street Cleaning £15,341.  
Total Gross Cost £24,391.

A Babergh Grant is received of £12,492 to contribute towards Street Cleaning only.

The real cost of Street Cleaning is therefore £2,849 and the total real cost is £11,899.

	24/25 Current Contract	25/26 Budget
Green Maintenance	£9,050	£12,080
Street Maintenance	£15,341	£19,176
<b>Total</b>	<b>£24,391</b>	<b>£31,256</b>
Babergh Street Maintenance Grant	(£12,492)	(£13,333)
<b>Real Cost</b>	<b>£11,899</b>	<b>£17,923</b>

Council determined at its December meeting to seek quotes on a menu basis. The attached tender was issued and advertised, as required by law, on the Public Contracts portal.

The sealed bids were opened by the Clerk and the Chair on 30<sup>th</sup> January 2025.

**Quotes Received:**

15 quotes were received.

2 suppliers quoted only for Green Maintenance work, their quotes for Green Maintenance were greater than £20,000 (6 suppliers quoted less than £16,300 for this work and the Green Maintenance budget is £12,080) and so these contractors were disqualified.

5 contractors quoted for both parts of the Contract but their quotes were over £45,000 and so these contractors were disqualified. The whole Contract budget is £31,256.

2 contractors quoted less than £11,000 for the Street Maintenance Contract, significantly below the current cost of £15,341 and budget of £19,176 and significantly below any other quotes received. These contractors were disqualified as they clearly had misunderstood the street cleaning requirements.

## LAVENHAM PARISH COUNCIL:

### Detailed Quotes Received:

The quotes of the remaining 6 contractors (sorted prices low to high) are:

	I	G	C	M	L	E	Budget
Notes:			5% Yr 1 discount applied		5% Yr 1 discount applied		
Green	£7,500	£8,950	£12,175	£12,831	£14,225	£16,257	£12,080
Street	£16,185	£15,250	£14,915	£16,258	£17,745	£21,720	£19,176
<b>Total</b>	<b>£23,685</b>	<b>£24,200</b>	<b>£27,090</b>	<b>£29,089</b>	<b>£31,970</b>	<b>£37,977</b>	<b>£31,256</b>
Grant	(£13,333)	(£13,333)	(£13,333)	(£13,333)	(£13,333)	(£13,333)	(£13,333)
<b>Real Cost</b>	<b>£10,352</b>	<b>£10,867</b>	<b>£13,757</b>	<b>£15,756</b>	<b>£18,637</b>	<b>£24,644</b>	<b>£17,923</b>
<b>Under/(over) spend</b>	<b>£7,571</b>	<b>£7,056</b>	<b>£4,166</b>	<b>£2,166</b>	<b>(£714)</b>	<b>(£6,721)</b>	N/A
Green Hours	167	179	400	430	600	556	N/A
Street Hours	360	610	550	545	645	736	N/A
<b>Total Hours</b>	526	789	950	975	1,245	1,292	N/A
Ave Rate	45	31	29	30	26	29	N/A
Head-Count	6	3	2	4,400	8	4	N/A
Other Notes:	No increases across 3 year contract	No increases across 3 year contract	Approx' 5% increases annually	RPI increases annually	Approx' 5% increases annually	Approx' 5% increases annually	

Contractors I and G were ruled out for misunderstanding the level of Green Maintenance required and having the highest hourly rates. Contractor G is additionally very small.

Contractor C was ruled out for being too small an organisation to be able to guarantee a reliable service. Contractor E was considered to be too small and also far too expensive.

Contractors M and L were considered and Contractor L is considered the preferred Contractor, The hourly rate is lower, the number of budgeted hours is 30% higher and we would be a very small customer for Contractor M.



## LAVENHAM PARISH COUNCIL:

### Other Considerations:

L	Moss is Algoclear and mechanical brushing of stubborn spots, Weeds is Glyphosate.
C	Moss is Iron Sulphate and mechanical brushing of stubborn spots, Weeds is Glyphosate.
I	Moss is Iron Sulphate and mechanical brushing of stubborn spots, Weeds is Glyphosate.
E	Moss is Finalsan and mechanical brushing of stubborn spots, Weeds is Glyphosate.
M	Moss is MMC Disinfectant, Weeds is Gallup 420 (Glyphosate).
G	Moss is Moss Off biodegradable , Roundup (Glyphosate)

### Scope Considerations:

		L	M	Others Avg
High St etc	Weekly incl leaves	£6,904	£4,564	£6,000
Lady St etc	Fortnightly incl Leaves	£3,520	£2,327	£3,000
Meadow Close etc	Monthly excl leaves	£2,599	£716	£1,800
The Glebe etc	Twice a Year excl leaves	£760	£477	£600
Bury Rd etc	Monthly incl verges	£812	£4,296	£1,600
<b>Total Litter Pick</b>		<b>£14,595</b>	<b>£12,380</b>	<b>£13,000</b>
Core and Suburban	Weed Killing Monthly	£1,146	£2,864	£3,000
Outer	Weed Killing twice a Year	£494	£358	£500
<b>Total Weed Kill</b>		<b>£1,640</b>	<b>£3,222</b>	<b>£3,500</b>
Core and Suburban	Moss twice a Year	£1,007	£477	£700
Outer	Moss once a year	£503	£179	£300
<b>Total Moss Treatment</b>		<b>£1,510</b>	<b>£656</b>	<b>£1,000</b>
<b>Grand Total</b>		<b>£17,745</b>	<b>£16,258</b>	<b>£17,500</b>
<b>Net Cost</b>		<b>£4,412</b>	<b>£2,925</b>	<b>£4,167</b>
<b>Hours</b>		645	545	565

### Motion:

To select Contractor L with the twice yearly litter picking line removed. Such litter picking is insufficiently regular to protect the street scape and the amount of litter in such streets does not justify more regular litter picking.

The Supplier is prepared to offer a discount for a three year contract and so the amounts are £31,200 in yr 1, £32,800 in yr 2 and £34,000 in Yr 3. The budget for Yr 1 is £31,256.

### Relevant Powers and duties:

Burial grounds, cemeteries and crematoria: Open Spaces Act 1906, subsections 9 and 10. Closed churchyards: LGA 1972, section 215. Parks and pleasure grounds: LGA 1972, section 133. Power to maintain footpaths and bridleways: Highways Act 1980, subsections 43 and 50.

Green Maintenance			C	E	G	I	L	M
Comment			2nd Round. Reasonable Quotes in both activities. Small, not VAT registered.	2nd Round. Reasonable Quotes in both activities	Strong local references but Green Maint quotes v cheap	Very strong local references but Green Maint quotes v cheap	2nd Round. Reasonable Quotes in both activities	2nd Round. Reasonable Quotes in both activities
Cemetery & Churchyard	C	Annual Cost	8,950	12,589	5,250	4,260	10,815	9,546
The Common	D	Annual Cost	500	738	1,350	1,080	965	805
First Meadow	E	Annual Cost	2,600	2,602	1,950	1,440	1,866	1,879
Water St	F	Annual Cost	125	328	400	720	580	600
Total Green Maintenance			12,175	16,257	8,950	7,500	14,225	12,831
High St etc	A	Weekly incl leaves	4,988	8,606	5,100	6,120	6,904	4,564
Lady St etc		Fortnightly incl Leaves	1,425	2,496	3,250	3,120	3,520	2,327
Meadow Close etc	B	Monthly excl leaves	1,520	2,304	1,800	1,440	2,599	716
The Glebe etc		Twice a Year excl leaves	523	1,176	350	480	760	477
Bury Rd etc	C	Monthly incl verges	1,710	1,764	1,200	1,440	812	4,296
LITTER PICKING			10,165	16,346	11,700	12,600	14,595	12,380
Core and Suburban	D	Weed Killing Monthly	3,325	3,911	2,400	2,160	1,146	2,864
Outer		Weed Killing twice a Year	285	582	450	570	494	358
WEED KILLING			3,610	4,493	2,850	2,730	1,640	3,222
Core and Suburban		Moss twice a Year	713	670	450	570	1,007	477
Outer		Moss once a year	428	211	250	285	503	179
MOSS TREATMENT			1,140	881	700	855	1,510	656
Total Street Cleaning			14,915	21,720	15,250	16,185	17,745	16,258
Grand Total			27,090	37,977	24,200	23,685	31,970	29,089
Green Maint			12,175	16,257	8,950	7,500	14,225	12,831
Street Cleaning net of Babergh Grant			1,582	8,387	1,917	2,852	4,412	2,925
Real Cost			13,757	24,644	10,867	10,352	18,637	15,756
Check			0	0	0	0	0	0
Net Budget 25/26			17,923	17,923	17,923	17,923	17,923	17,923
Under/(over) spend re 25/26 Budget			4,166	-6,721	7,056	7,571	-715	2,166
Hourly Rate Green Maint	Extra Work		35.00	0.00	50.00	45.00	28.50	29.83
Hourly Rate Steet Cleaning	Extra Work		30.00	0.00	25.00	45.00	28.50	29.83
Green Maint Hours			400	556	179	167	600	430
Street Cleaning Hours			550	736	610	360	645	545
Total Hours			950	1,292	789	526	1,245	975
Hourly Rate			28.52	29.39	30.67	45.00	25.68	29.83
Size of organisation			2	4	3	6	8	4,400
Yr1 Green			12,175	16,257	8,950	7,500	14,225	12,831
Yr2 Green			12,662	17,070	8,950	7,500	14,976	RPI
Yr3 Green			13,168	17,923	8,950	7,500	15,575	RPI
Yr1 Street			14,915	21,720	15,250	16,185	17,745	16,258
Yr2 Street			15,512	22,806	15,250	16,185	18,679	RPI
Yr3 Street			16,132	23,946	15,250	16,185	19,426	RPI
Yr1			27,090	37,977	24,200	23,685	31,970	29,089
Yr2			28,174	39,876	24,200	23,685	33,655	RPI
Yr3			29,301	41,869	24,200	23,685	35,001	RPI

# Green Maintenance

Comment

			D	K	B	J	O	H	N	A	F
			Disqualify uncompetitive quotes for either activity	Disqualify uncompetitive quotes for either activity	Disqualify uncompetitive quotes for either activity	Disqualify uncompetitive quotes for either activity	Disqualify. Green Maint Quote too high.	Disqualify. Street Cleaning quote too cheap.	Disqualify. Street Cleaning quote too cheap.	Disqualify only quote for Green Maint and that quote is not compelling.	Disqualify only quote for Green Maint and that quote is not compelling.
Cemetery	A	Summer 8 months	7,200	9,720	12,134	8,550	7,740	4,480	3,314	4,500	8,966
Churchyard	B	Summer 8 months	7,200	9,180	11,132	7,200	6,480	3,880	2,762	4,500	2,814
Cemetery & Churchyard	C	Winter 4 months	3,200	1,792		1,000	3,200		982	1,000	4,009
The Common	D	Summer 8 months	7,200	2,340	1,836	1,260	3,150	2,970	1,657	3,600	1,825
First Meadow	E	Summer Cutting 8 months	7,200	7,210	5,364	5,850	5,700	3,280	3,314	5,400	2,135
		Summer Strimming 8 months	1,200	1,800		300			1,104	600	236
Water St	F	Summer 8 months	3,200	1,920	800	400	400		491	800	1,249
<b>Total Green Maintenance</b>			<b>36,400</b>	<b>33,962</b>	<b>31,266</b>	<b>24,560</b>	<b>26,670</b>	<b>14,610</b>	<b>13,624</b>	<b>20,400</b>	<b>21,234</b>
High St etc	A	Weekly incl leaves	12,750	9,894	5,952	9,180	11,710	6,375	1,565		
Lady St etc		Fortnightly incl Leaves	6,500	5,772	3,958	3,250			1,117		
Meadow Close etc	B	Monthly excl leaves	3,000	3,300	4,008	1,800			736		
The Glebe etc		Twice a Year excl leaves	800	760	2,250	200			614		
Bury Rd etc	C	Monthly incl verges	3,000	2,900	1,800	1,200			1,105		
LITTER PICKING			26,050	22,626	17,968	15,630	11,710	6,375	5,137	0	0
Core and Suburban	D	Weed Killing Monthly	4,800	2,880	6,000	3,600	5,510	2,100	3,683		3,841
Outer		Weed Killing twice a Year	800	520	1,000	600			736		1,040
WEED KILLING			5,600	3,400	7,000	4,200	5,510	2,100	4,419	0	4,881
Core and Suburban		Moss twice a Year	1,200	230		600	1,235	1,460	798		1,065
Outer		Moss once a year	600	290		300			491		694
MOSS TREATMENT			1,800	520	0	900	1,235	1,460	1,289	0	1,759
<b>Total Street Cleaning</b>			<b>33,450</b>	<b>26,546</b>	<b>24,968</b>	<b>20,730</b>	<b>18,455</b>	<b>9,935</b>	<b>10,845</b>	<b>N/A</b>	<b>N/A</b>
<b>Grand Total</b>			<b>69,850</b>	<b>60,508</b>	<b>56,234</b>	<b>45,290</b>	<b>45,125</b>	<b>24,545</b>	<b>24,469</b>	<b>N/A</b>	<b>N/A</b>
<b>Green Maint</b>			<b>36,400</b>	<b>33,962</b>	<b>31,266</b>	<b>24,560</b>	<b>26,670</b>	<b>14,610</b>	<b>13,624</b>	<b>N/A</b>	<b>N/A</b>
<b>Street Cleaning net of Babergh Grant</b>			<b>20,117</b>	<b>13,213</b>	<b>11,635</b>	<b>7,397</b>	<b>5,122</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>
<b>Real Cost</b>			<b>56,517</b>	<b>47,175</b>	<b>42,901</b>	<b>31,957</b>	<b>31,792</b>	<b>14,610</b>	<b>13,624</b>	<b>0</b>	<b>0</b>



# LAVENHAM PARISH COUNCIL

The Parish Office  
Church St  
Lavenham  
Sudbury  
Suffolk  
CO10 9QT

Andrew Smith  
*Clerk to the Council*

Telephone: 01787 247041  
[andrew.smith@lavenham-pc.gov.uk](mailto:andrew.smith@lavenham-pc.gov.uk)

8<sup>th</sup> January 2025

Dear Sirs

**Grass cutting/grounds maintenance and Street Cleaning in Lavenham  
2025/2026 to 2027/2028 inclusive**

The Parish Council is seeking estimates for the above works within the Parish for:

- a) The year from 1 April 2025 to 31 March 2026 and
- b) The three years from 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2028 as per the enclosed schedules.

Each item must be quoted separately on the attached schedules with details supplied of discounts offered should the whole contract be awarded to a single contractor.

Estimates should be forwarded to the above address by Wednesday 29<sup>th</sup> January 2025 in an envelope marked 'Sealed Tender'.

If you have any questions regarding this tender please contact me. Members of the Council will be pleased to meet with contractors and view the areas if required.

Yours faithfully

Andrew Smith  
Clerk to the Parish Council

Encs.

## **GREEN MAINTENANCE:**

### **A) LAVENHAM CEMETERY, Bridge Street Road, CO10 9SJ**

Visit site every two weeks throughout the growing season 1 March to 31 October.  
Pick litter in all areas, empty and remove from site all litter in wheelie/rubbish bins.  
Cut, collect grass and strim all grassed areas.  
Blow, sweep, collect debris from all hard-standing areas as and when required.  
Weed ashes burial area shingle.  
Treat/spray all hard-standing and paths for weeds and moss and remove all weeds growing after spraying has taken effect.  
Prune any low branches and remove any fallen branches from site.  
Twice yearly, lightly trim all hedges, last 6 months growth only, including low box hedging around ashes burial area, collect and remove from site all arisings.  
On edges and verges where there are wildflowers, strim after flowering has ceased.

**Total for the above 18 visits per year .. .. .**

### **B) THE CHURCHYARD, Church Street, CO10 9QT**

#### **Rear of the Church**

Visit site every two weeks throughout the growing season 1 March to 31 October.  
Cut grass and leave arisings, includes strimming of the bank (full length, front to rear).  
Avoid cutting growing bulbs and wildflowers on the bank, strim bank after flowering.

#### **Front Churchyard**

Visit site every two weeks throughout the growing season 1 March to 31 October  
Cut and collect all grass within 3 m. of paths and walkways.  
Cut and discharge the centre areas.

**Total for the above 18 visits per year .. .. .**

### **C) Routine winter maintenance of Churchyard and Cemetery (4 visits)**

Monthly through the off season, 1 November to 28 February.  
Prune any low branches and remove any fallen branches from site.  
Lightly trim all hedges (last 6 months growth only).  
Collect all leaf litter, remove arisings from site.  
Report any damage.  
In Cemetery treat/spray all hard-standing and paths for weeds and moss, remove all weeds growing after spraying has taken effect.  
Remove all waste, cuttings and arisings from site (Cemetery wheelie/rubbish bins).

**Total for the above 4 visits per year .. .. .**

### **D) THE COMMON (Water Street/Lower Road) see Fig. 1, areas outlined in green**

Cut all grass marked on the map supplied, throughout the season.  
Visit site every two weeks throughout the growing season 1 March to 31 October.

**Total for the above 18 visits per year .. .. .**

**E) FIRST MEADOW, Brent Eleigh Road, CO10 9PE see Fig 2, areas outlined in red**

Cut as sports field, including strimming around all obstacles and play equipment.  
Visit site every two weeks throughout the growing season 1 March to 31 October.

Allow wildflowers towards back of meadow to fully grow and remove once flowering season has ended.

**Total for the above 18 visits per year .. .. .**

Strim all perimeter fence lines to First Meadow, 6 visits (every 3<sup>rd</sup> cut to main area)

**Total for the above 6 visits per year .. .. .**

**F) Water St Car Park, CO10 9RN**

Visit site every month throughout the growing season 1 March to 31 October.  
Weed Control, chemical application, removal of dead weeds and any other litter or detritus on the ground.

**Total for the above 8 visits per year .. .. .**

**Hourly rate** for extra Green Maintenance work, if and when it arises,  
(minimum 2 hours work) as requested/directed by Parish Council .. .. . **per hour**

**STREET CLEANING:**

**A) Litter Picking, removal of dog excrement, sweeping up detritus e.g. cigarette butts and dead vegetation such as leaves and weeds**

Weekly: Market Place and Market Lane, High St, Church St and Water St.

**Total for the above 51 visits per year .. .. .**

Fortnightly: Prentice St, Bolton St, Barn St, Lady St and Shilling St.

**Total for the above 26 visits per year .. .. .**

**B) Litter Picking, removal of dog excrement, cigarette butts and dead vegetation such as weeds**

Monthly: Bears Lane, Meadow Close, Tenterpiece, Spring St, Hall Rd, Bridge St Rd, Pump Ct and Pump Ct Lane.

**Total for the above 12 visits per year .. .. .**

Every 6 months: Green Willows, Harwood Place, Peek Close, Artesian Close, The Glebe, Butfield, Lower Rd, Brent Eleigh Rd, Preston Rd, Ropers Ct, Park Rd, Frogs Hall Rd (to end of the dwellings), Preston Rd, Trinity Rd, Weavers Close and Old Station Close.

**Total for the above 2 visits per year .. .. .**

**C) Litter Picking including removal of dog excrement and litter in grass verges.**

Monthly: Melford Rd, Sudbury Rd and Bury Rd as far as National Speed Limit Signs

**Total for the above 12 visits per year .. .. .**

**D) Weed killing (1 April to 30 Oct)**

Spraying of pavement on both sides, i.e. join with kerb and join with garden wall or building.

Monthly: Market Place and Market Lane, High St, Church St, Water St. Barn St, Prentice St, Bolton St, Barn St, Lady St, Shilling St, Bears Lane, Meadow Close, Tenterpiece, Spring St, Hall Rd, Bridge St Rd, Pump Ct and Pump Ct Lane.

**Total for the above 12 visits per year .. .. .**

Twice Yearly: Melford Rd, Sudbury Rd and Bury Rd as far as end of pavements, Green Willows, Harwood Place, Peek Close, Artesian Close, The Glebe, Butfield, Lower Rd, Brent Eleigh Rd, Preston Rd, Ropers Ct, Park Rd, Frogs Hall Rd (to end of the dwellings), Preston Rd, Trinity Rd, Weavers Close and Old Station Close.

**Total for the above 2 visits per year .. .. .**

**E) Moss Treatment**

Twice Annually: Market Place and Market Lane, High St, Church St, Water St. Barn St, Prentice St, Bolton St, Barn St, Lady St, Shilling St, Bears Lane, Meadow Close, Tenterpiece, Spring St, Hall Rd, Bridge St Rd, Pump Ct and Pump Ct Lane.

**Total for the above 2 visits per year .. .. .**

Annually: Melford Rd, Sudbury Rd and Bury Rd as far as end of pavements, Green Willows, Harwood Place, Peek Close, Artesian Close, The Glebe, Butfield, Lower Rd, Brent Eleigh Rd, Preston Rd, Ropers Ct, Park Rd, Frogs Hall Rd (to end of the dwellings), Preston Rd, Trinity Rd, Weavers Close and Old Station Close.

**Total for the above 1 visit per year .. .. .**

**Hourly rate** for extra street cleaning work, if and when it arises,  
(minimum 2 hours work) as requested/directed by Parish Council .. .. . **per hour**

**Although all areas are combined in one contract please quote annual cost per area. All prices quoted should be exclusive of VAT.**

***Operatives and Equipment:***

*The Contractor shall provide skilled operatives with relevant training, and certification where appropriate, using Contractor's equipment, to carry out the contracted duties.*

***Insurance***

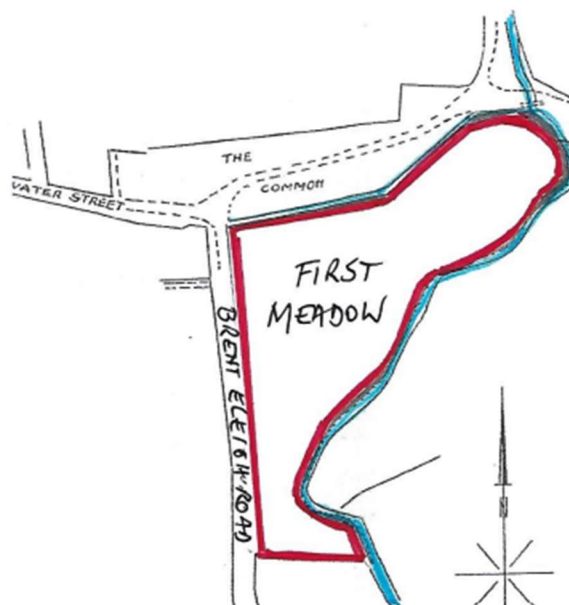
*The Contractor is required to have professional and public liability insurance and a current Certificate of Insurance to this effect must be produced to the Parish Clerk prior to commencement of the contract. The Contractor shall indemnify the Council against any*

claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

### Health and Safety

The Contractor shall accept full responsibility for compliance with Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this schedule.

### Maps





**Agenda Item 14**

**Report to Council: 6<sup>th</sup> March 2025**

**Box Bush Maintenance**

**Background:**

The total cost in 2024/25 is estimated to be:

3 sprayings, each £380 total cost £1,140.  
2 soil treatments, each £380 total cost £760  
Pruning £2,300  
Grand Total £4,200

**2025/26 Quote:**

3 sprayings each £400 (April, May and August) total cost £1,200  
1 soil treatment (September) £400.  
Pruning £2,415  
Grand Total £4,015

The budget for 2025/26 is £5,356 consisting of £4,356 for Box Bush Maintenance and £1,000 for other (currently unascertained) items.

**Motion: To ask the Contractor to carry out the proposed work at a cost of £4,015. The PC has the power and sometimes the duty to maintain closed churchyards under the Local Government Act 1972 section 215.**



# Bartlett Tree Experts

Client: 7010970

29-Nov-2024

Created on: 29-Nov-2024

Lavenham Parish Council  
Parish Office  
Church St  
Lavenham, Suffolk  
CO10 9QT

Bartlett Tree Experts  
Mark Davis - Representative  
Writtle Park Farm  
Writtle Park  
, CM1 3QF  
Business: 01245 248033  
E-Mail Address: mdavis@bartlettuk.com

Property Address: St Peter & St Paul's Church, Lavenham, Suffolk CO10 9SA

Further to my recent visit to your property, please find our recommendations and quotation for the Tree and Shrub works discussed. Bartlett Tree Experts recommends having a qualified arborist inspect your property periodically to assist you in identifying potential risks or hazardous conditions related to your trees or shrubs. This is not an invoice.

## Soil Care and Fertilization:

### Soil Treatment

Apply Boost Organic & Carbohydrate/Phosphite solution to the following plants and locations to promote vitality and improve resistance to disease and stress.

- Box shrubs x67 located at the front of the church
- Box shrubs x7 located at the rear of the church

Provide 1 treatment at 400.00 per treatment.

Estimated Treatment Date: 01-Sep-2025.

Amount: £400.00

VAT: £80.00

## Pest Management:

### Monitor Treatment

Inspect the following property items:

- Box shrubs x67 located at the front of the church

Scientific Tree Care Since 1907

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CHELMSFORD | CIRENCESTER | DUBLIN | EAST GRINSTEAD  
GUILDFORD | MANCHESTER | RADLETT | SEVENOAKS | YORK

Registered Office:  
The F.A. Bartlett Tree Expert Company Limited  
3rd Floor, 1 Ashley Road  
Altrincham, Cheshire WA14 2DT  
Registered in England & Wales No. 2850930  
VAT Reg. No. GB644349428



Client: 7010970

29-Nov-2024

Created on: 29-Nov-2024

- Box shrubs x7 located at the rear of the church

for insect and mite pests, diseases and cultural problems that could impact plant health. Treat designated plants as needed to suppress pest damage and promote plant health.

Provide 3 treatments at 400.00 per treatment.

Estimated Treatment Dates: 15-Apr-2025, 31-May-2025, 30-Aug-2025.

Arborist Notes:

- The treatment will focus mainly on Box caterpillar and Box blight. Other pests and disease that are evident at the time of treatment will be treated as needed.

To continue to be effective, an annual program will need to be carried out going forward. this will be reviewed on an annual basis.

Amount: £1,200.00

VAT: £240.00

## Tree and Shrub Work:

### Shrub Pruning

Species	Location
Box shrubs x67	front of the church
Box shrubs x7	rear of the church

Goals:

- Maintain size and shape

Specifications:

- Shear (trim) the regrowth to maintain the shape as needed
- Remove all debris

Amount: £2,415.00

VAT: £483.00

For the Sum of: £4,015.00

Total VAT: £803.00

Total: £4,818.00

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VAT Reg. No. GB644349428



Client: 7010970

29-Nov-2024

Created on: 29-Nov-2024

*Please review the terms and conditions attached, which become part of the agreement, and sign and return one copy authorizing the program.*

\_\_\_\_\_  
(Customer Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Bartlett Representative - Mark Davis)

29-Nov-2024

\_\_\_\_\_  
(Date)

Our prices are subject to VAT at the standard rate. Please read the enclosed terms and conditions of the contract. All works will be carried out within the guidelines of British Standards 3998:2010 "Recommendations for Tree Works."

Please note that all of our staff are direct employees of the company and NOT sub contractors or self-employed unless otherwise stated. For your protection, all our work is covered by comprehensive insurance and I enclose a copy of our insurance coverage certificate as evidence of our cover.

The client has confirmed in accepting this quotation that any sub surface obstructions, services and utilities, on or serving their properties have been as accurately as possible disclosed to this office and the on site workforce, and that the client accepts liability for any costs that could arise from damage to such services that subsequently might be found, during our works.

Please complete and return the enclosed acceptance form or hand to the crew leader on the day the work is carried out.

\* VAT added where applicable. Prices are guaranteed if accepted within twenty eight days.  
All accounts are net payable upon receipt of invoice.

PLEASE NOTE; PAYMENT IS DUE ON RECEIPT OF OUR INVOICE  
PREFERRED PAYMENT: ALL MAJOR CREDIT/DEBIT CARDS ACCEPTED



FOR FURTHER INFORMATION REGARDING OUR SERVICES

PLEASE VISIT OUR NEW WEB SITE ON:

[WWW.BARTLETT.COM](http://WWW.BARTLETT.COM)

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VAT Reg. No. GB644349428



**Applications received for Parish Council Grants**

Background:

On 8<sup>th</sup> January 2025 Council advertised for applications from Community Groups for Grants from the Parish Council with a closing date for applications of Wednesday February 12<sup>th</sup>. The advertisement was on the Parish Council website and was published twice on Facebook.

Council has a Grants Policy (approved October 2023) detailing what the Council is prepared to consider funding and has a remaining budget for 2024/25 of £3,000.

Applications received:

One application for funding has been received, from the Kernos Centre who are based in Sudbury Town Centre.

The objective of the Kernos Centre is to make counselling available to people in need when they need for as long as they need. Counselling is for people aged 5 and above.

The Kernos Centre has two paid members of staff, ten counsellors and fifteen volunteers.

The centre worked with 5 Lavenham residents in 2024 of whom 3 were children and young people under 19, and one was over 65. The Centre has approximately 300 clients.

It reports that each session costs £40 to run and that the average client requires 20 sessions.

The centre applies to local Parish and Town Councils for Grant funding and reports that in 2024 it received grants of £750 from Long Melford, £250 from Great Waldingfield and £200 from each of Clare, Glemsford and Newton.

Much more substantial contributions have been received from larger organisations such as a grant from the National Lottery Community Fund for £245,700, spread over five years beginning November 2023.

The centre has a waiting list which can be a 6 month wait for some people.

The centre costs approximately £120,000 per annum to run and currently has cash reserves of approximately £90,000 equating to approximately 9 months.

The centre has not asked for any particular amount.

Compliance with Grants Policy:

'Groups within the Parish Council's area may apply. By exception, applications from Groups outside the Parish who can demonstrate direct and substantial benefit to the people of Lavenham may be considered on a case-by-case basis.'

However, compliance with 'there must be clearly presented evidence that local people support the project and are involved in carrying it out' has not been clearly demonstrated.

Motion:

That the Parish Council donates £500 to the Kernos Centre recognising that the centre provides a service which benefits local residents.

**Agenda Item 16**

**Report to Council: 6<sup>th</sup> March 2025**

**Church St Leases**

**Background:**

The Parish Council occupies the Church St building (used as a Public Toilets and Council Office) with the acquiescence of Babergh District Council. A Licence to Occupy were signed in April 2021, either party may give one weeks' notice.

**Recent Developments:**

The Heads of Terms (attached as Appendices) have been received.

**Summary:**

Office:

Lease Period and type: 10 years from date lease signed. Internal repairing.  
Rent: £500pa in years 1 and 2, £1,000pa in years 3,4 and 5. Thereafter RPI increases.  
Break Clause: After 5 years, thereafter 6 months' notice, both sides have right to break. Must also break toilet lease at same time.

Toilet:

Lease Period and type: 10 years from date lease signed. Internal repairing.  
Rent: Peppercorn.  
Break Clause: After 5 years, thereafter 6 months' notice, both sides have right to break. Must also break office lease at same time.

**Conclusions:**

The proposed leases give certainty for the next five years.  
The repair liabilities are internal only.  
The Parish Council could terminate the toilet lease in five years' time by which time the toilet fittings will be approaching ten years old. Donation Income is much reduced.  
No rent is payable until the leases are signed.  
This should allow the Parish Council to cease paying Business Rates on the toilets.

**Motion:**

Parish Council authorises the Clerk to invite Babergh District Council to draft leases for signature by the Parish Council and Babergh District Council on the above terms. Should the draft leases be on the above terms then Councillors and the Clerk are authorised to sign the leases.

Power to acquire land by agreement, to appropriate land and to dispose of land. LGA 1972, subsections 124, 126 and 127

Babergh District Council  
Strategic Asset Management  
Heads of Terms for Lease

**Subject to Contract**

**Note:** The Council does not agree to be bound by these Heads of Terms unless and until, the necessary authority has been obtained and a formal lease has been signed by the Council

<b>Property Type</b>	Office Accommodation
<b>Asset Code</b>	TBC
<b>Address and Postcode</b>	Lavenham Parish Office Church Street Lavenham Suffolk CO10 9SA
<b>Landlord</b>	Name: <b>Babergh District Council</b> Contact name: Brett Girling (Estates Surveyor) Strategic Property Address: Endeavour House 8 Russell Street Ipswich IP1 2BX Email: <a href="mailto:brett.girling@baberghmidsuffolk.gov.uk">brett.girling@baberghmidsuffolk.gov.uk</a> Telephone: 01449 724583 Mobile: 07354 164560
<b>Landlord's Solicitor</b>	Name: <b>Shared Legal Services</b> Contact name: Case Handler TBC Address: Shared Legal Services West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU Email: TBC Telephone: TBC
<b>Tenant</b>	Name: <b>Lavenham Parish Council</b> Contact name: Andrew Smith (Parish Clerk) Address: Lavenham Parish Office Church Street Lavenham Suffolk CO10 9SA Email: <a href="mailto:andrew.smith@lavenham-pc.gov.uk">andrew.smith@lavenham-pc.gov.uk</a>
<b>Tenant's Solicitor</b>	Name: <b>TBC</b> Contact name: Address:

	Email: Telephone:
<b>Lease Type</b>	Internal Repairing Insuring commercial lease excluded from the Landlord & Tenant Act 1954
<b>Lease Term</b>	10-year lease
<b>Demise</b>	As shown on the attached lease plan and part of Land Registry Title: SK124305.
<b>Permitted Use</b>	Not to use or permit to use the Property for any purpose other than an office/store associated with the operation of Lavenham Parish Council.
<b>Rent</b>	Year 1 - £500.00 pa exclusive of VAT (the “ <b>Initial Rent</b> ”). Year 2 - £500.00 pa exclusive of VAT (the “ <b>Initial Rent</b> ”). Year 3 - £1,000.00 pa exclusive of VAT (the “ <b>Initial Rent</b> ”). Year 4 - £1,000.00 pa exclusive of VAT (the “ <b>Initial Rent</b> ”). Year 5 - £1,000.00 pa exclusive of VAT (the “ <b>Initial Rent</b> ”).
<b>Rent Free Period</b>	Not applicable.
<b>Rent Reviews</b>	At the end of Year 5 (6 <sup>th</sup> Anniversary), linked to RPI - the index figure for the [month] prior to the previous Review Date compared to the index figure for [month] prior to the current Review Date.

<b>Premium</b>	None.			
<b>Landlord Works</b>	Not applicable.			
<b>Tenant’s Initial Works</b>	Not applicable.			
<b>Break Clause</b>	Tenant and Landlord break on 5 <sup>th</sup> anniversary and thereafter with 6 months’ notice. Break subject to the party that exercises the break must also exercise same on the lease for the public toilets.			
<b>1954 Act Protection</b>	Lease to be excluded from sections 24-28 of the Landlord & Tenant Act 1954 (Part II).			
<b>Statutory Consents and Legislation</b>	Tenant is to be responsible for obtaining any Necessary Consents relating to the Tenant’s occupation of the Property and comply with all legislation existing or future.			
<b>Assignment / Subletting</b>		Prohibited	Permitted with Landlords consent	Permitted Without Landlord’s consent
	Assignment of whole	X		
	Sub-lease of whole	X		
	Sub-lease of part	X		
	Concession	X		
	Group		X	



	Sharing			
<b>Services and service charge</b>	N/A			
<b>Repairing Obligations</b>	Internal Repairing Insuring Lease. The Tenant is to repair at its own expense and maintain the property in a good condition and undertake all compliance works			
<b>Schedule of Condition</b>	To be confirmed and agreed between parties.			

<b>Alterations</b>		Prohibited	Permitted with Landlords consent	Permitted Without Landlord's consent
	External	X		
	External Structural	X		
	Internal Structural	X		
	Internal non-structural		X	
	Any alterations permitted (with or without the Landlord's consent) can only be undertaken if the Necessary Consents have been obtained and then must be in accordance with those Necessary Consents.			
<b>Insurance</b>	Landlord to insure the building as part of their wider estate block policy. Tenant to be responsible for public liability and contents.			
<b>Rates and Utilities</b>	The Tenant is to be responsible for all outgoings relating to the premises including business rates and utility charges including any other services supplied to the Property.			
<b>Legal &amp; Professional Costs</b>	Each party to pay their own costs.			
<b>Conditions</b>	Subject to Contract.			
<b>Additional Information</b>	Not applicable.			

**Officer on behalf of the Landlord**

Name: Brett Girling

Signed

Date

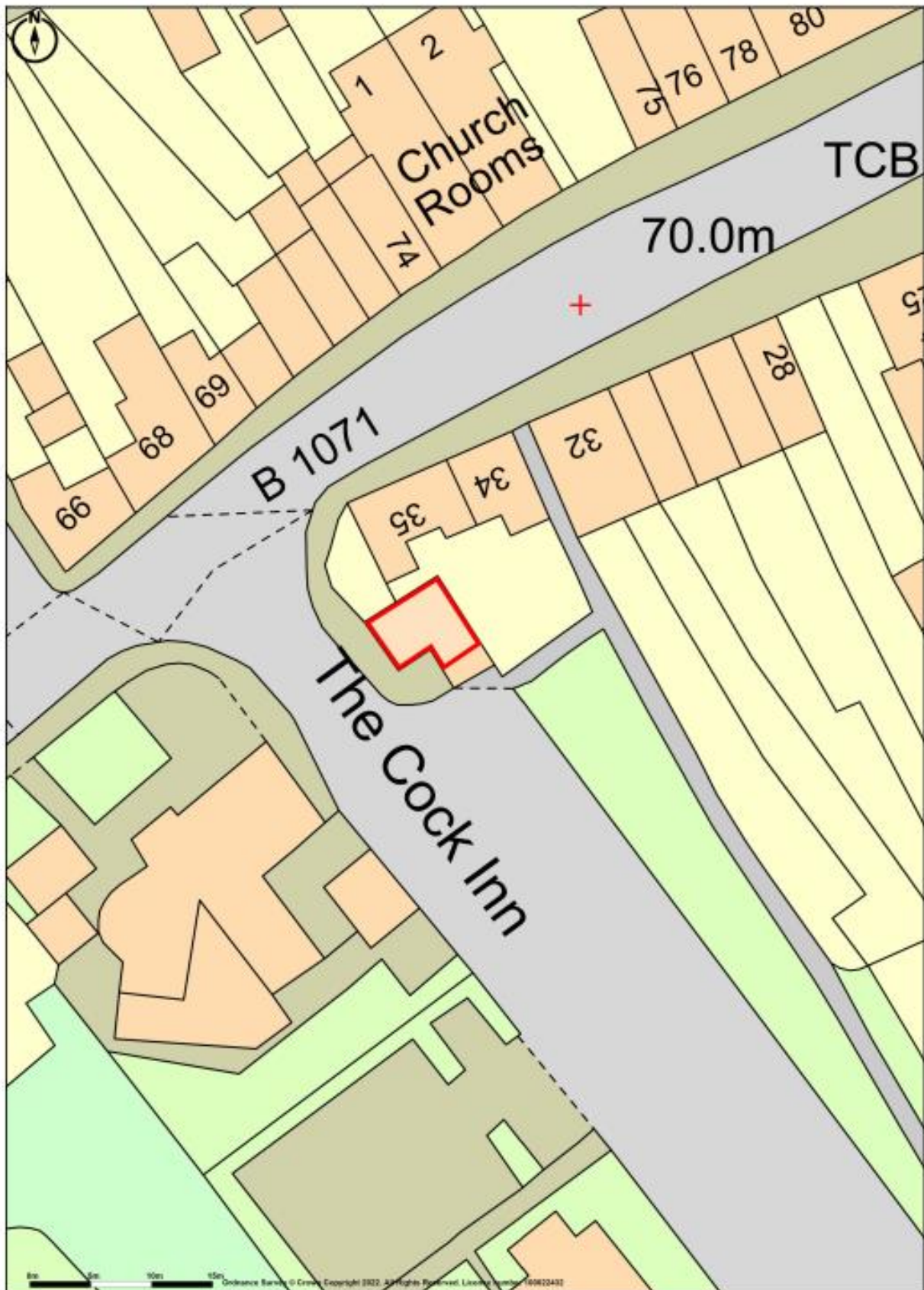
**Officer on behalf of the Tenant**

Name:

Signed

Date

### **Appendix 1 – Lease Plan**



Babergh District Council  
Strategic Asset Management  
Heads of Terms for Lease

**Subject to Contract**

**Note:** The Council does not agree to be bound by these Heads of Terms unless and until, the necessary authority has been obtained and a formal lease has been signed by the Council

<b>Property Type</b>	Public Conveniences
<b>Asset Code</b>	TBC
<b>Address and Postcode</b>	Lavenham Parish Public Conveniences Church Street Lavenham Suffolk CO10 9SA
<b>Landlord</b>	<p>Name: <b>Babergh District Council</b></p> <p>Contact name: Brett Girling (Estates Surveyor)</p> <p>Address: Endeavour House 8 Russell Street Ipswich IP1 2BX</p> <p>Email: <a href="mailto:brett.girling@baberghmidsuffolk.gov.uk">brett.girling@baberghmidsuffolk.gov.uk</a></p> <p>Telephone: 01449 724583</p> <p>Mobile: 07354 164560</p>
<b>Landlord's Solicitor</b>	<p>Name: <b>Shared Legal Services</b></p> <p>Contact name: Case Handler TBC</p> <p>Address: Shared Legal Services West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU</p> <p>Email: TBC</p> <p>Telephone: TBC</p>
<b>Tenant</b>	<p>Name: <b>Lavenham Parish Council</b></p> <p>Contact name: Andrew Smith (Parish Clerk)</p> <p>Address: Lavenham Parish Office Church Street Lavenham Suffolk CO10 9SA</p> <p>Email: <a href="mailto:andrew.smith@lavenham-pc.gov.uk">andrew.smith@lavenham-pc.gov.uk</a></p>
<b>Tenant's Solicitor</b>	<p>Name: <b>TBC</b></p> <p>Contact name:</p> <p>Address:</p>

	Email: Telephone:
<b>Lease Type</b>	Internal Repairing Insuring commercial lease excluded from the Landlord & Tenant Act 1954
<b>Lease Term</b>	10-year lease
<b>Demise</b>	As shown on the attached lease plan and part of Land Registry Title: SK124305.
<b>Permitted Use</b>	Not to use or permit to use the Property for any purpose other than an office/store associated with the operation of Lavenham Public Conveniences.
<b>Rent</b>	Peppercorn Rent
<b>Rent Free Period</b>	Not applicable.
<b>Rent Reviews</b>	No applicable.

<b>Premium</b>	None.			
<b>Landlord Works</b>	Not applicable.			
<b>Tenant's Initial Works</b>	Not applicable.			
<b>Break Clause</b>	Tenant and Landlord break on 5 <sup>th</sup> anniversary and thereafter with 6 months' notice. Break subject to the party that exercises the break must also exercise same on the lease for the office accomodation.			
<b>1954 Act Protection</b>	Lease to be excluded from sections 24-28 of the Landlord & Tenant Act 1954 (Part II).			
<b>Statutory Consents and Legislation</b>	Tenant is to be responsible for obtaining any Necessary Consents relating to the Tenant's occupation of the Property and comply with all legislation existing or future.			
<b>Assignment / Subletting</b>		Prohibited	Permitted with Landlords consent	Permitted Without Landlord's consent
	Assignment of whole	X		
	Sub-lease of whole	X		
	Sub-lease of part	X		
	Concession	X		
	Group Sharing	X		
<b>Services and service charge</b>	N/A			
<b>Repairing Obligations</b>	Internal Repairing Insuring Lease. The Tenant is to repair at its			

	own expense and maintain the property in a good condition and undertake all compliance associated with operating public conveniences.
<b>Schedule of Condition</b>	To be confirmed and agreed between parties.

<b>Alterations</b>		Prohibited	Permitted with Landlords consent	Permitted Without Landlord's consent
	External	X		
	External Structural	X		
	Internal Structural	X		
	Internal non-structural		X	
	Any alterations permitted (with or without the Landlord's consent) can only be undertaken if the Necessary Consents have been obtained and then must be in accordance with those Necessary Consents.			
<b>Insurance</b>	Landlord to insure the building as part of their wider estate block policy. Tenant to be responsible for public liability and contents.			
<b>Rates and Utilities</b>	The Tenant is to be responsible for all outgoings relating to the premises including business rates and utility charges including any other services supplied to the Property.			
<b>Legal &amp; Professional Costs</b>	Each party to pay their own costs.			
<b>Conditions</b>	Subject to Contract.			
<b>Additional Information</b>	Not applicable.			

**Officer on behalf of the Landlord**

Name: Brett Girling

Signed

Date

**Officer on behalf of the Tenant**

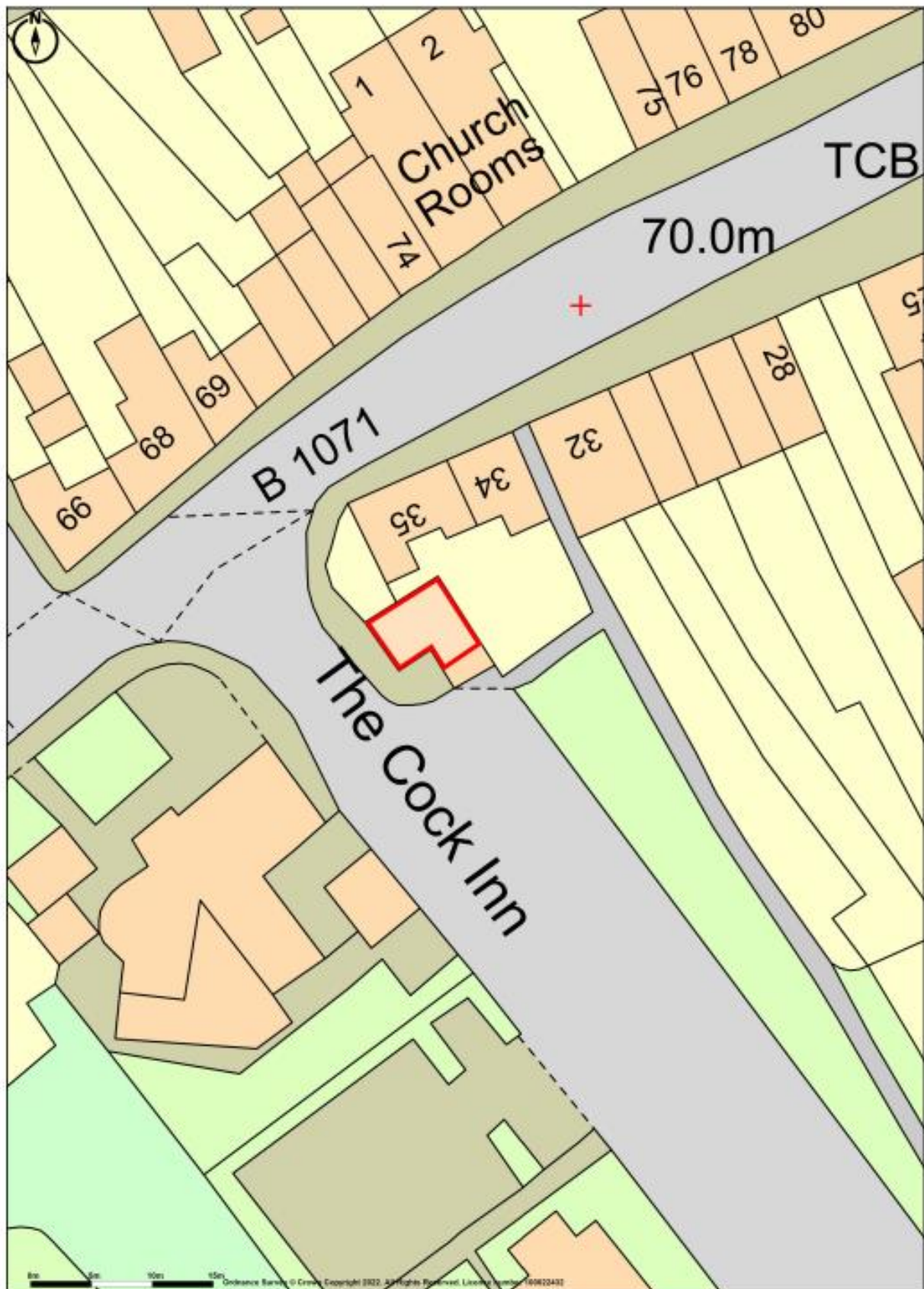
Name:



Signed

Date

## Appendix 1 – Lease Plan



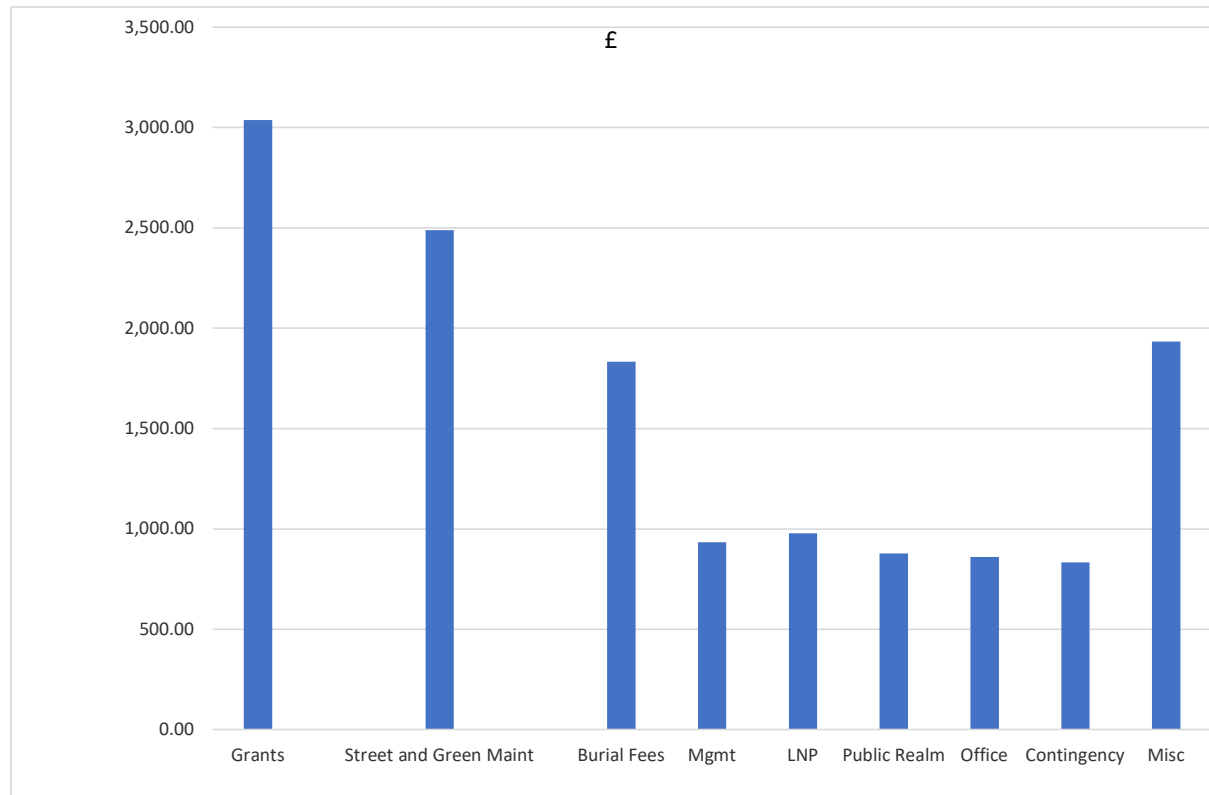
	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Oct Actual Mth	Nov Actual Mth	Dec Actual Month	Jan Actual YTD	Actual YTD	Forecast YTD	Favourable /(Adverse)	Notes
Precept	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	99,166.67	99,166.67	0.00	No variance
Babergh Cleansing Grant	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	10,410.40	10,410.40	0.00	No variance
Fixed Income	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	109,577.07	109,577.07	0.00	
Burial Fees	753.00	400.00	778.00	0.00	0.00	500.00	914.00	0.00	1,460.00	1,460.00	6,265.00	4,431.00	1,834.00	Variable depending on number of deaths
Car Park and Toilet Donations	1,311.25	1,323.96	1,225.30	1,528.07	1,767.75	1,255.76	907.10	641.85	305.53	75.20	10,341.77	10,099.29	242.48	Minor income received Dec and Jan
Other Donations	40.00	10.00	30.00	0.00	0.00	300.00	90.00	0.00	0.00	220.00	690.00	330.00	360.00	Sudbury Cycle Club and Christmas Donations
EV Charging Income	72.91	81.82	74.48	27.70	23.21	67.96	283.08	109.24	74.77	120.92	936.09	480.12	455.97	Very overdue revenue from 2023 received from Anglia Charging
Interest Received	400.00	726.04	400.00	400.00	760.87	400.00	400.00	846.13	500.00	500.00	5,333.04	4,686.91	646.13	Higher Interest rates continue
Variable Income	2,577.16	2,541.82	2,507.78	1,955.77	2,551.83	2,523.72	2,594.18	1,597.22	2,340.30	2,376.12	23,565.90	20,027.32	3,538.58	
Total Income	13,534.87	13,499.53	13,465.49	12,913.48	13,509.54	13,481.43	13,551.89	12,554.93	13,298.01	13,333.83	133,142.97	129,604.39	3,538.58	Variable depending on number of deaths
Management Costs	3,459.00	3,539.00	3,576.33	3,473.44	3,554.44	3,554.44	4,567.37	3,534.86	3,534.86	3,534.86	36,328.59	37,260.77	932.18	£1,150 spent on specialist Planning advice. No legal costs incurred.
Office costs	814.98	708.99	613.48	608.93	831.99	657.60	884.37	653.56	728.99	638.47	7,141.35	8,002.58	861.23	Negligible Cllr Training Costs incurred
LNP including Costs of Democracy	55.00	55.00	55.00	55.00	505.00	56.25	1,042.26	198.00	0.00	0.00	2,021.51	3,000.00	978.49	LNP Publicity Budget underspent
Street Cleaning and Green Maint	3,051.04	2,880.51	2,907.30	2,577.30	3,357.75	5,193.38	2,487.30	2,274.19	1,870.40	2,233.55	28,832.68	31,321.36	2,488.68	£1,000 budgeted as routine repairs, replaced by the NCIL major repairs.
Public Realm	686.00	794.00	596.00	591.78	1,343.36	934.32	731.78	591.78	591.78	587.53	7,448.34	8,326.22	877.88	Some progress made but forecast assumed faster progress eg pump repainting
Toilet Costs	1,193.69	1,407.15	1,742.79	918.34	1,474.82	1,137.40	1,126.68	1,449.70	963.79	1,040.08	12,454.39	13,047.51	593.12	Accrual for leak repair not required
Water St	351.02	351.02	351.02	-1,755.92	313.08	313.08	313.08	313.08	216.23	216.23	981.93	885.08	-96.85	Insignificant
Community Events including Grants	0.00	1,128.86	0.00	2,530.80	118.80	260.80	0.00	3,600.00	600.00	173.15	8,412.41	11,449.60	3,037.19	Timing Grants, expected to be determined in Jan, will be determined in March.
EV Costs	65.99	23.85	63.83	37.70	41.76	49.55	436.71	61.02	-172.02	101.27	709.66	441.93	-267.73	Very overdue costs from 2023 received from Anglia Charging
Sinking Fund	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	5,000.00	5,000.00	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	833.35	833.35	Contingency
Total Costs	9,676.70	10,888.36	9,905.73	9,037.37	11,541.00	13,156.82	12,589.54	13,676.18	9,334.02	9,525.13	109,330.86	119,568.40	10,237.54	
Surplus/(Deficit)	3,858.16	2,611.16	3,559.75	3,876.11	1,968.54	324.61	962.34	-1,121.26	3,963.98	3,808.70	23,812.11	10,035.99	13,776.12	



	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 Month	Jan Actual YTD	Actual YTD	Forecast YTD	Favourable /(Adverse)
Staff salaries and Other Consultancy Costs	3,403.00	3,403.00	3,440.33	3,415.44	3,415.44	3,415.44	4,428.37	3,395.86	3,395.86	3,395.86	35,108.59	36,040.77	932.18
Audit and Payroll bureau costs	56.00	136.00	136.00	58.00	139.00	139.00	139.00	139.00	139.00	139.00	1,220.00	1,220.00	0.00
Management Costs	3,459.00	3,539.00	3,576.33	3,473.44	3,554.44	3,554.44	4,567.37	3,534.86	3,534.86	3,534.86	36,328.59	37,260.77	932.18
Telephone & broadband	95.05	82.06	82.06	82.06	82.06	82.06	90.43	76.62	71.05	71.05	814.50	833.59	19.09
Website Dev and .gov	59.40	59.40	59.40	59.40	149.40	59.40	114.80	64.80	64.80	64.80	755.60	684.00	-71.60
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	300.00	300.00
Office Materials	9.99	9.99	9.99	27.93	204.99	9.99	9.99	9.99	9.99	40.47	343.32	462.89	119.57
Data Protection	0.00	0.00	0.00	0.00	0.00	0.00	35.00	0.00	0.00	0.00	35.00	0.00	-35.00
Subscriptions & Insurance	211.16	211.16	211.16	211.16	211.16	277.77	277.77	277.77	332.77	277.77	2,499.63	2,430.80	-68.83
All Training/Clr expenses	0.00	140.00	0.00	0.00	0.00	0.00	150.00	0.00	0.00	0.00	290.00	640.00	350.00
Room hire PC meetings	105.00	22.00	44.00	44.00	0.00	44.00	22.00	0.00	66.00	0.00	347.00	435.00	88.00
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	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00	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	0.00
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	833.33	0.00
Office Miscellaneous	0.00	0.00	22.49	0.00	0.00	0.00	0.00	40.00	0.00	0.00	62.49	222.49	160.00
Office costs	814.98	708.99	613.48	608.93	831.99	657.60	884.37	653.56	728.99	638.47	7,141.35	8,002.58	861.23
LNP Costs incl Cost of Democracy	55.00	55.00	55.00	55.00	505.00	56.25	1,042.26	198.00	0.00	0.00	2,021.51	3,000.00	978.49
Green Maintenance	958.75	1,183.75	958.75	958.75	958.75	958.75	958.75	479.38	345.00	705.00	8,465.63	8,471.25	5.62
Tree Maintenance and Care	380.00	0.00	420.00	0.00	760.00	2,300.00	0.00	0.00	0.00	0.00	3,860.00	3,860.00	0.00
Street cleansing	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,378.40	1,275.25	1,278.40	12,880.85	13,784.00	903.15
Refuse collection bins & dog bins	298.74	115.00	115.00	115.00	115.00	253.08	115.00	253.08	115.00	115.00	1,609.90	1,333.74	-276.16
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	168.21	0.00	90.00	110.45	0.00	0.00	28.18	0.00	0.00	396.84	920.91	524.07
Play equipment	0.00	0.00	0.00	0.00	0.00	268.00	0.00	0.00	0.00	0.00	268.00	1,600.00	1,332.00
Street Cleaning and Green Maint	3,051.04	2,880.51	2,907.30	2,577.30	3,357.75	5,193.38	2,487.30	2,274.19	1,870.40	2,233.55	28,832.68	31,321.36	2,488.68
Street furniture	90.00	198.00	0.00	0.00	751.58	342.54	140.00	0.00	0.00	0.00	1,522.12	2,400.00	877.88
Street Lighting energy	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	5,000.00	5,000.00	0.00
PWLB interest	96.00	96.00	96.00	91.78	91.78	91.78	91.78	91.78	91.78	87.53	926.22	926.22	0.00
Public Realm	686.00	794.00	596.00	591.78	1,343.36	934.32	731.78	591.78	591.78	587.53	7,448.34	8,326.22	877.88
Church Street energy	116.23	82.97	73.53	66.05	66.21	65.05	85.96	91.53	112.36	112.96	872.85	904.99	32.14
Church Street water	0.00	279.82	0.00	0.00	370.73	0.00	0.00	315.57	0.00	0.00	966.12	1,021.28	55.16
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	98.55	0.00	0.00	173.69	0.00	0.00	157.96	0.00	0.00	430.20	445.93	15.73
Prentice St non EV energy	38.34	36.69	40.22	37.05	37.00	36.93	35.48	35.32	36.19	39.38	372.60	389.30	16.70
Donation Points	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	359.00	359.00	0.00
Washroom Cleaning & Consumables	660.85	660.85	1,200.77	711.97	723.92	932.15	711.97	746.05	711.97	784.47	7,844.97	7,958.36	113.39
Washroom Minor Maintenance	275.00	145.00	325.00	0.00	0.00	0.00	190.00	0.00	0.00	0.00	935.00	1,295.00	360.00
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	1,193.69	1,407.15	1,742.79	918.34	1,474.82	1,137.40	1,126.68	1,449.70	963.79	1,040.08	12,454.39	13,047.51	593.12
Water Street green maintenance	96.85	96.85	96.85	96.85	96.85	96.85	96.85	96.85	0.00	0.00	774.80	677.95	-96.85
Water Street Business Rates	254.17	254.17	254.17	-1,852.77	216.23	216.23	216.23	216.23	216.23	216.23	207.13	207.13	0.00
Water St	351.02	351.02	351.02	-1,755.92	313.08	313.08	313.08	313.08	216.23	216.23	981.93	885.08	-96.85
Small Grants (combined)	0.00	500.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	6,000.00	3,000.00
Christmas trees/lighting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,600.00	600.00	-501.00	3,699.00	3,600.00	-99.00
Xmas Eve Community Carols	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	674.15	674.15	600.00	-74.15
1st Meadow summer facilities	0.00	0.00	0.00	30.80	118.80	30.80	0.00	0.00	0.00	0.00	180.40	249.60	69.20
Misc	0.00	628.86	0.00	0.00	0.00	230.00	0.00	0.00	0.00	0.00	858.86	1,000.00	141.14
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	0.00	1,128.86	0.00	2,530.80	118.80	260.80	0.00	3,600.00	600.00	173.15	8,412.41	11,449.60	3,037.19
EV Costs	65.99	23.85	63.83	37.70	41.76	49.55	436.71	61.02	-172.02	101.27	709.66	441.93	-267.73
Sinking Fund	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	5,000.00	5,000.00	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	833.35	833.35
Total Expenses	9,676.70	10,888.36	9,905.73	9,037.37	11,541.00	13,156.82	12,589.54	13,676.18	9,334.02	9,525.13	109,330.86	119,568.40	10,237.54
Surplus/(deficit)	3,858.16	2,611.16	3,559.75	3,876.11	1,968.54	324.61	962.34	-1,121.26	3,963.98	3,808.70	23,812.11	10,035.99	13,776.12

Type	£
Grants	3,037.19
Street and Green Maint	2,488.68
Burial Fees	1,834.00
Mgmt	932.18
LNP	978.49
Public Realm	877.88
Office	861.23
Contingency	833.35
Misc	1,933.12

13,776.12



	Mar 24	Jan 25	Increase/(decrease)	Notes
Fixed Assets	150,968.05	146,934.44	-4,033.61	Pump Ct Cancellation
Debtors	0.00	0.00	0.00	None
Accrued Income	3,732.86	1,273.55	-2,459.31	Interest and car park donation. March included 3 mth Cleaning Grant
Prepayments	762.95	2,921.10	2,158.15	Mainly Business Rates and Insurance
VAT Refunds	2,091.70	963.41	-1,128.29	Purchase dependent
	6,587.50	5,158.05	-1,429.45	
Cash at Bank	377,684.76	402,224.35		
Bus Prem	7,223.42	6,806.63		
Current Acc	0.00	0.00		
Petty Cash	384,908.18	409,030.98	24,122.80	Precept and Cleaning Grant for whole year received
Trade Creditors	-13,083.74	-4,048.02	-9,035.72	Payment of Suffolk Annual Lights bill of £5k
Accruals	-15,071.07	-17,450.26	2,379.19	Suffolk Street Lighting now 10 mths accrued
Deferred Income	0.00	-21,915.41	21,915.41	Precept and Cleaning Grant for whole year received
Lights Creditor	-133,633.91	-129,600.30	-4,033.61	Pump Ct Cancellation
	-161,788.72	-173,014.00	11,225.28	
Loans	-72,452.44	-66,059.55	-6,392.89	Capital Repayments made
Net Assets	308,222.57	322,049.93	13,827.36	
General Funds	159,753.32	192,311.68	32,558.36	
Ballot Fund	4,800.00	4,800.00	0.00	No change
Public Realm	869.09	0.00	-869.09	Released earmark as now spent
Cemetery Clean Up	5,000.00	0.00	-5,000.00	Released Aug 2024
Telephone Box Maintenance	6,000.00	0.00	-6,000.00	Telephone Boxes Paid For
Lavenham Funds in Trust	1,500.00	1,500.00	0.00	No change
Street Fair Fund	6,265.37	6,265.37	0.00	No change
Sinking Fund	36,872.80	44,995.64	8,122.84	Being increased by £1,000 per month
NCIL	87,161.99	72,177.24	-14,984.75	£21k received, £36k spent (£8k SIDs, £9k Bridge. £6k phone boxes, £3k playground, £9k lorry sign Bury Rd)
Total Reserves	308,222.57	322,049.93	13,827.36	
Imbalance	0.00	0.00	0.00	

	B/F	Per I and E	In lieu dep'n lighting earmark	NCIL Cash received	NCIL Cash Spent	Cemetery Release	Public Realm items Capitalised	C/F	
General Funds	159,753.32	23,812.11	-3,122.84	0.00	6,000.00	5,000.00	869.09	192,311.68	0.00
Ballot Fund	4,800.00	0.00	0.00	0.00	0.00	0.00	0.00	4,800.00	0.00
Public Realm	869.09	0.00	0.00	0.00	0.00	0.00	-869.09	0.00	0.00
NCIL	87,161.99	0.00	0.00	20,967.20	-35,951.95	0.00	0.00	72,177.24	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
Cemetery Clean Up	5,000.00	0.00	0.00	0.00	0.00	-5,000.00	0.00	0.00	0.00
Telephone Box Maintenance	6,000.00	0.00	0.00	0.00	-6,000.00	0.00	0.00	0.00	0.00
Sinking Fund	36,872.80	5,000.00	3,122.84	0.00	0.00	0.00	0.00	44,995.64	0.00
Street Fair Fund	6,265.37	0.00	0.00	0.00	0.00	0.00	0.00	6,265.37	0.00
Total Reserves	308,222.57	28,812.11	0.00	20,967.20	-35,951.95	0.00	0.00	322,049.93	0.00

Stocksigns	-7,000.00	-601.58 Glasdon
Playquip	-12,518.43	-77.54 Glasdon
L Carr Phone Box	-6,200.00	-265.00 Paul Holland
1st Meadow Bridge Retention	-235.57	-944.12
Suffolk CC	-8,797.95	
SID Posts Accrual	-1,200.00	
	-35,951.95	

Check 0.00

Current

31/12/2024	Balance Brought Forward	3,458.21
06/01/2025	Toilet Donations: Card	25.65
07/01/2025	Pension Contributions: NEST	-174.33
10/01/2025	Supplier Payment: British Gas	-62.97
13/01/2025	EV Revenue: Fuuse	85.92
13/01/2025	Toilet Donations: Card	91.20
13/01/2025	Supplier Payment: British Gas	-117.97
14/01/2025	Transfer from Deposit Account	15,000.00
15/01/2025	Supplier Payment: British Gas	-37.99
14/01/2025	Supplier Payment: Playquip	-282.68
14/01/2025	Supplier Payment: Sterling Electricals	-600.00
14/01/2025	HMRC: PAYE to Dec 5 2024	-2,805.41
14/01/2025	Andrew Smith Dec Net Wages	-2,436.32
14/01/2025	Supplier Payment: Village Hall	-66.00
14/01/2025	Supplier Payment: Onsite IT	-77.76
14/01/2025	Supplier Payment: JPB	-2,064.30
14/01/2025	Supplier Payment: Infinity Cleaning	-854.36
16/01/2025	PWLB: Loan Repayment	-3,759.79
20/01/2025	Supplier Payment: BT	-75.54
20/01/2025	Supplier Payment: EE	-9.72
20/01/2025	Toilet Donations: Card	5.70
21/01/2025	Toilet Donations: Cash	80.00
22/01/2025	Supplier Payment: Amazon	-35.79
27/01/2025	Toilet Donations: Card	0.95
28/01/2025	Burial Income: Deacons	1,460.00
29/01/2025	Supplier Payment: HP Inks	-11.99
30/01/2025	Christmas Lights Donation	15.00
30/01/2025	Christmas Lights Donation	30.00
30/01/2025	Supplier Payment: Go Cardless: Paya	-43.08
30/01/2025	Christmas Lights Donation	40.00
31/01/2025	Christmas Lights Donation	30.00

31/01/2025	Balance Carried Forward	6,806.63
31/01/2025	Per Bank Statement	6,806.63
		0.00

Premium

31/12/2024	Balance Brought Forward	414,940.09
14/01/2025	Transfer to Current Account	-15,000.00
17/01/2025	HMRC VAT Refund	2,284.26

31/01/2025	Balance Carried Forward	402,224.35
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31/01/2025	Per Bank Statement	402,224.35
		0.00

Today: 03 Feb 2025



MR ANDREW JOHN SMITH

Transactions

COMMUNITY 20-83-50 00567094

Available balance	£6,811.43
Last night's balance	£6,806.63
Overdraft limit	£0.00

Showing 10 transactions between 27/01/2025 and 03/02/2025 from 27/01/2025 to 03/02/2025

Date	Description	Money in	Money out	Balance
03/02/2025	Counter Credit LAVENHAM COMMUNITY rent playing field BG C	£1.00		£6,811.43
03/02/2025	Counter Credit CHARITIES TRUST CP14679 BGC	£3.80		£6,810.43
31/01/2025	Counter Credit THE LION HOUSE GAL XmasLightsLionH BGC	£30.00		£6,806.63

6,806.63

Today: 03 Feb 2025



MR ANDREW JOHN SMITH

Transactions

Business Premium ME 20-83-50 20567116

Available balance	£402,224.35
Last night's balance	£402,224.35
Overdraft limit	n/a

Showing No transactions between and from 27/01/2025 to 03/02/2025

Date	Description	Money in	Money out	Balance
No Transaction Found				

[Need to view older transactions?](#)

402,224.35

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

At its meeting of 7<sup>th</sup> March 2024 Council amended its Regulations as follows:

**Changes to Standing Orders:**

- 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.

**Changes to Standing Financial Regulations:**

- 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.

**Changes to Scheme of Delegation:**

- 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'.

**Changes to Authority to Commit Resources:**

None

**February 2025 Update:**

- a) All 2024 changes have been implemented and have caused no issues.
- b) All documents have been updated to refer to the 'Chair' rather than the 'Chairman'.
- c) The Contract advertising thresholds have not changed.

**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.**

# LAVENHAM PARISH COUNCIL STANDING ORDERS 2025



## INTRODUCTION

The Standing Orders are based on version two of Model Standing Orders 2018 (England) updated in April 2022.

The Model Standing Orders have been amended to reflect the operational processes of this Council.

Amendments predominantly arise from this Council substituting Working Groups, Working Parties and Review Groups to replace Committees and sub-committees.

NALC Model Standing Orders 2018 updated in April 2022 or those subsequently published, may be reinstated in full following a review and decision of Council.

**Standing orders in bold type contain legal and statutory requirements** and have not been varied from the Model Standing Orders.

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## **1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A councillor may move an amendment to his/her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and his/her decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.
- u The proceedings of meetings of the Parish Council must be in accordance with these Standing Orders, where a matter is not detailed within these Standing Orders then the Chair will determine at his/her discretion how the matter will be dealt with'.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave

offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### **3. MEETINGS GENERALLY**

#### Full Council meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda or local matters.
- f Members of the Public may make representations on behalf of Organisations concerning which they are an Office Holder.
- g Representations may be made on behalf of other individuals, naming that individual, providing the Member of the Public has delivered to the Clerk, prior to the Meeting, documents evidencing that the individual has requested the representation be read out on their behalf. Any such reading out of representations must be included in the three minutes permitted to each Member of the Public present.

- h Parish Councillors may make representations in Public Time as a Member of the Public. Such representations will be delivered from the Public Area and the Minutes will not identify them by name or position in line with all other comments from the Public Area.
- i The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall be 10 minutes unless directed by the Chair of the meeting.
- j Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- k In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- l A person shall raise his/her hand when requesting to speak.
- m A person who speaks at a meeting shall direct his/her comments to the Chair of the meeting.
- n Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- o **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- p **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- q **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- r **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- s **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside.**

- t **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- u **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*
- v **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- w The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- x **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her right to participate and vote on that matter.**
- y **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- z **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- aa A meeting shall not exceed 2.5 hours but may be exception, be proposed by the Chair of the meeting for approval by the Councillors present.

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint Working Groups or Working Parties or Review Groups as may be necessary (see 4e, 4f and 4g),
- e **Working Groups**

This Council processes its day-to-day business through Working Groups.

Each Group is headed by a Lead Councillor and members. Terms of Reference and members shall be proposed by the Chair and approved by the Council.

A Working Group may include non-councillors unless it is a Working Group which reviews and makes recommendations related to the finances of the council.

The function of Working Groups includes but is not limited to:

- i. Formulation of policy proposals within strategic goals already agreed by the Council
- ii. Implementation planning and delivery of projects
- iii. Preparing invitations to tender, recommending contracts and monitoring of let contracts
- iv. Scrutinising planning applications

Working groups do not:

- v. hold budget
- vi. have any powers to authorise expenditure
- vii. reach any decisions

Working Groups **must:**

- viii. refer all matters for decision to the Council

The Lead Councillor for each Working Group shall act as Chair and determine the frequency of meetings, organise such meetings and produce a report of the proceedings of each meeting for the Council at the interval determined in their Terms of Reference.

Working Group meetings are not subject to Section 3. The quorum for a Working Group shall be no less than one-half of its members.

Working Groups need not meet in public or produce formal minutes and may convene via electronic means.

**f. Working Parties**

The Council may periodically establish Working Parties to address specific matters of interest to the Parish.

The function of a Working Party is to develop strategic proposals for Council decision.

The Council will appoint a Councillor or invite a non-Councillor to **initially** Chair a Working Party and identify appropriate members for a Working Party. Once established, a Working Party may, with the approval of the Council, elect its own Chair and co-opt members as needed.

Terms of Reference, quoracy, remit and scope as defined by a resolution of the Council shall apply to all Working Parties. Budget may be allocated at the discretion of the Council and the Parish Clerk shall be the budget holder.

Working Party meetings are not subject to Section 3.

This will include:

- i. Reporting of progress in a style described by the Council, at intervals to be determined
- ii. Submitting of recommendations to the Council
- iii. Powers to co-opt Parishioners or experts with the approval of the Council
- iv. With the approval of the Council, making applications for grants to external bodies for funding to support their work
- v. Proposing amendments to the Terms of Reference and Remit to meet changing circumstances which must be approved by the Council.

**This will specifically exclude:**

- vi. Deciding matters reserved to the Council

Working Parties will be expected to submit a final report to the Council with recommendations for action. Decision on adoption of recommendations will be taken by the Council.

Working Parties need not meet in public or produce formal minutes and may convene via electronic means.

**g. Review Groups**

The Council may periodically establish Review Groups to test the efficacy, efficiency, effectiveness and appropriateness of Council policies and plans.

The Council will appoint a Councillor or invite a non-Councillor to **initially** Chair a Review Group and identify appropriate members for a Review Party. Once established, a Review Group may, with the approval of the Council, elect its own Chair and co-opt members as needed. Terms of Reference, quoracy, remit and scope, as defined by a resolution of the Council shall apply to all

Review Groups. Budget may be allocated at the discretion of the Council and the Parish Clerk shall be the budget holder.

**This will include:**

- i. Reporting of progress in a form described by the Council, at intervals to be determined
- ii. Submitting of recommendations to the Council
- iii. Powers to co-opt Parishioners or experts with the approval of the Council
- iv. Making applications for grants to external bodies with the approval of the Council
- v. Proposing amendments to the Terms of Reference and Remit to meet changing circumstances which must be approved by the Council.

**This will specifically exclude:**

- vi. Deciding matters reserved to the Council

Review Groups examining issues that have a final outcome in this Parish, will be expected to submit a final report to the Council with recommendations for action. Decision on adoption of recommendations will be taken by the Council. Where issues under review, are subject to external examination, the accepted external procedure shall apply

Review Groups need not meet in public or produce formal minutes and may convene via electronic means.

Review Group meetings are not subject to Section 3.

## **5 ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or**



**becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:**

  - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meetings of Working Groups;
  - iv. Consideration of the recommendations made by any Working Groups;
  - v. Review of membership and leadership of Working Groups, staff and other local authorities at the next available Council meeting;
  - vi. Review of the terms of reference for Working Groups at the next available Council meeting;
  - vii. Appointment of members to existing Working Groups at the next available Council meeting;
  - viii. Appointment of any new Working Group at the next available Council meeting in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The Chair of a Working Group may convene an extraordinary meeting of the Working Group at any time.
- d If the Chair of a Working Group does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the Working Group any 3 members of the Working Group may convene an extraordinary meeting of the Working Group.

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 3 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received. The Proper Officer may at his/her discretion vary the numbering to group matters together.

- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to withdraw a motion;
  - v. to refer a motion to a particular Working Group to develop a recommendation
  - vi. to appoint a person to preside at a meeting;
  - vii. to change the order of business on the agenda;
  - viii. to proceed to the next business on the agenda;
  - ix. to require a written report;
  - x. to appoint a Working Group and their members on recommendation of the Chair;
  - xi. to extend the time limits for speaking;
  - xii. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xiii. to not hear further from a councillor or a member of the public;
  - xiv. to exclude a councillor or member of the public for disorderly conduct;
  - xv. to temporarily suspend the meeting;
  - xvi. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvii. to adjourn the meeting; or
  - xviii. to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **12. DRAFT MINUTES**

### Full Council meetings

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  
"The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on date in respect of ( ) were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### **13. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at

the start of the meeting for which the dispensation is required.

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. it is otherwise appropriate to grant a dispensation.**

#### **14. CODE OF CONDUCT COMPLAINTS**

- a** Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b** Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c** The Council may:
  - i.** provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii.** seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d** **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

#### **15. PROPER OFFICER**

- a** The Proper Officer shall be the Parish Clerk or other person nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b** The Proper Officer shall:

- i. **at least three clear days before a meeting of the council**
  - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
  - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of the full council*

- ii. subject to standing order 9, include on the agenda all motions in the order received
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g., the Limitation Act 1980);
- xii. arrange for legal deeds to be executed; (*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;



- xiv. record every planning application notified to the Council and the Council's response to the local planning authority.
- xv. refer a planning application received by the Council to the Chair or in his/her absence the Vice-Chair (if there is one) and the Lead Councillor of the Planning Working Group within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning Working Group.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.(see also *standing order 23*).

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the RFO when the RFO is absent for a prolonged unplanned period. As there are no other members of staff, arrangements will be made for an RFO from a neighbouring Parish Council to act as RFO for this Council on a temporary basis.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and
 which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- e. The Council is not bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## 19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair or, if he is not available, the Vice-Chair (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c. The Chair or in his/her absence, the Vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of the Council or in his/her absence, the Vice-Chair of the Council in

respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the Chair or Vice-Chair of the Council this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.** These requests will be responded to in printed form with a charge of 10p per sheet.
- b. **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

- f     **The Council shall maintain a written record of its processing activities.**

## **22.       RELATIONS WITH THE PRESS/MEDIA**

- a     Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23.       EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a     A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b     **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

## **24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a     An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b     Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

## **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a.    Unless duly authorised no councillor shall:
  - i.     inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii.    issue orders, instructions or directions.

## **26. STANDING ORDERS GENERALLY**

- a     All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b     A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9.

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.
- e Reviews of Standing Orders shall be conducted annually and circulated 3 clear days before the Annual General Meeting of the Council.

## **27. Public Consultations**

- a. The decision to survey or consult with the public for opinions, on proposals or the case for changes must be resolved by the Council prior to any consultation or survey document being issued.
- b. When there is a good reason to do so, such as a change in circumstances, anomalies needing correction or additional information emerged that needs to be included, the Chair may at his/her discretion and in exceptional circumstances, suspend any consultation, until a full discussion is conducted at the next Council meeting.

## **28. Matters Reserved for the Council**

- a. Any issue considered potentially contentious or damaging to the reputation of the Council must be reported to the Chair or in his/her absence the Vice Chair and such matters must be discussed and resolved by the Council at a meeting where Standing Order 3d will apply.
- b. Changes to Council policies, Standing Orders, Standing Financial Instructions, Code of Conduct, Schemes of Delegation shall only be decided upon by the Council.
- c. On recommendation of the Chair, changes to remuneration of staff or changes to Terms and Conditions, where Standing Order 3d will apply.
- d. Formal reports from District and County Councillors.
- e. Reports from Working Groups, Working Parties and Review Groups.
- f. Receiving petitions from the public.
- g. Matters resolved by the Council to return to the Council at a later date.

## **Document control**

Version and date	Adopted
2024	Adopted at Full Council meeting 7 March 2024
2025	Adopted at Full Council meeting 6 March 2025

## LAVENHAM PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its meeting held on 6<sup>th</sup> March 2025.

## 1. General

- 1.1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
  - acts under the policy direction of the Council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.



1.6. **The Council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the Council shall:

- determine and annually review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and

**2. Risk management and internal control**

2.1. **The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the Council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the Council.

2.4. **At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement,** this 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.

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. Each months Bank Reconciliation will be included in the Working Papers submitted to Council for scrutiny by the Council and will be an agenda item.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The Council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

4.1. **Before setting a precept, the Council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. The RFO must each year, by no later than December prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance Working Group and the Council.

4.3. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

4.4. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall **issue the precept to the billing authority no later than the end of February** and shall supply each member with a copy of the approved annual budget.

4.5. The approved annual budget shall form the basis of financial control for the ensuing year.

- 4.6. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the Council.
- 4.7. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.8. Authority to spend on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget/forecast. This authority is to be determined by ordinarily, the Council for all items other than those sums agreed as an approved Contract or authorised under 4.15.
- 4.9. Subject to 4.15 no authority to spend shall be exercised that will exceed the amount provided in the revenue budget/forecast for that class of expenditure other than by resolution of the Council.
- 4.10. There shall be no power of virement of spending shortfalls with respect to Neighbourhood CIL, earmarked reserves and funds in trust.
- 4.11. For other budget lines, virement up to a combined total of £1500.00 in a single year between budget lines is permitted to the RFO with the Chair of the Council acting in unison, provided this shall not prevent the completion of the purpose for which a budget was originally set.
- 4.12. Virements over £1500.00 require the approval of the Council in session.
- 4.13. All virements must be reported to the Council so that the Budgets can be changed in future Financial Reports.
- 4.14. After the ends of months 4 and 8 of the Financial Year a re-budgeting exercise shall be completed and approved by the Council in session.
- 4.15. In cases where expenditure is required for the safety of the public or proper functioning of the Council, the RFO may authorise revenue expenditure on behalf of the Council which in the his/her judgement it is necessary to carry out, subject to a monthly limit of £1,500.00. The RFO shall, where practicable, seek the prior approval of the Chair for such expenditure and report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter with the matter included in the minutes of the next Council meeting.
- 4.16. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.17. All capital works expenditure shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.18. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to

the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, “material” shall be in excess of £250.00 or 15% of the budget.

4.19. Changes in earmarked reserves shall be approved by the Council.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council’s Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.6. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.7. No exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services
  - ii. for specialist services such as are provided by legal professionals acting in disputes
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- v. for additional audit work of the external auditor up to an estimated value of £500.00 (in excess of this sum the RFO shall act after consultation with the Chair and Vice Chair of Council) and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- 5.8 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- 5.8. Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of Council.
- 5.9. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18d and shall refer to the terms of the Bribery Act 2010.
- 5.10. When it is to enter into a contract of less than £30,000.00 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall obtain 3 quotations (priced descriptions of the proposed supply) where the value is below £3,000.00 and above £1,000.00 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 5.1 above shall apply. Where quotations received are above £30,000.00 the process for selection of Provider shall revert to 5.4 and 5.5 unless the Council resolve to apply 5.8.
- 5.11. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.12. Should it occur that the Council, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 5.13. Contracts for the purchase of Capital items above £4,000 should contain a retention of 2.5% unless approved by the Council.
- 5.14. For ease of reference, the regulations specified above are set out in the Scheme of Delegation
- 5.15. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

- 5.16. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.17. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the Council or make any contract on behalf of the council.
- 5.18. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council.

## **7. Electronic payments**

- 7.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council. Banking arrangements may not be delegated. They shall be regularly reviewed for safety and efficiency.
- 7.2. All payments other than transfers between the Councils Bank Accounts requires two people, one entering the data (the inputter) and an authoriser. This is achieved by setting up the internet banking in a way that requires two individuals to send a payment and in the bank mandate requiring two signatures to sign a cheque, set up a Direct Debit or set up a Standing Order.
- 7.3. The RFO will each month supply a list of Payments and Receipts made together with a Bank Reconciliation for resolution of the Council.
- 7.4. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents approved expenditure.

Additionally, all invoices above £5,000 relating to Capital items must be approved for payment by both the Councillor Project Lead and one other Councillor.

- 7.5. Any Debit Card issued for use will be specifically restricted to the RFO and will also be restricted to a single transaction maximum value of £1500.00 unless authorised by Council in writing before any order is placed.
- 7.6. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.
- 7.7. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at each month-end.
- 7.8. In respect of grants the Council will approve all expenditure.
- 7.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 7.10. Members or the RFO may claim for reimbursement of costs incurred on behalf of the Council, these will be approved or rejected by resolution of the Council. Approved Expense claims will be published on the website. Councillors or the RFO should seek pre-approval of amounts above £50.
- 7.11. Any changes to the bank details of a supplier shall be verified by the RFO and the change and the documentation received to justify that change shall be stored with the first invoice with the new details and brought to the attention of the Member authorising payments.
- 7.12. No petty cash is held.
- 7.13. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts.
- 7.14. The Inputter and the Authoriser must both assure themselves that the payment is valid, has been appropriately approved and that the Banking Details are correct.
- 7.15. The Council's accounting records must either be stored securely on 'the cloud' or regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 7.16. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

## **8. Payment of salaries and allowances**

- 8.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 8.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 8.3. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar



statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

- 8.4. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 8.5. The total of such payments in each calendar month shall be routinely reported at each Council meeting and no advance payments of salary shall be made.
- 8.6. An effective system of personal performance management should be maintained for the senior officers.
- 8.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council
- 8.8. Before employing interim support with an estimated cost of above £1,000, the Council must consider a full business case. If the estimated cost is below £1,000 paragraphs 4.8 to 4.15 apply.

## **9. Loans and investments**

- 9.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the Council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 9.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the Council, following a written report on the value for money of the proposed transaction.
- 9.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 9.4. All investment of money under the control of the council shall be in the name of the council.
- 9.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 9.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **10. Income**

- 10.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

- 10.2. The Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 10.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Council by the RFO and shall be written off in the year. The Council's approval shall be shown in the accounting records.
- 10.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 10.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 10.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date or at least annually coinciding with the financial year end.
- 10.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 10.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.

## **11. Payments under contracts for building or other construction works**

- 11.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 11.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council
- 11.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and RFO to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **12. Stores and equipment**

- 12.1. The RFO shall be responsible for the care and custody of stores and equipment
- 12.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

12.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

12.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

### **13. Assets, properties and estates**

13.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

13.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

13.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

13.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

13.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to Council with a full business case.

### **14. Insurance**

14.1. Following the annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the council's insurers

14.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

14.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

14.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council.

### **15. Charities**

15.1. Where the council is sole managing trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and

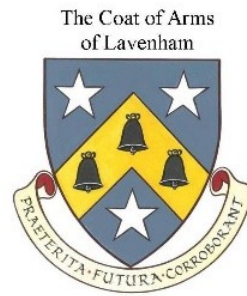
separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **16. Suspension and revision of Financial Regulations**

- 16.1. The Council shall review these Financial Regulations and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.
- 16.2. The Council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 16.3. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Document control**

Version and date	Adopted
2024	Adopted at Full Council meeting 8 August 2024
2025	Adopted at Full Council meeting 6 March 2025



## **LAVENHAM PARISH COUNCIL**

### **AGREED SCHEME OF DELEGATION MARCH 2025**

1. The Local Government Act 1972, section 101, gives a parish council power to delegate decisions to an Executive Committee or the Parish Clerk, being the council's Proper Officer. Hereafter for the purposes of this scheme, referred to as the Proper Officer for administrative functions and the Responsible Financial Officer (RFO) where budgeted expenditure is authorised or in exceptional circumstances, where expenditure commitments need to be made. This Council does not operate a Committee structure.
2. All Council decisions must be agreed at a properly constituted meeting of the Council unless the decision is delegated to the Proper Officer.
3. The Proper Officer is the only individual in law who can act on behalf of the Council and lead the administration of all the Council's activities. Therefore, the only individual who can have functions delegated to them is the Proper Officer. The Proper Office may be supported in the normal business of the Council by the Chair and/or Vice Chair. The functions delegated to the Proper Officer are contained in the Council's Standing Orders and Financial Regulations, both of which are based on the NALC model.
4. No individual Parish Councillor or group of Councillors can make decisions or issue instructions on behalf of the Council, other than those agreed at Parish Council full meetings.
5. Delegation of decisions to the Proper Officer for routine and urgent business is a necessity to ensure the smooth running of the Council.
6. Decisions taken shall be reported to Councillors by email and will be reported to the next meeting of the Council so that they can be recorded in the minutes.
7. Where reference is made to Chair in this document, in all instances where the Chair is unavailable or is an interested party, the Vice-Chair shall be substituted or, where the Vice Chair is unavailable or where there is no Vice Chair, by a member of the Council voted for by the majority of the remaining members

8. This scheme of delegation is subject to being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations March 2025.

### Delegation of Functions

Function or Circumstance	Example	Delegated Action(s)
Routine Communications	General enquiries	1. Acknowledge receipt within 5 days and full response within 20 working days.
Urgent Business including but not limited to enquiries from Parishioners, the Press, Local Authority Officers or Councillors or Member of Parliament	Any report of matters that the Council must respond to within 24 hours or if a weekend or public holiday with 48 hours.	<ol style="list-style-type: none"> <li>1. Urgent decisions required between scheduled meetings are delegated to the Proper Officer in consultation with the Council's Chair.</li> <li>2. Wherever possible members will be given notice of any urgent decision the Proper Office needs to take, in order for them to make their views known (notwithstanding the Proper Officer in consultation with the Chair can take any action they deem as extremely urgent immediately).</li> <li>3. In the absence of the Proper Officer or in the event he/she is an interested party, he/she will be substituted by an appropriate substitute from outside the Council, ideally a Parish Clerk from within the same district.</li> <li>4. The Council's Chair will arrange for a substitute in conjunction with the substantive postholder (where possible) and with guidance from SALC.</li> <li>5. In the event of a tie between members, the Chair has the casting vote if s/he is available, if not the tied member with the longest service as a Parish Councillor will substitute the Chair.</li> <li>6. Decisions made under this delegation will be reported to and minuted at the next Council meeting.</li> <li>7. Under this delegation, where appropriate, the Proper Officer may conclude that an extraordinary meeting of the Council be called to deal with the urgent matter.</li> <li>8. When it is not possible for members to discuss issues at a scheduled Council meeting or an extraordinary meeting, members may confer (in person, by telephone, email or other electronic means) and the outcome of this discussion will be</li> </ol>

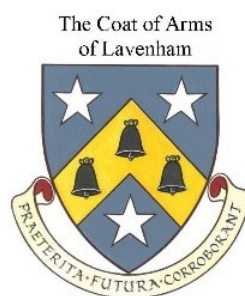
		conveyed to the Clerk by email for a decision to be made.
Consultations (Planning)	<p>To notify the Council of all planning application consultations received.</p> <p>In the event of the consultation end-date falling before the date of the next council meeting, take action as described.</p>	<ol style="list-style-type: none"> <li>1. Request an extension of response timescale from Babergh District Council.</li> <li>2. Inform the Chair and Lead Councillor for Planning</li> <li>3. If an extension of response timescale is denied, discuss with members and either call an extraordinary meeting to agree the Council's response or collate members' individual comments by email and take the majority view to respond to the Planning Authority.</li> <li>4. Review Babergh District Council website to ensure that all Planning Applications and Requests for Discharge of Conditions have been forwarded to the Chair and Lead Councillor for Planning.</li> <li>5. Maintain a register of Conditions requested by Council.</li> </ol>
Managing Contracts	Monitor delivery of routine contracts e.g., grass-cutting and be the first point of contact for all contractors appointed by the Council	<ol style="list-style-type: none"> <li>1. Resolve interruptions in service in liaison with Contractors</li> <li>2. Report significant and repeat problems to the Council</li> <li>3. Review contract performance annually and report to the Council</li> </ol>
Elections	<p>Casual Vacancies</p> <p>Ordinary Elections</p>	<ol style="list-style-type: none"> <li>1. To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with them regarding any statutory notices, electoral arrangements and co-option.</li> <li>2. To provide guidance and support to candidates in accessing information and completion of nomination forms</li> </ol>
Emergency Response	In the event of a major incident	<ol style="list-style-type: none"> <li>1. Make yourself known to the Emergency Services in situ</li> <li>2. Contact the Chair and Vice-Chair and trigger a cascade of information and tasks to Councillors as directed by Emergency Services</li> </ol>

Meetings	To ensure Council meetings are arranged in accordance with Standing Orders	<ol style="list-style-type: none"> <li>1. To arrange and call meetings of the Council, as and when expedient in consultation with the Council's Chair.</li> <li>2. To follow government guidance on holding meetings in times of national emergency.</li> </ol>
Finance	To act as the Responsible Financial Officer referred to hereafter as the RFO	<ol style="list-style-type: none"> <li>1. To manage the finances of the Council as set out in the Standing Financial Regulations.</li> <li>2. To seek authorisation from the Council for all expenditure not covered in this Scheme of Delegation. Attachment 1 sets out the detail about who can commit resources, authorise invoices and the applicable financial limits.</li> <li>3. To maintain adequate insurance cover for the Council's activities and assets.</li> <li>4. If required, and dependent on banking arrangements, to manage timely transfer of funds between the Council's bank accounts in order to maintain adequate cash-flow and in accordance with the Council's investment policy.</li> <li>5. To manage income flow and expenditure in line with the annual budget agreed by the Council.</li> <li>6. To pay providers upon receipt of invoice, for goods and services supplied under Contract and previously agreed by the Council.</li> <li>7. To arrange purchase of and re-imbursement for sundry items within the budget headings agreed by the Council.</li> <li>8. To provide a monthly report to the Council, of expenditure against budget.</li> <li>9. To provide a monthly report of grant requests or extraordinary expenditure for decision by the Council.</li> <li>10. To provide a draft budget to the Council for the forthcoming year and forecast for future years.</li> <li>11. The RFO shall ensure that the Clerk and three Councillors each have unique passwords to the Banking Software.</li> </ol>



## Document control

Version and date	Adopted
2024	Adopted at Full Council meeting 7 March 2024
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## LAVENHAM PARISH COUNCIL

### Authority to Commit Resources

	Who can authorise	Limits
<b>Contracts for Supply of Goods and Services</b> <b>SFIs 10 and 11.1</b>	Public Supply Contracts regulations apply  Tenders: to be approved by The Council before issue  Awards of Contract: The Council	Over £30,000.00
	The Council, three quotes	£3,000.00 to £30,000.00. Best value must still be applied
	The Council, strive three estimates	£1,000.00 to £3,000.00. Best value must still be applied
Variations of any kind to agreed Contracts	The Council	
Costs exceeding agreed Contract limits SFI 12.2	Report to the Council	5% above agreed contract
Additional audit services SFI 11.1 (a) (v)	The RFO  The RFO and Chair and Vice-Chair of the Council	Up to £500.00  Over £500.00
<b>Contracts for building or other construction works</b> <b>SFIs 11 and 12</b>	Public Supply Contracts regulations apply  Tenders: to be approved by The Council before issue  Awards of Contract: The Council	Over £30,000.00
	The Council, three quotes	£3,000.00 to £30,000.00. Best value must still be applied
	The Council, strive three estimates	£1,000.00 to £3,000.00. Best value must still be applied

Costs exceeding agreed Contract limit	Report to the Council	5% above agreed contract
Variations <b>of any other kind</b> to agreed Contracts	The Council	
<b>Virements SFI proposal 7. And 7.6</b>	If applicable:  The RFO and Chair   The Council	Up to £1500.00   Above £1500.00
<b>Grants</b>	The Council	All
<b>Sale of Tangible Fixed Assets</b>	The Council	All
<b>Any other purchases not covered above</b>	The RFO and Chair   The Council	Up to £1500.00   Above £1500.00

## Document control

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## LAVENHAM PARISH COUNCIL – RISK ASSESSMENT

Risk assessment is a general examination of working conditions, workplace activities and environmental factors that enable the identification of potential risks inherent in the place or practices. The Parish Council should then take all practical and necessary steps to reduce or eliminate the risks, as far as is practically possible.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

### FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	Level	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	Loss or long-term incapacity of a Clerk, loss or theft of records, full or majority replacement of the Council at an election or other such instances	<ul style="list-style-type: none"> <li>a) All Council Documents are now on the Cloud.</li> <li>b) Chair and Vice-Chair are both very closely involved with work of Clerk.</li> <li>c) Council Policies updated and expanded so how Council should operate has been documented.</li> <li>d) Banking system can now be operated by any two of the Clerk and three Councillors.</li> </ul>
Council records – paper	Loss through theft/fire/damage	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
Council records – electronic	Loss through theft/fire/damage/	L	Cloud Based storage.	Existing procedure adequate
Solvency and Precept	Adequacy of Precept. Failure to submit precept request.	L	Reserves are monitored. Precept set at Budget Meeting. District Council will assume Precept as prior year if no form submitted.	Existing procedure adequate
Financial records	Inaccurate records Inadequate records Financial Irregularities	L	<p>Full Accounts covering Income and Expenditure, Balance Sheet, Earmarks and Reserves and Cashflow are tabled at monthly Council meetings.</p> <p>The Council has Financial Regulations and Standing Orders which set out the requirements. Segregation of duties is high. Internal Audit each year.</p>	Existing procedure adequate, Regulations reviewed and re-adopted each year.

Bank and banking	Inadequate checks Bank mistakes Loss, Charges Payment of invoices and other outwards monies such as Grants	L L L L L	The Parish Council has two bank accounts (current and reserve), 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, bank signatory list is reviewed after election and/or resignation of Councillor/Clerk.
Grants – receivable	Receipt of grants	L	Income is budgeted and the monthly reporting process includes variance analysis and reporting of all monies received.	Existing procedure adequate
Poor including corrupt purchasing and Poor Contract Management.	Work awarded incorrectly  Overspend on services	L  M	Normal practice is to seek at least 3 tenders/quotations for contracts above £1,000 Clerk checks invoices against quotation accepted	Scheme of Delegations and Financial Regulations in place which detail purchasing procedures and these are reviewed annually
Salaries incl HMRC compliance	Incorrect salary paid	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	Clerk makes claim monthly. 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

#### PHYSICAL EQUIPMENT OR AREAS

Subject	Risk(s) identified	Level	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or damage	L	Assets Register to be reviewed and updated annually prior to renewal of Annual Insurance policy.	Existing procedure adequate
Maintenance	Risk/damage/injury to third parties	L	All assets are insured and maintained. Clerk has power to authorise emergency repairs.	Existing procedure adequate
Toilets	Electrical or plumbing failures Leaks in toilets or in drains Fire and vandalism Inadequate cleaning Inappropriate behaviour	L	Examined daily by cleaners. Clerk has power to authorise emergency repairs. Modern design. Insurance.	Existing procedure adequate
Street Furniture	Risk/damage/injury to third parties	L	Wooden benches owned by the Parish Council in various locations. Annual Inspections. Faults reported to the Council by the public or Councillors are dealt with. Insurance cover for damage or injury to third parties	Existing procedure adequate, annual review and maintenance programme established.
Lady St	Risk/damage/injury to third parties	L	Used most days by The Hub who would report any issues	Existing procedure adequate

Water St Gas Works and Car Park	Risk/damage/injury to third parties	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	Risk/damage/injury to third parties	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 members of the Council, report back	Existing procedure adequate
Play equipment and recreation ground including wooden footbridge at First Meadow, Brent Eleigh Rd.	Risk/damage/injury to third parties	L	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
Churchyard wall and gates	Risk/damage/injury to third parties	L	No formalised programme of inspections, faults/damage reported to the Council by Churchwardens, public or Councillors.	Existing procedure adequate
Bus Shelter	Risk/damage/injury to third parties	L	No formalised programme of inspections, faults/damage reported to the Council by public or Councillors	Existing procedure adequate
Office and Meeting locations	Adequacy 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

## LIABILITIES

Legal powers	Illegal activity or payments	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	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
Members Interests	Conflict of Interest  Register of Members Interests not being up-to-date	L  M	Declaration of Interests and requests for dispensations are early Agenda Items. Register of Members Interests forms are reviewed annually	Existing procedure adequate  Members may need to check and update their Register

Insurance	Adequacy Cost	L	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
Data Protection	a) Inadequate policy and process for handling any requests received. b) Entry on the national Register of Data Controllers becomes out-of-date.	L	The Council is bound by and adheres to the legal 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.	Ongoing monitoring.
Freedom of Information Act	Policy	L	All requests have been completed with no issues of failure to comply arising. .GOV email accounts introduced.	Existing procedure adequate

March 2025

**Motion: The Risk Register is approved**

**Motion to approve Heelis and Lodge as Internal Auditors:**

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

**Motion to approve Appointment of Heelis and Lodge as Internal Auditors for the year ended 31 March 2025 at a cost of not more than £500 plus VAT**

**this review.**