

LAVENHAM PARISH COUNCIL

To: Members of Lavenham Parish Council

You are duly summoned to attend the Meeting of Lavenham Parish Council to be held at 7pm on Thursday 7th August 2025 at Lavenham Village Hall, Church Street, Lavenham.

Public Attendance

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

AGENDA

- 1. Apologies and approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. To approve as accurate minutes of the 3rd July meeting of Council**
- 5. Public participation session (10 minutes)**
- 6. Chair's Announcements**
- 7. Local Authority Councillors' Reports**
- 8. Planning Register**
- 9. Planning Applications**
- 10. Licensing Applications**
- 11. Lavenham Neighbourhood Plan 3: Report**
- 12. Clerk/RFO report**
 - 12.a Motion to approve Accounts for month ending 30th June 2025**
 - 12.b Motion to approve Receipts and Payments for month ending 30th June 2025**

13. VJ Celebration Grant

14. Report concerning Railway Walk Allotments

15. Date of next meeting – Thursday 4th September 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: 1st August 2025

PARISH COUNCIL MEETING

Held on Thursday 3rd July 2025, commencing at 7pm in the Village Hall.

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

Present:

Chair: Cllr Janice Muckian. Cllrs: Alison Bourne, Frank Domoney, Iain Lamont, Irene Mitchell, Roy Mawford, Chris Robinson and Michael Sherman. Nine members of the public.

Opening Statement by the Chair:

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

1. Apologies and approval of Absences

The Clerk reported that Cllrs Falconer, Morrey and Sherman were not present and had sent their apologies.

2. Declarations of Interest

The Clerk invited Councillors to declare any interests, none were declared.

3. Requests for Dispensations

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

4. To approve as accurate minutes of the June 5th 2025 meeting of the Council

Proposed: Cllr Robinson **Seconded:** Cllr Bourne **Decision:** Approved unanimously. Cllrs Domoney, Mawford, Mitchell and Ranzetta abstained having not been present at the meeting.

5. To approve as accurate minutes of the June 23rd 2025 meeting of the Council

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

6. Public Participation Session

The Chair asked Members of the Public present whether any wished to speak, none wished to do so.

7. Chair's Announcements**20 mph scheme Parish Poll**

The Chair gave her personal thanks to everyone who had voted in the recent poll regarding a 20 mph scheme. She noted that Council had not taken a stance on the scheme, preferring to give residents of the village the opportunity to give their opinion and commented that whether to go ahead or not with the scheme will be debated later in this meeting.

Neighbourhood Plan Grants

She told Councillors that she had been appalled and concerned to be informed on June 16th by our local MP that the Government has withdrawn Grants for Neighbourhood Plans. She reported that she had signed the petition opposing this and was aware that a number of fellow Councillors had also signed that petition.

Babergh Survey

The Chair drew attention to a survey being run by Babergh District Council, closing on 25th July, which seeks the public's views on the proposed Local Government reorganisation which will mean the end of Babergh District Council and Suffolk County Council.

T500

The Chair reported that she had very much enjoyed attending the church service on Sunday 29th June to mark the 500th anniversary of the Church Tower which was attended by members of the Spring family from around the world. She gave her thanks to everyone involved in making this happen including the bell ringers for their marathon efforts in the afternoon.

Grants

The Chair told Councillors that the Lavenham British Legion committee had met (subsequent to the Agenda for this Meeting being published) and subsequently told Cllr Morrey that they would be extremely grateful for a £350 grant towards their expenses of holding Celebrations to mark VJ Day.

She asked Councillors to indicate whether they, in principle, would like to make the grant, to be voted on as an Agenda Item at the August Meeting. Councillors indicated that, in principle, they would like to make such a Grant.

The Chair noted that Council had not issued, as scheduled to have been done in May, a formal request for Grant Submissions commenting that Council had been very busy. Council had however made a number of small grants the nature of which had required rapid decision making. Telling Councillors that the Clerk will, at the September meeting, be delivering his budget reforecast, which will be influenced by recently incurred legal costs, some uncertainty concerning the medium to long term Neighbourhood Plan costs and the withdrawal of Government funding for Neighbourhood plans she invited Councillors to make a formal decision on the Grants Programme once the reforecast has been delivered.

Cllr Mitchell reported that she had heard that the Football Club might be in need of Grant Funding. The Clerk reported that the Football Club had previously made enquiries concerning applying for a Grant but had never actually done so.

8. 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.

He reported that Cllr Lindsay continues to have concerns regarding Suffolk County Councils plan for one unitary authority to cover the whole of Suffolk and that the County Cabinet had on June 17th approved setting aside a £1.9 million fund to allow the County Council's Officers to draw up a business case for having a single Suffolk wide unitary authority.

District Cllr Maybury reported that Babergh continues to negotiate the Local Government Review, awaiting further news of the submission by Suffolk CC to Government at the end of September.

Working with the Clerk she has supported calls for further emptying of the recycling bins in the Church St car park which are again overflowing.

She told Councillors that she is delighted to see maintenance works on Tenter Piece and thanked the residents who have been very hospitable to the operatives in this hot weather.

She concluded by deploring that a recent Babergh Council Meeting some councillors had tried to flaunt Council standards/rules by displaying flags at a Council meeting.

The Chair asked Cllr Maybury whether Babergh will replace the axed Central Government Funding of Neighbourhood Plans with Grants of its own. Cllr Maybury replied that she did not know but told Councillors that Babergh Officers had told her that Parish Councils could use Neighbourhood CIL money to fund Neighbourhood Plans. The Chair expressed surprise at this suggestion that Neighbourhood CIL could be used in this way. Cllr Maybury agreed to check the accuracy of this advice.

Cllr Mawford commented that it was surprising that Babergh was waiting for Suffolk CC to respond to Government concerning Local Government Reorganisation when Suffolk CC has made its opinion clear. Cllr Maybury agreed to research further and report back. Cllr Mitchell described as 'disgraceful' that Suffolk County Council appears, per Cllr Lindsay's report to have set aside a £1.9 million fund to allow the County Council's officers to draw up a business case for having a single Suffolk wide unitary authority. She asked the Clerk to ask Cllr Lindsay which budget this had come from.

9. 20 mph scheme

The Clerk detailed to Councillors the result of the Parish Poll explaining that 351 Members of the Public had voted (a turnout of 20%) and that 78% had voted 'No'. The Clerk explained that he had therefore drafted the Motion that 'The Clerk is instructed to inform Suffolk County Council that the Parish Council does not wish to progress this scheme'.

Cllr Bourne expressed support for the Motion. Cllr Lamont said that Council should thank Cllr Lindsay for his Grants to allow the scheme to be developed and that Council must remember that the impetus for the 20 mph scheme was its inclusion in Neighbourhood Plan 1 consequent of the Questionnaire sent out before Neighbourhood Plan 1 was drafted and that the village had voted by a large majority to support Neighbourhood Plan 1.

Cllr Bourne commented that at the time of the Neighbourhood Plan 1 the cost was not known.

Cllr Mitchell said that many of those who had supported the original idea in 2013 were no longer alive commenting that a difficulty was the time that ideas take to become fully worked through proposals.

Cllr Mitchell expressed frustration that this Parish Council had been rudely criticised on Facebook for the scheme and the poll considering that very few of the Councillors serving in 2013-2016 who had initiated the project were still Councillors.

The Chair said these difficulties arise when one short question and the related answer in the middle of a wide ranging questionnaire then become a Council Policy.

Cllr Mitchell acknowledged the vote but expressed concerns commenting that Council is elected to make decisions and that Parish Polls cannot be the basis of all decision making. Cllr Lamont echoed these concerns. Cllr Mawford said that he had never supported the Parish Poll commenting that it may be the design of this scheme which caused it to be so overwhelmingly rejected.

Motion: The Clerk is instructed to inform Suffolk County Council that the Parish Council does not wish to progress this scheme.

Proposed: Cllr Mitchell **Seconded:** Cllr Domoney **Decision:** Approved unanimously. Cllrs Lamont and Mawford abstained.

10. Planning Register

The Clerk reported that no decisions had been made by Babergh which differed to the Parish Councils recommendations.

The Clerk reported the Babergh Enforcement Officer had reported with respect to Little Brook on Lower Rd as follows:

Following the withdrawal of application DC/25/00788, the owners took advice which they believed meant they could instead discharge a similar scheme but instead under Permitted Development rights for Class E Outbuildings within the curtilage of a dwellinghouse.

'During a site visit I assessed that the parcel of land where they were aiming to erect the outbuilding and were in the process of laying the footpad was unfortunately not considered within the curtilage of the dwellinghouse. Though please note my assessment of curtilage does not involve or impact matters relating to boundary or ownership. Following advice being given to the householders they have now chosen to cease works and the building will not be erected. The case file will therefore shortly be closed'.

The Clerk thanked Cllr Sherman for his efforts commenting that there were still unanswered questions with Babergh concerning reinstatement of the land.

The Clerk asked Councillors whether they wished him to obtain an extension of time to allow Council to discuss an application for tree maintenance at 68 Church St. Councillors guided the Clerk that they were happy for the matter to be determined by Babergh Council.

11. Planning Motion to support proposed changes to the regulations concerning works to windows in Grade II listed buildings

Cllr Lamont told Councillors that Babergh and Mid Suffolk District Councils are jointly proposing to introduce changes designed to make it faster and easier for residents to improve the thermal efficiency of windows in Grade II Listed Buildings (but not Grade I or Grade II* Listed Buildings).

The proposed changes, if introduced, will allow certain prescribed works to windows to proceed without the need to apply to the Council for Listed Building Consent - such works having the benefit of consent granted under a Local Listed Building Consent Order (LLBCO).

These works include Installation of secondary glazing to historic windows and the Installation of double glazing or energy saving glass to windows which have previously been consented and introduced after listing, or which are already installed within a consented modern/post-listing extension.

Cllr Lamont explained that the proposed response is that:

Lavenham Parish Council has previously recommended approval to upgraded timber framed windows in listed buildings which are glazed with thin heritage double glazed panel. Lavenham Parish Council supports this change PROVIDED that the windows are timber framed and slim panels are used to allow the use of slim traditional style glazing bars to retain the same looks as the traditional single glazed windows. Lavenham Parish Council agrees with the drawings in the LLBCO submission

Motion: The Clerk is instructed to lodge the proposed response with Babergh Council.

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

12. Motion to submit comments to Babergh DC Consultation concerning changes to Construction Infrastructure Levies

The Clerk explained that Babergh has, as detailed, in the working papers proposed various changes to CIL levies and that Cllr Mitchell had drafted a response also contained in the working papers.

Motion: The Clerk is instructed to lodge the proposed response with Babergh Council.

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

13. Tree Maintenance

The Clerk explained that as detailed in the Working Papers urgent felling is required of three trees and urgent maintenance to a fourth tree. Three quotes have not been obtained as required by the Standing Financial Regulations. Acceptance of the one quote obtained would require suspension of Financial Regulation 11.1.h.

Cllr Ranzetta expressed concerns about low hanging branches in First Meadow which could be dangerous to children. The Chair and Cllr Mawford spoke in support of the Motion.

Motion:

a) Council asks the Contractor to look at all of the trees in the Cemetery, the Recreation Ground and First Meadow for the Parish Council on a free of charge basis.

b) Council suspends Standing Financial Regulations Paragraph 11.1 h) having considered the recommendations and underlying reasons given by the Clerk particularly the unsafe nature of the trees, the relatively small excess of the cost as compared to the amount conferred to the Clerk under Para 4.4 and the fixed nature of the cost.

c) Council approves the appointment of the Contractor at a cost of £2,150. (Power to maintain Burial grounds: Open Spaces Act 1906, subsections 9 and 10)

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

14. Motion to amend Complaints policy and to introduce a vexatious Complainants policy

The Clerk told Councillors that the Parish Councils Complaints Policy was approved in July 2023 with a review date of July 2025. It was therefore necessary to now review the Complaints Policy.

The Clerk explained the proposed changes to the Policy and the reasons for each change.

- a) The current policy does not distinguish between formal and informal complaints; it contains no examples of informal and formal complaints. It is therefore proposed to introduce a Complaints Category Table. He talked through that Table in detail.
- b) It has become increasingly recognised that it will generally be unfair to Complainants to hear a complaint as an extra agenda item at a monthly meeting of Council. Complaints are generally complex and certainly of importance to the Complainant and appropriate consideration needs to take place of the Complainants concerns. Councillors' minds, he said, must be entirely focused on the Complainants concerns and not on other Agenda items. He explained that holding an extra Council Meeting at a time when all or nearly all Councillors can attend and a suitable room is available means the current process is slow to hear the Complainants issues and extremely daunting for Complainants who have to sit, more or less alone, and make their case in front of eleven Councillors.

A Complaints Panel is proposed. For Complainants this means that they would first meet in private with the Chair, the Vice-Chair and two other Councillors chosen at the discretion of the Chair and Vice-Chair working together. This Panel would then produce a recommendation for Council to accept or reject. Council would be provided with minutes of the Panel Meeting and would remain in control of the process. The current, for Complainants, very public and daunting aspect of the current hearing process would be removed.

- c) The introduction of a Complaints Panel would mean that a different Group of Councillors hears the appeal removing as much as possible the current problem that the Group hearing the appeal is the same Group of Councillors who made the original decision. He described the current process as having the potential to be perceived as 'Councillors marking their own homework'.
- d) The ability of Complainants to complain to the whole Council would remain subject to the Complainant having grounds for appeal. Grounds for appeal are failure to consider and reference all evidence in Stage 1 decision or failure to follow the procedure for Stage 1
- e) To improve and simplify the documentation that Complainants need to provide and Councillors will have to consider. Often in the past this documentation consisted of lengthy email correspondence with the Clerk or required/requested the Complainant to summarise the lengthy email correspondence. A Complaints Form is proposed.
- f) To ensure that in the highly unlikely event that a vexatious complainant emerges Council has an appropriate policy. That policy is modelled on the Babergh policy. All use of that policy is subject to Council approval.

Cllr Ranzetta described the changes as a positive step forward saying that from her experience as a School Governor she was in favour of the change to a Panel followed by an appeal to full Council.

Cllr Lamont asked how it would be ensured that the Panel would be impartial not, for example, be compromised by Panel Members being friends etc of the Complainant.

The Chair responded that Declaration of Interests and Code of Conduct would apply and that the flexible composition of the Panel enabled Council to select the Councillors most appropriate to hear the matter, those having knowledge of the subject matter etc.

Cllr Mawford queried the subsequent role of the Panel members in the Appeal process suggesting that it might be better if the Chair did not Chair the Complaints Panel.

The Chair responded that whilst the Chair would be present at the Panel Meeting they would not necessarily chair that meeting.

Cllr Robinson asked whether the Complaints Panel could consist of a rota of Councillors.

The Chair responded that she was not in favour of a rota as she considered it important that the Chair and Vice Chair are aware of all the subtleties of Complaints. She said that there was a parallel to the Planning Group where the Group arrives at a recommendation but that recommendation may or may not be accepted.

Cllr Mitchell explained that the current policy is based on SALC guidance but is not fit for purpose. She said that she had then considered why the policy was written the way it was. She had concluded that this was because Parish Councillors are an isolated body with no parent tier. Appeals to the Local Government Ombudsman are permitted only where the Parish Council is performing a service, eg bin emptying, on behalf of a higher level council.

Cllr Mitchell added that she supported the proposal as creating the opportunity for a full discussion with the complainant hearing their heart-felt issues in a smaller group which might actually resolve matters.

The Clerk said that he had considered the issue of Panel Members and the role they might play in the Council Meeting which accepted or rejected the recommendation. He had come to the conclusion that the Panel Members would be a minority of the Councillors voting and that the Chair and Vice Chair had to be on the Panel as these are the Councillors, who in accepting their posts, had offered more of their time to Council matters.

Cllr Robinson asked if Councillors from other Councils could be invited to sit on the panel. The Chair replied that the policy could be amended before its revision date should it be found that further changes be required. Cllr Mitchell commented that in her experience local Parish Councils work in silos and that it would be unlikely that a Parish Councillor from elsewhere would want to serve on a Complaints Panel.

The Clerk agreed to amend the review date of the policy to being the earlier of two years' time or first use of the policy.

Motion: The revised Complaints Policy and the new Vexatious Complainants Policy are approved

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

15. Motion to submit comments to Babergh DC Consultation concerning Local Government Reorganisation

The Chair explained that Central Government has proposed that Local Government be reorganised to consist of one, or possibly more than one, unitary authority/ies. Babergh has sought the views of Council and Members of the Public with a closing date of July 9th 2025. Two Councillors submitted drafts and have agreed a combined submission for Councillors to consider.

A number of Councillors expressed concerns about the poor quality of the survey questions.

Motion: The Clerk is instructed to lodge the composite response to Babergh Council

Proposed: Cllr Mitchell **Seconded:** Cllr Bourne **Decision:** Approved. Cllr Lamont voted against. Cllrs Domoney, Mawford and Robinson abstained.

16. Lavenham Neighbourhood Plan 3: Report

The Clerk told Councillors that Cllr Sherman had reported that the steering group had been at a standstill this month as permission had not been granted at the monthly meeting awaiting papers which satisfied Council Standing Orders. By the time permission had been granted annual holidays had commenced.

Cllr Lamont asked why the EGM had been called when actually the Group had been unable to move matters forward since the EGM because of holidays. The Chair replied that she did not know but that the EGM had been validly called by two Councillors.

17. Clerk/RFO report

The Clerk spoke first concerning Public Realm items telling Councillors that replacement batteries for the non-functioning Speed Indicator Device on the Melford Rd had been supplied and will be installed next week. Following the repair works to the drain in the Prentice St Car Park there have been, so far, no further floods. The five potholes on Lower Rd have been repaired and the repainting of the Slow Signs which was initially rejected by Suffolk Highways but the Local Highways after conversation accepted that there might be an argument that within Suffolks rules that they qualified for repair have been repainted. Cllr Lamont expressed concern about a small number of box bushes saying that were under attack. The Clerk agreed to communicate with the Arborist.

He reported, as required by previous Council decision, that the total to date spend on legal costs remains about £8,000. The deadline for responding to the Subject Access Requests had been met.

He spoke next of financial matters beginning with the May Accounts. He said that at the end of May the budget was to have a deficit for the year so far of approximately £1,000. The actual deficit is £6,500. A difference of some £5,500. There were, he said, four reasons for this £5,500 shortfall.

- a) Interest Received and Burial Income are together £1,000 higher than budget.
- b) Timing of the Tree Maintenance Costs, so far these have been £1,500 less than budget. This reduction is entirely timing; they will be incurred slightly later in the year than anticipated.
- c) Legal Fees of £6,800 have been incurred in this Financial Year.
- d) Toilet maintenance costs are £1,500 are more than budgeted, the Prentice St repair.

He spoke next of the draft June Accounts explaining that these show a further deterioration. In June there will be the costs of the Parish Poll and so it is likely that the deficit for the first three months will be £7,500 compared to a budgeted deficit of £1,000 and so the shortfall will have increased to £6,500. He explained that this likely deficit does not include the costs of tree maintenance which will fall into July not the anticipated May and so the real deficit as at end June versus budget is likely to be £8,500.

He then looked further a bit more telling Councillors that the budgeted deficit was £10,000 for this year. Adding on the interim budget for the LNP of £15,000, the Legal Costs of £7,000 and the ballot costs of £2,000 Council, he said, was heading towards a loss of £35,000 for the year. He explained that the Council's Income for this year and indeed and any other year, unless the Precept is increased, is about £148,000 and so this year's loss is some 25% of the Councils Annual Income. He described this position as clearly unsustainable.

He told Councillors that he will be presenting a reforecast budget, to Council, as required by the Standing Financial Orders, at the September meeting and at that time Councillors can consider whether they wish to take any cost cutting measures. Councillors, he said, need to be aware of the consequences of these losses and that is that Councils reserves are likely to fall to 7.5 months by March 2026 which will be below the long running target of 8 months and absolutely in the centre of the 6-9 months range recommended in the professional guidance.

This position, he said, is not unreasonable but will make holding Council Tax down for a further year very difficult particularly if the final spend on the whole LNP, now that the receipt of any substantial grants appears unlikely, is above the £15,000 in the interim budget.

He commented that should the advice received by Cllr Maybury be correct and NCIL money can be used for Neighbourhood Plan costs then the reserves position would be improved but then less NCIL money would be available for use on any other projects.

Cllr Mitchell said that now the 20 mph scheme had been cancelled Council needs to prepare a Capital Programme to ensure NCIL funds are used and used wisely.

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

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

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

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

Meeting ended 8.51pm

Date of next meeting – Thursday 7th August 2025 7pm

8			BDC	LPC	
May:					
01116	Glenholm, Brent Eleigh Rd	Modifications to roof, walls, floor, removal of chimney, alterations to fenestrations	Approval (Flood Risk Assessment provided later)	Refusal	
01435	Great House Hotel	Listed Building Consent Replacement of 11 windows like for like	Refusal	Refusal	
00788	Little Brook, Lower Rd	Erection of a timber-framed single storey store building	Withdrawn	Refusal	
Jun:					
01816	Glenholm, Brent Eleigh Rd	3 bay Cartlodge and Annex Above	Refusal	Refusal	
01930	Land Off Norman Way	Cartlodge Modifications	Approval	Approval	
01943	De Vere House, Water St	Installation of an electric vehicle charger	Approval	Approval	
Jul:					
00541	Howletts	Access Changes etc	Approval following minor alterations	Approval with Conditions	
Open items:					
00457	15 The Paddocks	Earthworks	Ongoing	No Comment	
03378	Finches, Bridge St Rd	Fell Maple Tree	Ongoing	Ongoing	Aug-19
05113	Land south of Water St	Storage Shed and Greenhouse	Ongoing	Refusal	
00390	Toll Cottage, Market Place	Change of use to residential	Refusal. Appealed.	Refusal	
02922	68 Church St	Prune Oak Tree subject to TPO	Ongoing	No Comment	
02700/02701	75 Church St	Planning Perm and Listed Building Consent Extension	Ongoing	Ongoing	Aug-08
03022/03023	The Old Rectory	Planning Perm and Listed Building Consent Doorcase	Ongoing	Ongoing	Aug-08
03025	87-88 High St	Removal of Cherry Tree	Ongoing	Ongoing	Aug-08
03120	1 The Maltings, Barn St	Listed Building Consent Replacement of French Windows etc	Ongoing	Ongoing	Aug-08
Suffolk CC	Lavenham Primary School	Modifications to Outbuilding	Ongoing	Approval	

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 7th August 2025

Discharge of Conditions Application for B/16/00437 - Condition 5 (Drainage) and Condition 6 (Drainage)

Land To The Rear Of 42 - 45 High Street Lavenham Suffolk

Application No: DC/25/03219 Received: Thu 17 Jul 2025 Validated: Mon 21 Jul 2025 Status: Awaiting decision

We do not normally comment on Discharge of Conditions, in this case it is involving drainage, which is a technical subject we are not qualified to assess.

Application for Listed Building Consent - Replacement of existing French doors, kitchen window and back door



1 The Maltings Barn Street Lavenham Sudbury Suffolk CO10 9RB

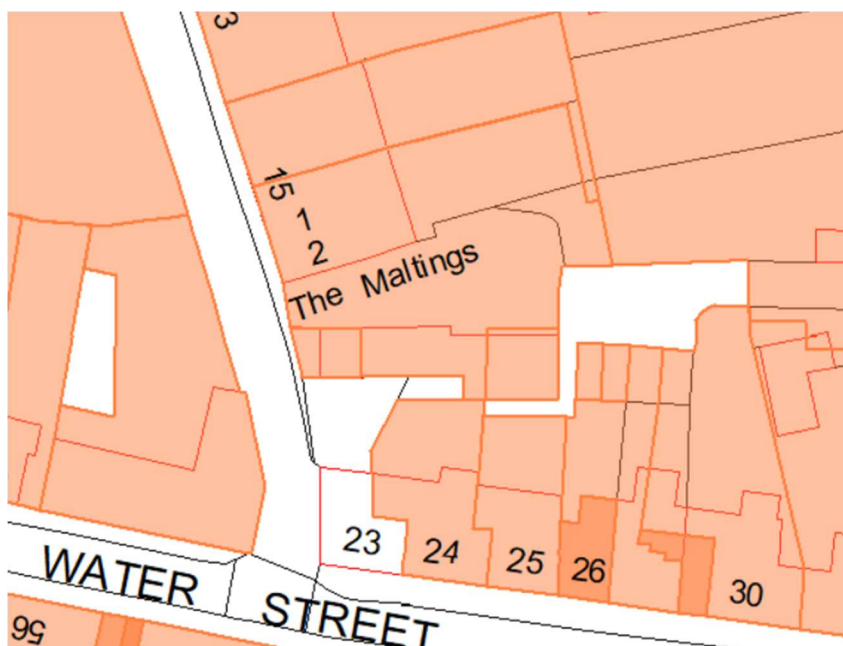
Application. No: DC/25/03120 | Received: Fri 11 Jul 2025 | Validated: Mon 14 Jul 2025 | Status: Awaiting decision

The application is to replace modern rear ground floor timber French doors, kitchen window and back door with metal framed "Crittall" type.

These replacements are in keeping with the industrial aesthetic of the building.

Recommend Approval

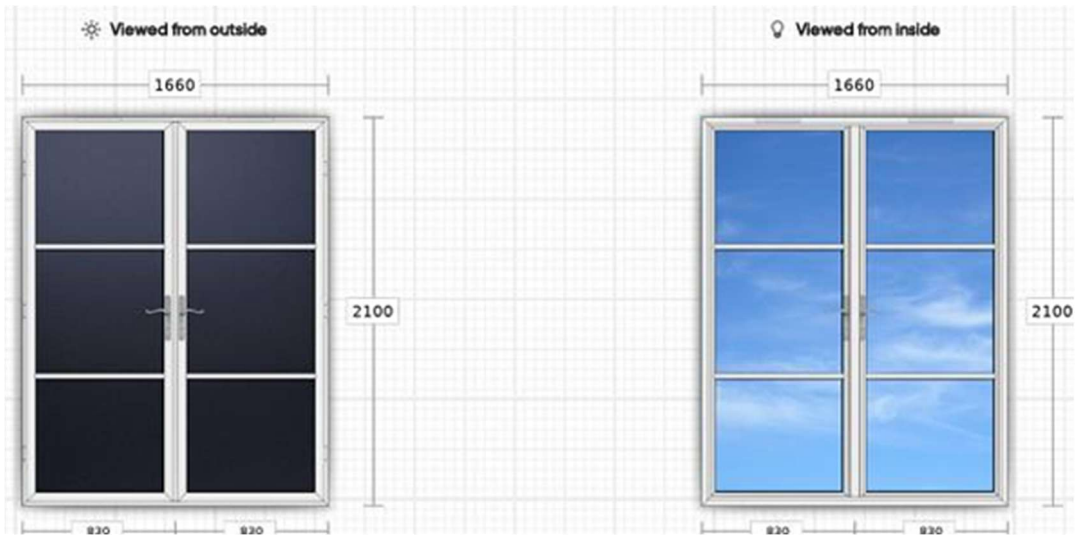
No Site location plan was provided. The below is from the mapping tool



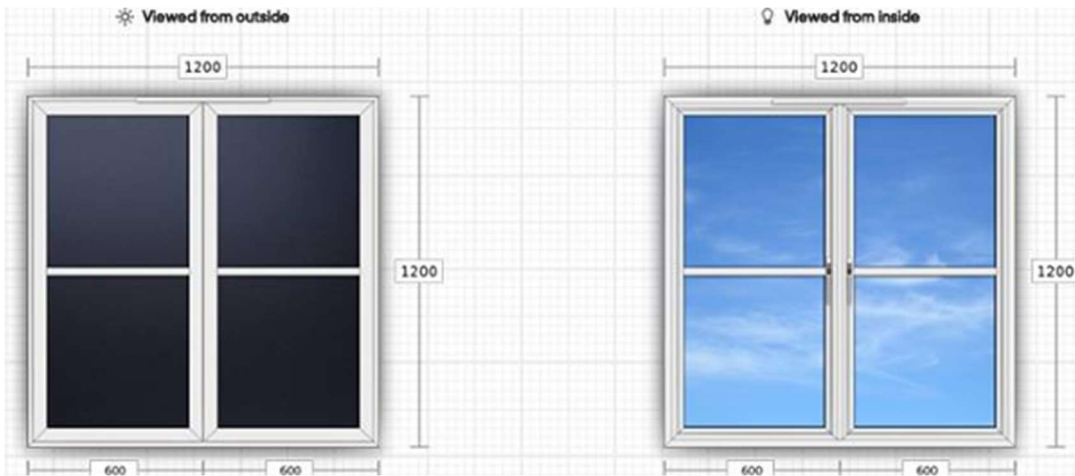


Current Elevation View Showing French Doors, Window and Kitchen door on the extension to the main building that we wish to replace with a Crittall style heritage slimer frame French Doors, Window and Kitchen door (details above)

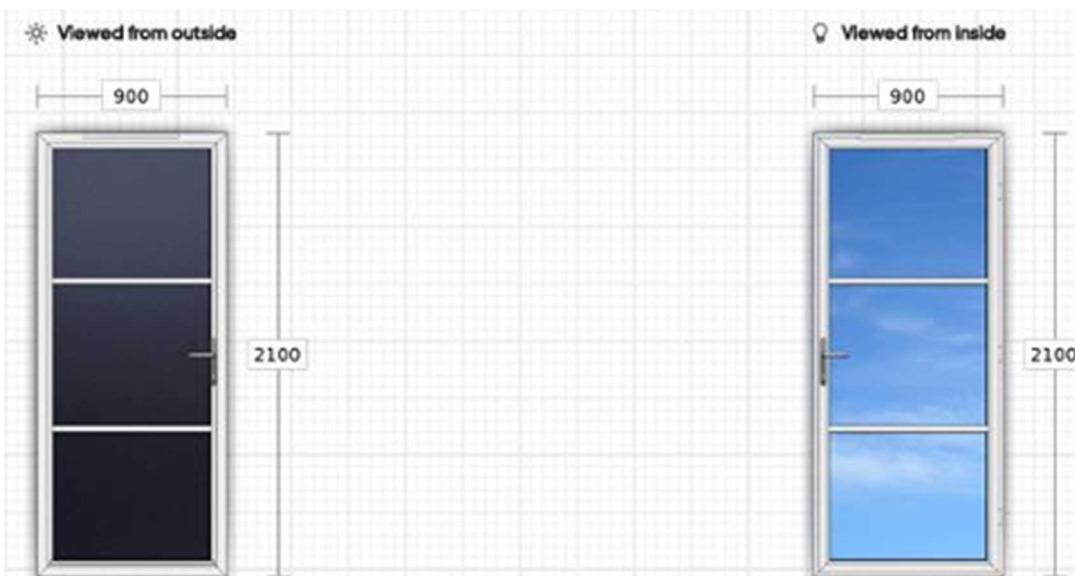




French door replacement.



Kitchen window replacement



Back door replacement

Notification of works to trees within a conservation area - Removal of small Cherry tree approx. 4 metres height and 30 cm at flared base. Tree showing severe die back.

Show more description 

87 - 88 High Street Lavenham Sudbury Suffolk CO10 9PT

Application. No: DC/25/03025 | Received: Mon 07 Jul 2025 | Validated: Mon 07 Jul 2025 | Status: Awaiting decision

This tree is in a prominent position on the High Street. The application does not include a report from a tree surgeon with evidence it needs to be felled rather than pruning. It is important we protect the limited number of trees located in the centre of the village. However, a recent picture of the tree shows that it has died

Recommend approval.

87 - 88 High Street Lavenham



Photo of Healthy Tree from Street View



Photo of tree taken 29/7/25 - No leaves on the tree – looks dead

Householder Application. Addition of painted timber, pedimented doorcase surrounding the existing front door, architrave and cushion mound which are retained.

Show more description 

The Old Rectory Church Street Lavenham CO10 9SA

Application. No: DC/25/03022 | Received: Mon 07 Jul 2025 | Validated: Tue 08 Jul 2025 | Status: Awaiting decision

Application for Listed Building Consent. Addition of a painted timber, pedimented doorcase surrounding the existing front door, architrave and cushion mound which are retained.

Show more description 

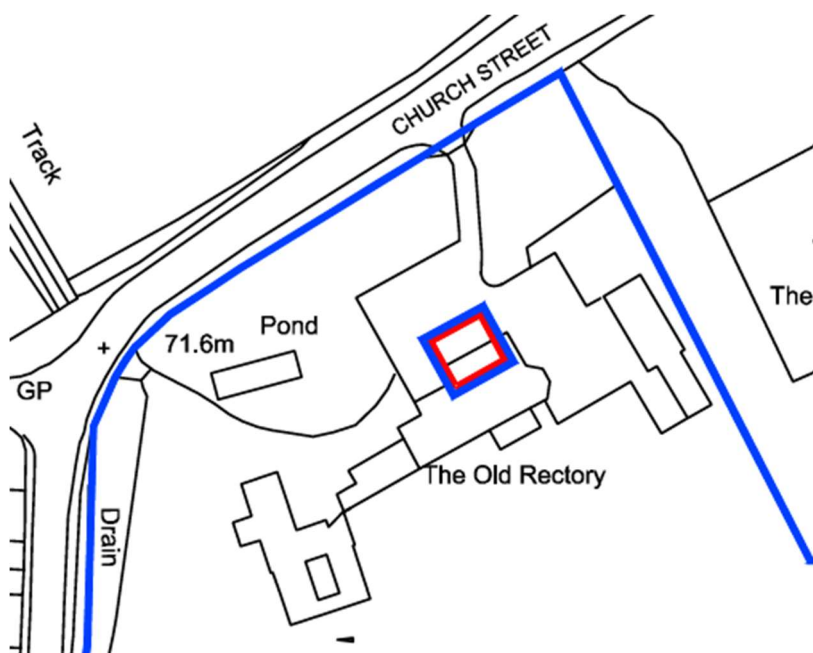
The Old Rectory Church Street Lavenham CO10 9SA

Application. No: DC/25/03023 | Received: Mon 07 Jul 2025 | Validated: Tue 08 Jul 2025 | Status: Awaiting decision

This application follows on from previous application that was refused after appeal: DC/24/00744|Application for Listed Building Consent - Construction of stone portico to main entrance doorway on front elevation to replace timber pediment.

As stated on the previous application the Parish Council did not support the application. We recommended that the timber pediment that was over the door (prior to is being removed by the current occupants due to the timber being in poor condition) be replaced by a replica.

With respect to the previous application Parish Council made the comment “*LNP 2016 Policy D1 states that 'that proposals must be sympathetic to the setting of any individual heritage asset. The Rectory front door can be seen from street and is located close to a Grade 1 Church. This Council considers the application to be in contradiction to Policy D1.*”



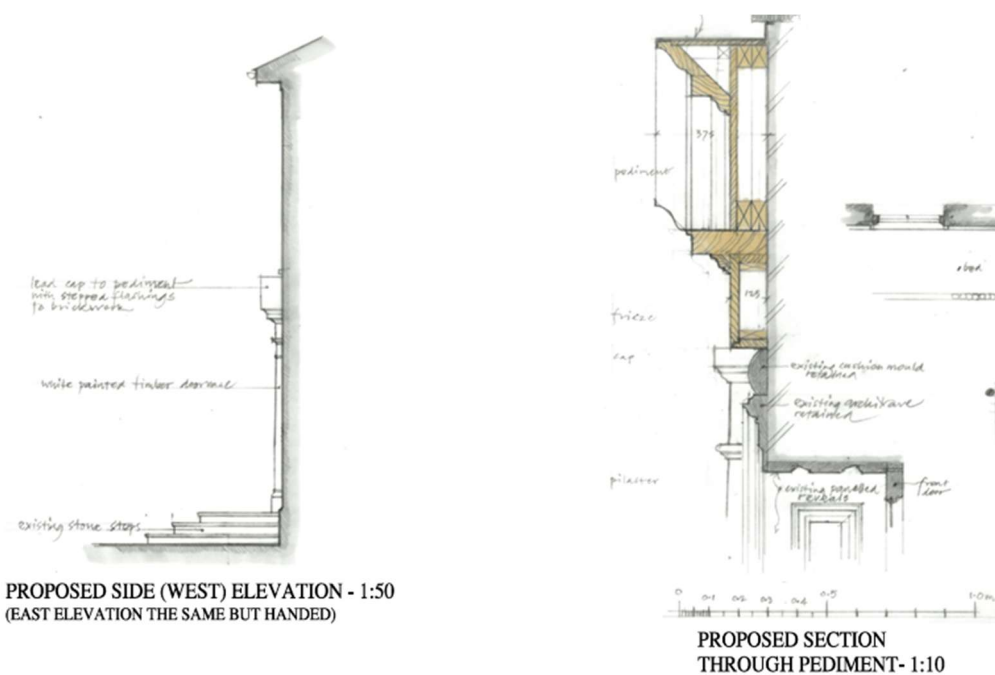
Site Location



Front of property before Pediment was removed. Note it is the same width as the Door Casing & Architrave



PROPOSED FRONT (NORTH) ELEVATION - 1:50
PROPOSED PEDIMENTED DOOR CASE SURROUNDING
EXISTING DOOR, ARCHITRAVE & CUSHION MOULD



The proposal is for a much larger pediment with dummy columns on either side to give the appearance of columns, even though there is no portico.

However, there is no evidence that the building ever had a door surround of this size, and it significantly alters the appearance of the front of the building.

The applicant's Heritage Design and access statement has this justification:

2.2 The impact of the proposal on the historical significance and character of the building: *In response to the planning inspector's specific reasons for dismissing the appeals, the proposal for this application is for a more modest enhancement of the existing doorcase in the form of an outer order of flat pilasters and a reinstated pediment, the latter being on a slightly larger scale (than the missing original pediment) to suit the pilasters. As the projection from the front façade is minimal, it will not compete visually with the existing door feature nor obscure the building's historical architectural interest. Indeed, the inclusion of a classical pediment will restore this important central feature on the front elevation, which together with the pilasters would not significantly alter or harm this part of the building's historical architectural interest but provide some benefit to outweigh the low level of less than substantial harm.*

2.3 Impact on the setting of the Old Rectory and the Conservation Area: *Since the proposal has less visual impact than the previous proposal for a portico addition, there will again be no harm to the setting of the listed building, nor the architectural and historic interest of the nearby listed buildings nor the character and appearance of the Conservation Area.*

This proposal is changing the character of view of the front of the building and although it does not project from the front of the building the visual aspect would be significantly changed.

The removed pediment was original and reflects the history of this building and should be replicated and replaced as suggested by the pre-application advice in DC/24/00744. No evidence was provided that a larger pediment and door surround was ever present on the building.

LNP 2016 Policy D1 states that 'that proposals must be sympathetic to the setting of any individual heritage asset. The Rectory front door can be seen from the street and is located close to a Grade 1 Church. This Council considers the application to be in contradiction to Policy D1

Recommend refusal

Application for a Lawful Development Certificate for a Proposed Use or Development. Town and Country Planning Act 1990 (as amended) - Erection of outbuilding with gym/games room, and canopy. Construction of area of permeable hardstanding.

Show more description

Glenholm Brent Leigh Road Lavenham Sudbury Suffolk CO10 9PE

Application. No: DC/25/02965 | Received: Wed 02 Jul 2025 | Validated: Wed 02 Jul 2025 | Status: Awaiting decision

Note that the Planning Officer was consulted on this. This is an application for a GDPO - 'General Permitted Development Order'.

This formally confirms that the proposed outbuilding on the site is of a size and usage that is allowed as a "Permitted Development" and hence does not need planning permission. This assessment is done by the planning officer. We are not statutory consultees.



BMSDC Planning Area Team Green <planninggreen@baberghmidsuffolk.gov.uk>
To: Andrew Smith

Reply Reply All Forward

Thu 17/07/2025 09:0

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Good morning,

Thank you for your email.

As this is a lawful development certificate it is purely based on factual evidence, i.e. an assessment of the development against the GPDO only. Therefore, there are no statutory consultees apart from legal.

Kind regards,

Libby Goodrich
Admin Support
Development Management

Householder Application - Erection of a single storey extension to the North-West elevation (following demolition of existing conservatory); and Insertion of Timber framed slim line double glazed window units (following removal of existing) and installation of a roof light.

Show more description 

75 Church Street Lavenham Sudbury Suffolk CO10 9QT

Application. No: DC/25/02700 | Received: Fri 13 Jun 2025 | Validated: Tue 08 Jul 2025 | Status: Awaiting decision

See details under Listed building Consent application below

Application for Listed Building Consent - Erection of a single storey extension to the North-West elevation (following demolition of existing conservatory) Existing windows will be replaced with similar timber framed slim line double glazed units and installation of a roof light. The proposed ground floor internal re-configuration introduces a more modern kitchen, new utility room, shower room and office. The living room will be opened up to maximise usable space by removing a masonry internal wall. On the first floor the bathroom will be modernised. The hatch for loft access will be enlarged slightly to improve usability and a ladder will be added.

Show more description 

75 Church Street Lavenham Sudbury Suffolk CO10 9QT

Application No: DC/25/02701 Received: Fri 13 Jun 2025 Validated: Tue 08 Jul 2025 Status: Awaiting decision

This application involves demolishing an existing conservatory and WC and replacing with a larger kitchen extension mostly to the rear of the property but also sideways, so would be partially visible from the street.

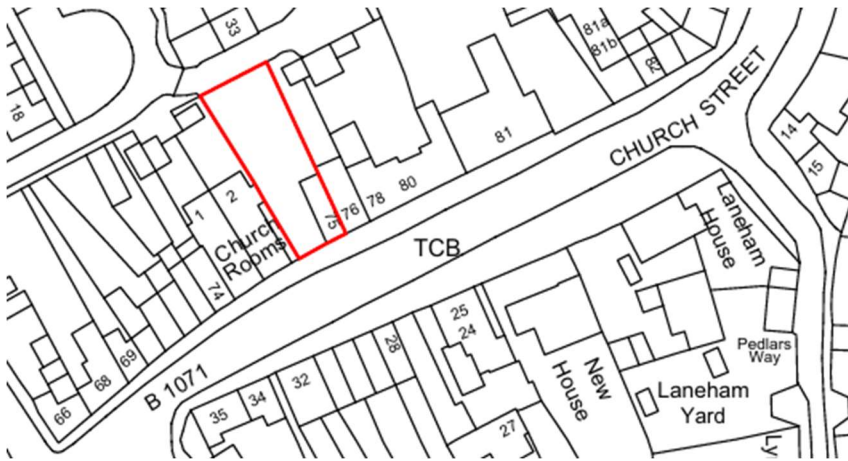
Although the extension is single storey it has a high ridgeline as part of the architectural design so is much taller than the existing conservatory and may affect the property next door.

There are some internal changes that have little effect on heritage elements of the property. Moving the bathroom window will disturb the 17th Century Rear Gable, as noted in the Heritage Statement

Proposed materials - Red brick base, timber construction with vertical cladding, grey standing seam metal roofing.

The extension is at the rear of the property, with only part of the extension visible from Church St. The ridge line is very high for a single-story extension; however, it is subservient to the principal dwelling.

No recommendation from the Planning Group



Site Location



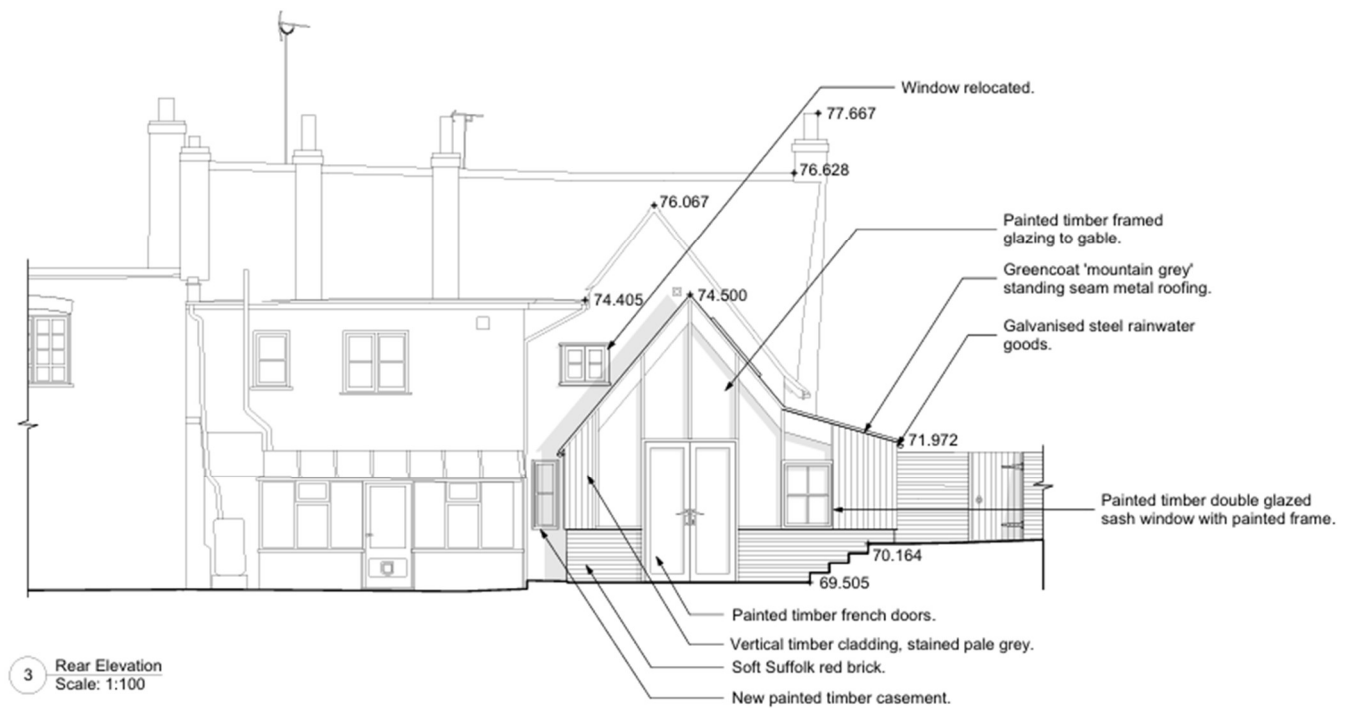
View of existing conservatory



View of adjacent property from garden of 75 Church Street



Computer generated view of new extension

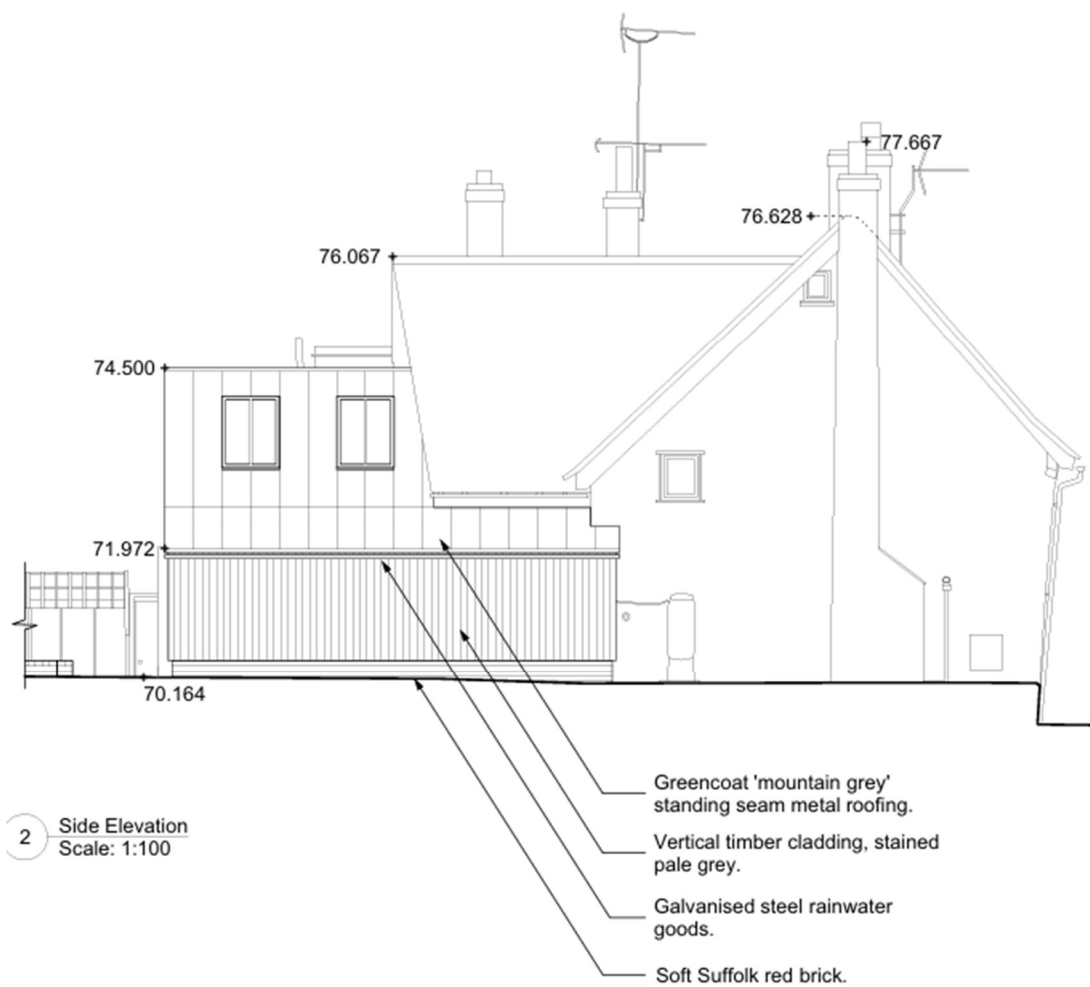




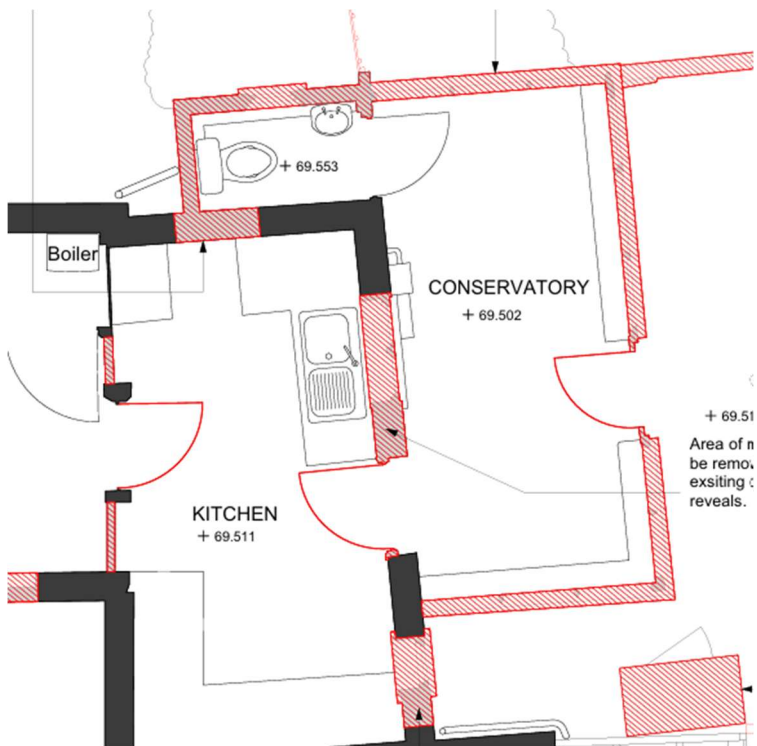
Front Elevation part of the extension is visible from the street to the left of the building (toilet & shower)



Existing toilet extends out from building and is visible from the street

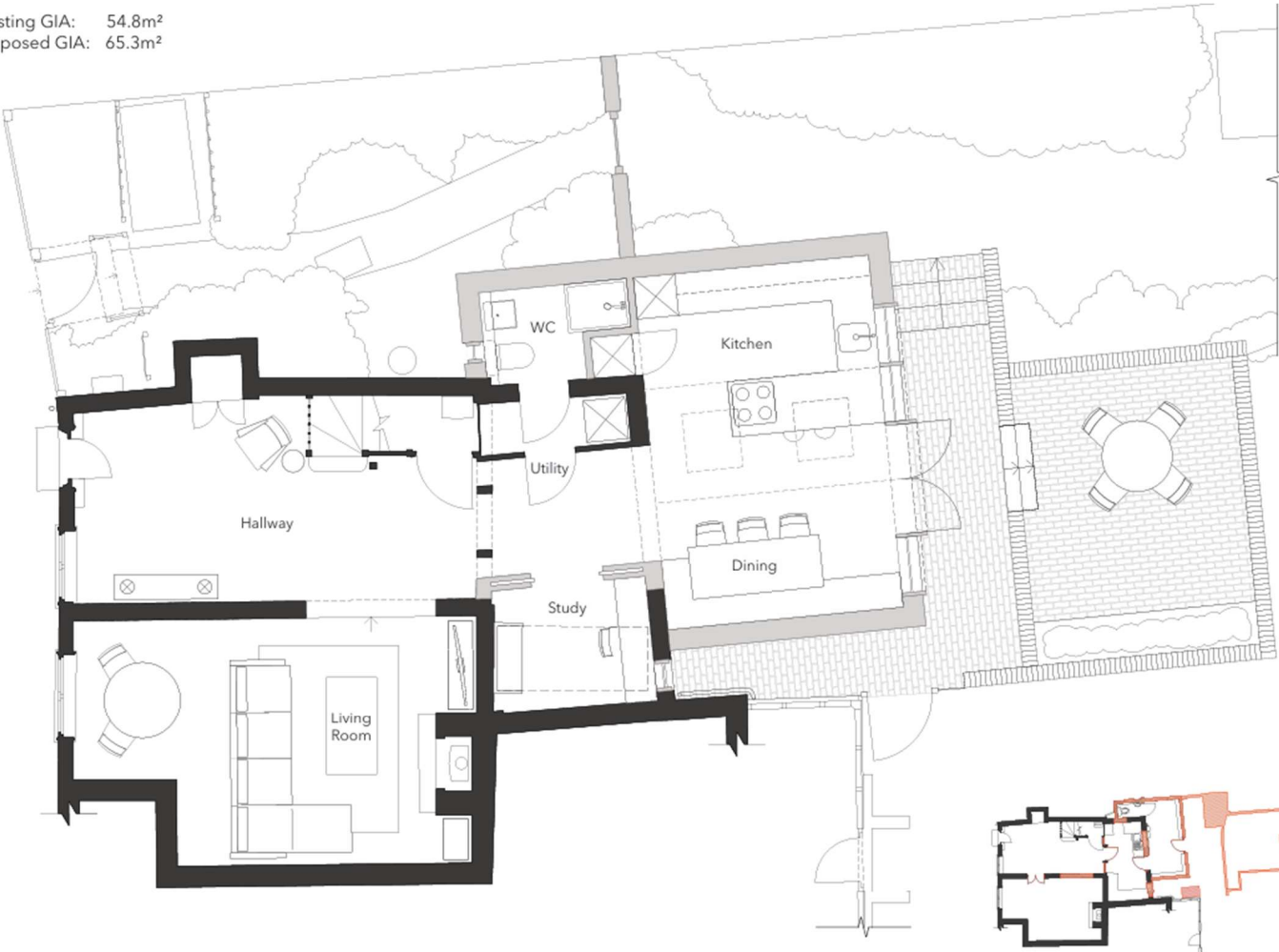


Side Elevation

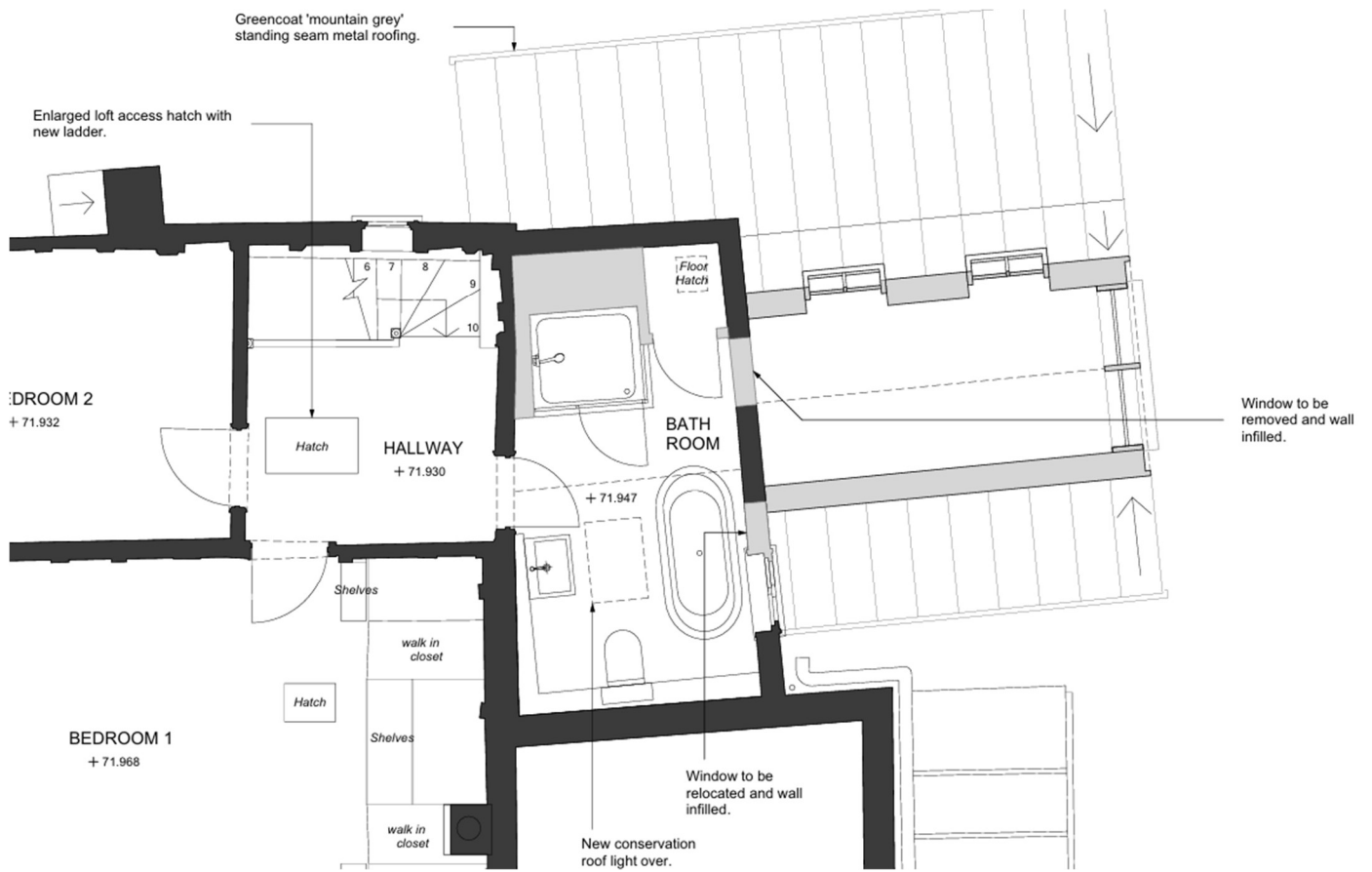


Existing Ground floor plan

Existing GIA: 54.8m²
 Proposed GIA: 65.3m²



Proposed Ground Floor Plan



Proposed 1st Floor plan

Licensing Applications

Background:

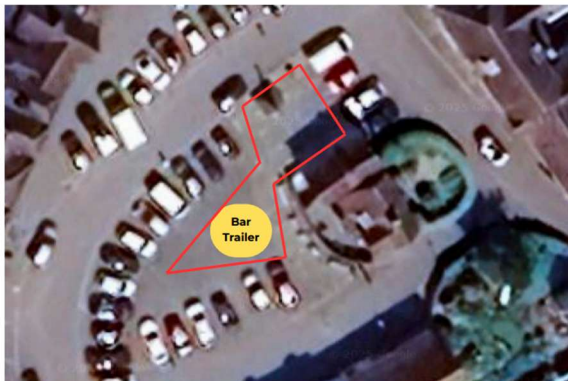
Two licensing applications have been made, the Parish Council is not specifically consulted on Licensing Applications but may comment.

The Application for a mobile wine trailer in the Market Place has a closing date for comments of August 14th.

The Application for an alcohol licence at 10 Lady St has a closing date for comments of August 18th.

Market Place

Key:
Sale of alcohol & Consumption of alcohol



The area of premises will be the raised pavement area surrounding the war memorial in the Market Square for use of our portable seating. We will also be using our bar/catering trailer for staff use inside only to serve food/drinks and this will be located in the horseshoe area inside the car parking bays in the Market Square.

LAVENHAM PARISH COUNCIL:

The premises is a mobile wine bar trailer which will operate in the Market Square, Market Place, Lavenham, Sudbury, Suffolk, CO10 9QZ. The trailer will be stationed within the designated horseshoe-shaped area of the car parking bays located within the Market Square. The trailer has overall dimensions of 3300mm in length (including hitch), 1920mm in width, and 2500mm in height. It will be used exclusively by staff for the preparation and service of food and drinks, including the sale and supply of alcohol. No customers will be permitted inside the trailer.

The licensed premises will also include a clearly defined raised pavement area surrounding the central war memorial and extending to the area outside the Toll House. This area will form a square-shaped outdoor space where portable tables and chairs will be provided for customers to sit and consume food and alcohol purchased from the trailer. This seating area will be arranged and supervised by staff at all times to promote a safe and welcoming environment.

A clear and unobstructed path will be maintained at all times to ensure full access to the Toll House for both the public and emergency services. The layout will be carefully managed to respect the heritage setting and preserve access and movement through the Market Square.

At the end of each trading day, the trailer will be moved off the premises, and all portable tables and seating will be packed down and removed. No structures or furniture will be left on-site overnight, ensuring the area is fully cleared and returned to its original public use.

The overall setup is designed to create a relaxed and sociable atmosphere in keeping with the historic character of Lavenham's Market Square, while upholding public safety, minimising disruption, and fully supporting the four licensing objectives.

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)		On the premises	X
					Off the premises	
					Both	
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5) The premises licence is only to be used from 1st April to 30th September every year.			
Mon	12:00	21:00				
Tue	12:00	21:00				
Wed	12:00	21:00				
Thur	12:00	21:00				
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6) N/A			
Fri	12:00	21:00				
Sat	12:00	21:00				
Sun	12:00	21:00				

Clerks Notes:

The Market Cross is a Scheduled Ancient Monument, Grade 2 Listed which the Parish Council is responsible for.

Motions:

- The Parish Council supports this application
- The Parish Council opposes this application

LAVENHAM PARISH COUNCIL:

Number 10 Lady St (The Wine Library)

Please give a general description of the premises (please read guidance note 1)

The premises is located at 10 Lady Street, Lavenham, Suffolk — a traditional timber-framed building situated within the village's historic conservation area, surrounded by a mix of retail, hospitality, and residential properties.

The premises operates as a licensed bar and occupies the ground floor of the property. It comprises a **main bar area**, a **bar lounge**, and a **snug area**, all of which are designated for the sale and consumption of alcohol on the premises. These internal spaces are designed to provide a comfortable and sociable environment, with good visibility for staff supervision to support the licensing objectives.

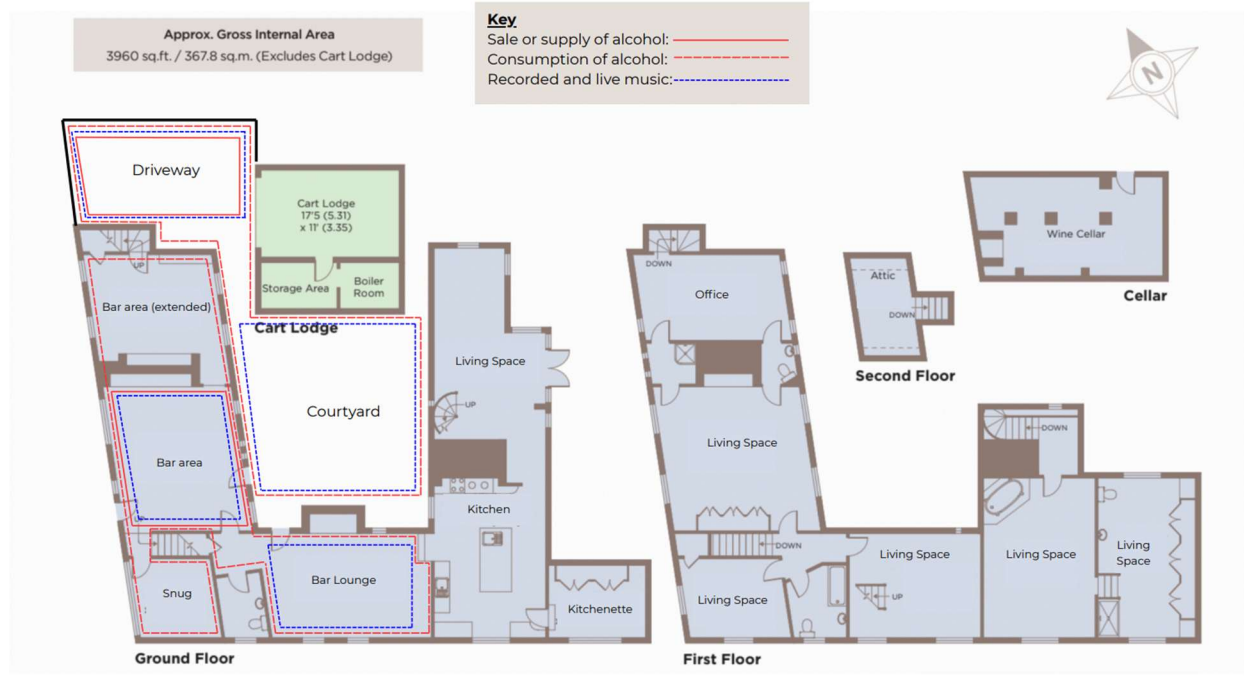
In addition to the indoor areas, the premises includes a **courtyard** and **driveway area** to the rear of the building. These outdoor spaces are also intended for the consumption of alcohol sold on the premises and will be appropriately managed to minimise disturbance to nearby residents.

The layout and operation of the premises have been designed to promote the four licensing objectives, with particular consideration given to responsible alcohol service, noise management in external areas, and the safety and welfare of patrons.

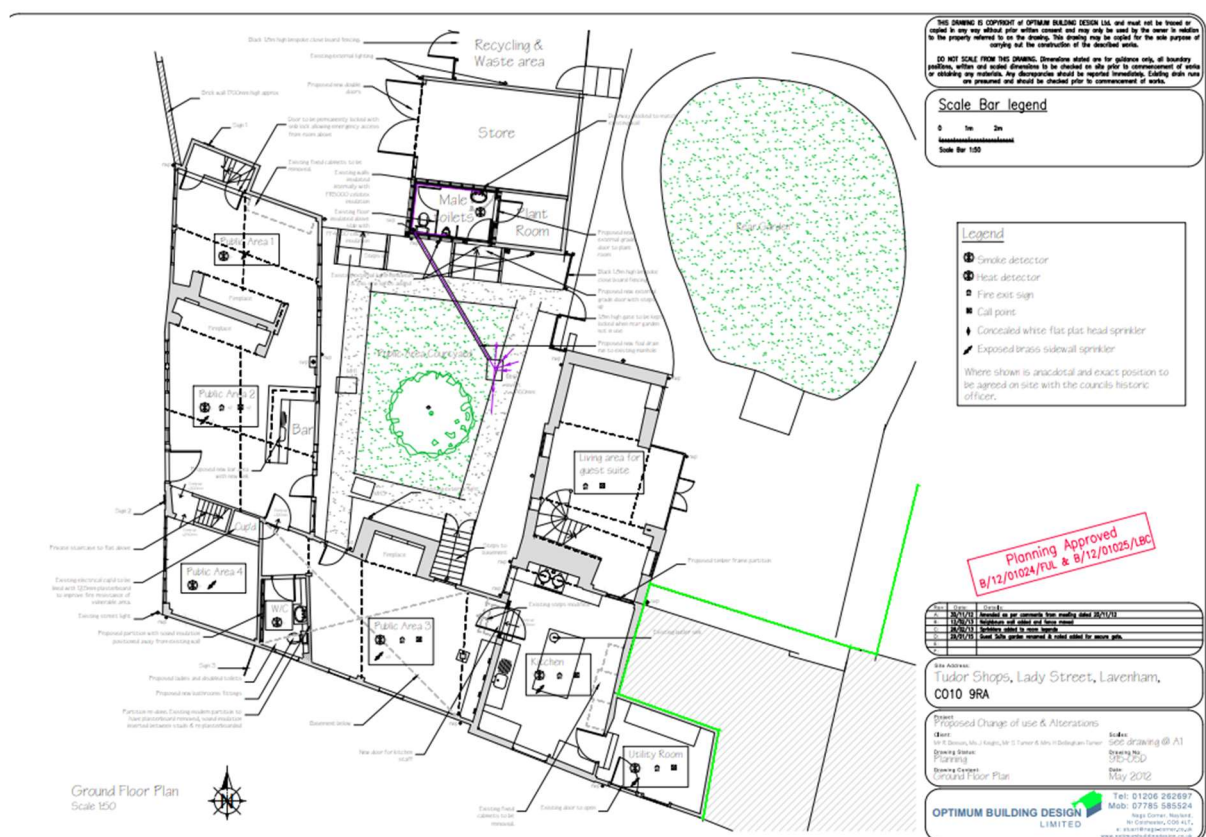
J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for <u>consumption – please tick</u> (please read guidance note 8)	
Day	Start	Finish	On the premises	X
Mon	12:00	23:00	Off the premises	
Tue	12:00	23:00	Both	
Wed	12:00	23:00		
Thur	12:00	23:00		
Fri	12:00	23:00		
Sat	12:00	23:00		
Sun	12:00	23:00		

LAVENHAM PARISH COUNCIL:



Plan contained in Licensing Application



Plan contained in Planning Application

LAVENHAM PARISH COUNCIL:

Excerpts from Planning Approval:

10. The areas within the building to be used for the consumption of food and drink within the mixed use Sui Generis (Public House)/Class E (b) (Restaurant) hereby approved shall be limited only to those rooms labelled Public Areas 1-4, the Public Area Courtyard and rear garden area on drawing 915/05D unless otherwise agreed in writing by the Local Planning Authority.

Reason: In the interests of residential amenity.

11. The rear garden area as shown on drawing 915-05D to be used for the consumption of food and drink within the mixed use Sui Generis (Public House)/Class E (b) (Restaurant) shall only operate between the hours of 10.00 and 21.00. This use shall expire 2 years from the date of this permission, at which time the hereby permitted use shall cease. At such time, all temporary structures associated with the use (tables, chairs) shall be removed and the rear garden area shall be re-instated to its former condition, unless a further planning permission has been granted for continued use of this area.

Reason: In order to assess the impacts of the use on nearby residential premises in the interests of residential amenity.

Clerks Notes:

The areas proposed for the consumption of the consumption of alcohol are all indoors except for the driveway and the inner courtyard.

The use of the rear garden for the consumption of alcohol (which was opposed by some neighbours and in the Planning Application had a two year licence imposed on it) has been withdrawn.

The use of the inner courtyard for the consumption of alcohol proposed in the Licensing Application is clearly within the Planning Permission.

There appears to be no Planning Permission for the use of the driveway for the consumption of alcohol as proposed in the Licensing Application.

Motions:

- a) The Parish Council supports this application
- b) The Parish Council opposes this application

LAVENHAM PARISH COUNCIL:

Addendum 1st August 2025:

On 1st August 2025 the Parish Council as informed by Babergh District Council of a Pavement Licence Application, by the Great House Vin Van, for the Market Place with a closing date for responses of 15th August 2025.

SECTION 7: DAYS AND TIMES							
During what times do you propose to place furniture on the highway on each of the following days: Please use the 24hr clock, e.g. 10:00 to 20:00.							
	Mon	Tues	Wed	Thu	Fri	Sat	Sun
From	1:	11:00	11:00	11:00	11:00	11:00	11:00
To	:30	21:30	21:30	21:30	21:30	21:30	21:30

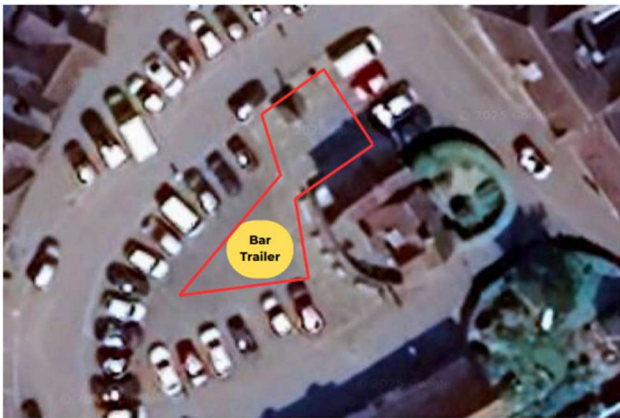
SECTION 8 – FURNITURE TO BE PLACED ON THE HIGHWAY
<p>Please provide a description of the furniture you propose to place on the highway (Please note you are required to provide photographs or brochures of the proposed furniture with your application)</p> <p>See PDF attached for further information.</p> <p>PE Twist Rattan Outdoor Arm Chair</p> <ul style="list-style-type: none">● Natural colour rattan● Dark grey aluminium frame● 768(H)x595(W)x572(D)mm● Order link <p>Bistro PE table</p> <ul style="list-style-type: none">● Natural brown PE Rattan with tempered glass tabletop● 750(H)x700(D)mm● Order link

IMAGE OF SITE



PREMISES LICENSE SITE PLAN

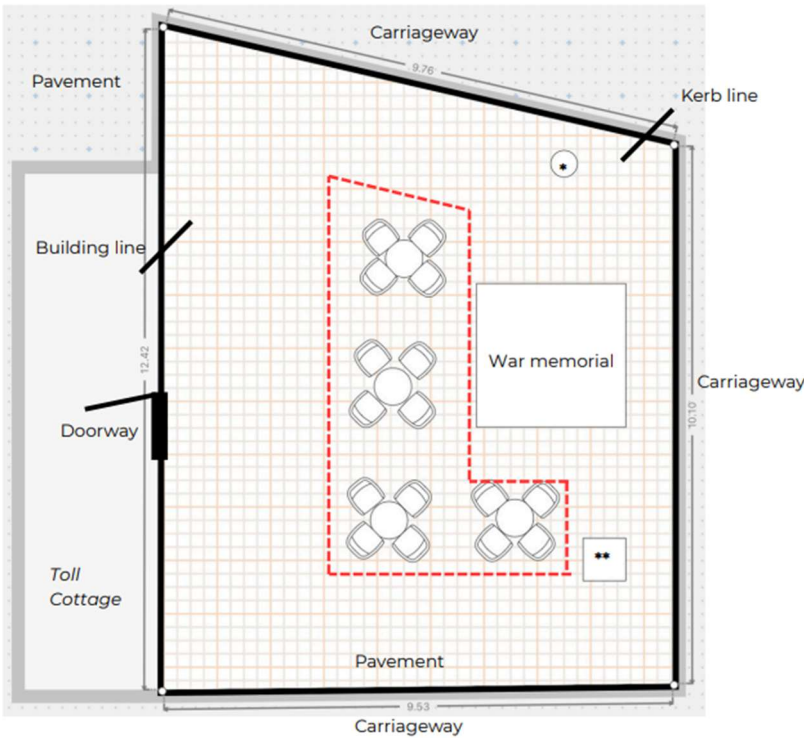
Key:
Sale of alcohol & Consumption of alcohol



SITE PLAN P.2

Key (measured in metres):

Proposed area of pavement licence	---
Council bin	*
Flower planter	**



CHAIR DETAILS

- PE Twist Rattan Outdoor Arm Chair
- Natural colour rattan
- Dark grey aluminium frame
- 768(H)x595(W)x572(D)mm
- [Order link](#)



TABLE DETAILS

- Bistro PE table
- Natural brown PE Rattan with tempered glass tabletop
- 750(H)x700(D)mm
- [Order link](#)



Motions:

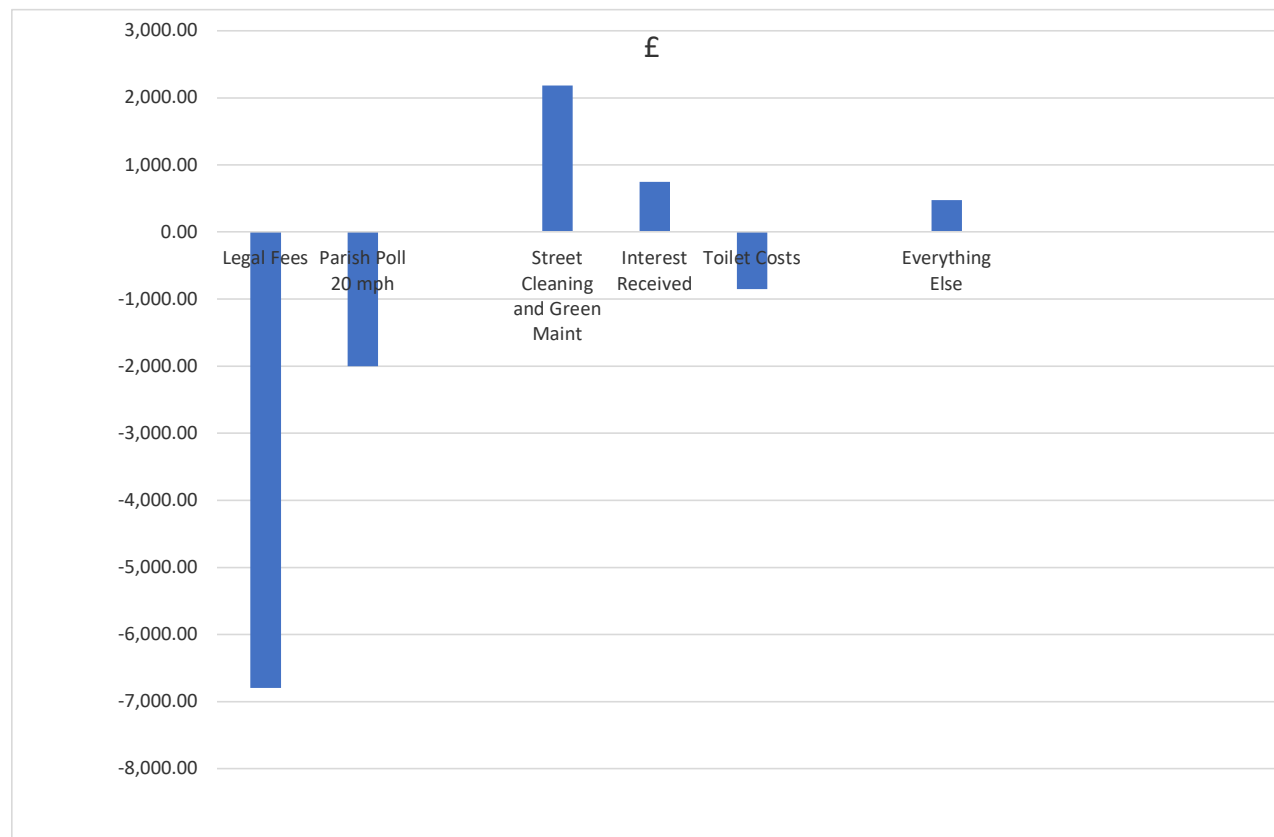
- a) The Parish Council supports this application
- b) The Parish Council opposes this application

	April Actual Mth	May Actual Mth	Jun Actual Mth	Actual YTD	Budget YTD	Favourable /(Adverse)	Notes
Precept	10,194.33	10,194.33	10,194.33	30,583.00	30,583.00	0.00	No variance
Babergh Cleansing Grant	1,111.11	1,111.11	1,111.11	3,333.33	3,279.28	54.05	Increase in Minimum wage slightly higher than anticipated. Payment received July 2025
Fixed Income	11,305.44	11,305.44	11,305.44	33,916.33	33,862.28	54.05	
Burial Fees	92.00	1,397.00	37.00	1,526.00	1,440.00	86.00	Variable depending on number of deaths
Car Park and Toilet Donations	233.97	271.05	221.80	726.82	750.00	-23.18	Reduction 80% on prior year as anticipated
Other Donations	0.00	0.00	94.95	94.95	180.00	-85.05	The Misc Donation received is 1st Meadow Car Parking Income Hidden Gardens Sunday.
EV Charging Income	247.90	165.87	248.76	662.53	150.00	512.53	Usage continues to increase
Interest Received	400.00	548.06	400.00	1,348.06	600.00	748.06	Higher Interest rates continue
Variable Income	973.87	2,381.98	1,002.51	4,358.36	3,120.00	1,238.36	
Total Income	12,279.31	13,687.42	12,307.95	38,274.69	36,982.28	1,292.41	Primarily higher than expected Interest Rates
Management Costs	7,813.04	6,813.04	3,903.04	18,529.12	12,000.01	-6,529.11	No legal spend in June, total spend est £8,000, of which £6,800 in this FY. Final Bill not yet received.
Office costs	733.32	818.14	976.68	2,528.13	2,391.45	-136.68	Allotments Training
LNP including Costs of Democracy	124.00	0.00	2,073.00	2,197.00	0.00	-2,197.00	Parish Poll Accrual £2,000 and Parish Poll Card £73.
Street Cleaning and Green Maint	3,163.84	3,000.51	2,984.13	9,148.49	11,330.74	2,182.24	Timing only, work now quoted for and was done in July
Public Realm	1,017.53	971.52	617.53	2,606.58	2,445.00	-161.58	Water Pumps and other Maint work now being done
Toilet Costs	1,266.61	3,066.28	1,119.69	5,452.57	4,601.14	-851.42	Repair of Prentice St Drain
Water St	264.53	264.53	264.53	793.58	939.25	145.68	Water St Maint less on new contract than previous
Community Events including Grants	375.00	500.00	0.00	875.00	628.86	-246.14	Grant to The Hub for Security System and to RBL for VE Day
EV Costs	179.72	76.14	138.77	394.63	150.00	-244.63	Usage continues to rise
Sinking Fund	1,000.00	1,000.00	1,000.00	3,000.00	3,000.00	0.00	No variance
Contingency	0.00	0.00	0.00	0.00	500.00	500.00	Contingency
Total Costs	15,937.58	16,510.15	13,077.36	45,525.09	37,986.45	-7,538.64	
Surplus/(Deficit)	-3,658.27	-2,822.73	-769.41	-7,250.40	-1,004.17	-6,246.23	Spend £6,800 on legal fees this FY is the main driver.

	April Actual Mth	May Actual Mth	Jun Actual Mth	Actual YTD	Budget YTD	Favourable /(Adverse)
Staff salaries and Other Consultancy Costs	7,674.04	6,774.04	3,774.04	18,222.12	11,670.01	-6,552.11
Audit and Payroll bureau costs	139.00	39.00	129.00	307.00	330.00	23.00
Management Costs	7,813.04	6,813.04	3,903.04	18,529.12	12,000.01	-6,529.11
Telephone & broadband	83.93	78.04	78.04	240.01	225.00	-15.01
Website Dev and .gov	104.80	184.80	64.80	354.40	210.00	-144.40
Accounting software & computer	0.00	0.00	0.00	0.00	0.00	0.00
Office Materials	9.99	20.70	11.24	41.93	60.00	18.07
Data Protection	0.00	0.00	0.00	0.00	0.00	0.00
Subscriptions & Insurance	278.22	278.22	278.22	834.65	833.31	-1.34
All Training/Cllr expenses	0.00	0.00	288.00	288.00	150.00	-138.00
Room hire PC meetings	72.00	72.00	72.00	216.00	150.00	-66.00
Office Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Digital mapping	0.00	0.00	0.00	0.00	150.00	150.00
Parish Office business rates	101.05	101.05	101.05	303.14	303.14	0.00
Parish Office rent	83.33	83.33	83.33	250.00	250.00	0.00
Office Miscellaneous	0.00	0.00	0.00	0.00	60.00	60.00
Office costs	733.32	818.14	976.68	2,528.13	2,391.45	-136.68
LNP Costs incl Cost of Democracy	124.00	0.00	2,073.00	2,197.00	0.00	-2,197.00
Green Maintenance	1,178.86	1,137.23	1,137.23	3,453.32	3,595.31	141.99
Tree Maintenance and Care	0.00	0.00	0.00	0.00	1,812.60	1,812.60
Street cleansing	1,478.84	1,478.84	1,478.84	4,436.51	4,794.00	357.49
Refuse collection bins & dog bins	371.00	232.92	232.92	836.84	555.18	-281.66
Chapel Business Rates	135.15	135.15	135.15	405.44	405.44	0.00
All cemetery management	0.00	16.38	0.00	16.38	168.21	151.83
Play equipment	0.00	0.00	0.00	0.00	0.00	0.00
Street Cleaning and Green Maint	3,163.84	3,000.51	2,984.13	9,148.49	11,330.74	2,182.24
Street furniture	400.00	353.99	0.00	753.99	600.00	-153.99
Street Lighting energy	530.00	530.00	530.00	1,590.00	1,590.00	0.00
PWLB interest	87.53	87.53	87.53	262.59	255.00	-7.58
Public Realm	1,017.53	971.52	617.53	2,606.58	2,445.00	-161.58
Church Street energy	83.29	141.91	80.00	305.20	286.37	-18.83
Church Street water	0.00	399.03	0.00	399.03	293.81	-105.22
Church St Toilets Business Rates	67.37	67.36	67.37	202.10	202.10	0.00
Prentice St Water	0.00	180.35	0.00	180.35	103.48	-76.87
Prentice St non EV energy	40.45	37.27	44.17	121.89	121.01	-0.88
Donation Points	194.05	35.90	35.90	265.85	113.09	-152.77
Washroom Cleaning & Consumables	771.45	843.95	892.25	2,507.65	2,699.04	191.39
Washroom Minor Maintenance	110.00	1,360.50	0.00	1,470.50	782.25	-688.25
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
Toilet Costs	1,266.61	3,066.28	1,119.69	5,452.57	4,601.14	-851.42
Water Street green maintenance	48.29	48.29	48.29	144.88	290.55	145.68
Water Street Business Rates	216.23	216.23	216.23	648.70	648.70	0.00
Water St	264.53	264.53	264.53	793.58	939.25	145.68
Small Grants (combined)	375.00	500.00	0.00	875.00	0.00	-875.00
Christmas trees/lighting	0.00	0.00	0.00	0.00	0.00	0.00
Xmas Eve Community Carols	0.00	0.00	0.00	0.00	0.00	0.00
1st Meadow summer facilities	0.00	0.00	0.00	0.00	0.00	0.00
Misc	0.00	0.00	0.00	0.00	628.86	628.86
Bellward Award	0.00	0.00	0.00	0.00	0.00	0.00
Community Events including Grants	375.00	500.00	0.00	875.00	628.86	-246.14
EV Costs	179.72	76.14	138.77	394.63	150.00	-244.63
Sinking Fund	1,000.00	1,000.00	1,000.00	3,000.00	3,000.00	0.00
Contingency	0.00	0.00	0.00	0.00	500.00	500.00
Total Expenses	15,937.58	16,510.15	13,077.36	45,525.09	37,986.45	-7,538.64
Surplus/(deficit)	-3,658.27	-2,822.73	-769.41	-7,250.40	-1,004.17	-6,246.23

Type	£
Legal Fees	-6,800.00
Parish Poll 20 mph	-2,000.00
Street Cleaning and Green Maint	2,182.24
Interest Received	748.06
Toilet Costs	-851.42
Everything Else	474.89

-6,246.23




		Mar 25	Jun 25	Increase/(decrease)	Notes
Fixed Assets		146,934.44	146,934.44	0.00	No change
Debtors		0.00	0.00	0.00	No change
Accrued Income		1,821.01	4,014.89	2,193.88	Babergh Cleaning Grant received for 2025/26 not received until July
Prepayments		1,095.98	4,948.94	3,852.97	Mainly Business Rates and Insurance
VAT Refunds		3,926.07	1,389.88	-2,536.19	Playquip and Suffolk Street Lights VAT now recovered
		<u>6,843.06</u>	<u>10,353.71</u>	<u>3,510.66</u>	
Cash at Bank	Bus Prem	394,845.94	407,825.29		
	Current Acc	3,242.82	4,813.06		
		<u>398,088.76</u>	<u>412,638.35</u>	14,549.59	Precept for half year received
Trade Creditors		-21,393.91	-5,039.36	-16,354.55	Playquip and Suffolk Street Lights VAT now paid
Accruals		-16,511.59	-24,593.78	8,082.20	Legal Fee Accruals £6,800 higher than in March, still not invoiced to PC
Deferred Income		0.00	-30,583.00	30,583.00	Precept for half year received
Lights Creditor		-129,600.30	-129,600.30	0.00	No change
		<u>-167,505.80</u>	<u>-189,816.44</u>	<u>22,310.65</u>	
Loans		-66,059.55	-66,059.55	0.00	No Capital Repayments made until July
Net Assets		<u>318,300.91</u>	<u>314,050.51</u>	<u>-4,250.40</u>	
General Funds		195,927.66	191,027.26	-4,900.40	The deficit YTD as adjusted for reserves movements
Ballot Fund		4,800.00	2,800.00	-2,000.00	20 mph scheme Parish Poll Accrual
Lavenham Funds in Trust		1,500.00	1,500.00	0.00	No change
Street Fair Fund		6,265.37	5,915.37	-350.00	VE Day
Sinking Fund		46,995.64	49,995.64	3,000.00	Being increased by £1,000 per month
NCIL		62,812.24	62,812.24	0.00	No change
Total Reserves		<u>318,300.91</u>	<u>314,050.51</u>	<u>-4,250.40</u>	
Imbalance		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

	B/F	Per I and E	VE Day	20 mph Poll	Other	Other	Other	C/F	
General Funds	195,927.66	-7,250.40	350.00	2,000.00	0.00	0.00	0.00	191,027.26	0.00
Ballot Fund	4,800.00	0.00	0.00	-2,000.00	0.00	0.00	0.00	2,800.00	0.00
NCIL	62,812.24	0.00	0.00	0.00	0.00	0.00	0.00	62,812.24	0.00
Lavenham Funds in Trust	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
Sinking Fund	46,995.64	3,000.00	0.00	0.00	0.00	0.00	0.00	49,995.64	0.00
Street Fair Fund	6,265.37	0.00	-350.00	0.00	0.00	0.00	0.00	5,915.37	0.00
Total Reserves	318,300.91	-4,250.40	0.00	0.00	0.00	0.00	0.00	314,050.51	0.00

Current


31/05/2025	Balance Brought Forward	4,599.47
02/06/2025	Supplier Payment: Anglia Water	-399.03
02/06/2025	Supplier Payment: Anglia Water	-180.35
02/06/2025	Toilet Donations: Card	11.40
05/06/2025	NEST: Pension Contributions	-174.33
09/06/2025	Transfer from Premium Account	10,000.00
09/06/2025	Supplier Payment: British Gas	-79.94
09/06/2025	Toilet Donations: Card	12.35
10/06/2025	Net Wages May: Andrew Smith	-2,368.92
10/06/2025	Supplier Payment: Drain Doctor	-1,632.60
10/06/2025	Supplier Payment: Infinity Cleaning	-925.74
10/06/2025	Supplier Payment: Onsite IT	-221.76
10/06/2025	Supplier Payment: JPB Landscapes	-3,197.23
10/06/2025	Supplier Payment: Lavenham Press	-73.00
10/06/2025	Supplier Payment: Village Hall	-72.00
10/06/2025	Supplier Payment: Command Pest Control	-87.00
10/06/2025	Supplier Payment: Heelis and Lodge	-400.00
10/06/2025	EV Charging Revenue: Fuuse	165.87
10/06/2025	Other Donations: Hidden Gardens Car Parking	94.95
10/06/2025	Toilet Donations: Cash	60.00
10/06/2025	Supplier Payment: British Gas	-149.00
11/06/2025	NEST: Pension Contributions	-174.33
12/06/2025	Supplier Payment: British Gas	-39.13
13/06/2025	Halstead Memorial: Burnford Tablet	37.00
16/06/2025	Toilet Donations: Card	10.45
19/06/2025	Supplier Payment: EE	-12.96
20/06/2025	Supplier Payment: BT	-80.69
20/06/2025	Toilet Donations: Cash	80.00
23/06/2025	Toilet Donations: Card	8.55
26/06/2025	Supplier Payment: Go Cardless	-43.08
30/06/2025	Toilet Donations: Cash	50.00
30/06/2025	Supplier Payment: HP Inks	-13.49
30/06/2025	Toilet Donations: Card	7.60
30/06/2025	Balance Carried Forward	4,813.06
30/06/2025	Per Bank Statement	4,813.06
		0.00
Premium		
31/05/2025	Balance Brought Forward	415,372.67
02/06/2025	Interest Received	1,348.06
09/06/2025	Transfer to Current Acc	-10,000.00
20/06/2025	HMRC: VAT Refund	1,104.56
30/06/2025	Balance Carried Forward	407,825.29
30/06/2025	Per Bank Statement	407,825.29
		0.00

Recent transactions

 COMMUNITY 20-83-50 00567094		£4,813.06 Last night's balance £4,768.95		
Date	Description	Money in	Money out	Balance
Mon, 30 Jun 25	POST OFFICE	+ £50.00		£4,813.06
Mon, 30 Jun 25	HPI INSTANT INK UK		-£13.49	£4,763.06
Mon, 30 Jun 25	CHARITIES TRUST	+ £7.60		£4,776.55
Thu, 26 Jun 25	GOCARDLESS		-£43.08	£4,768.95

4,813.06

Recent transactions

 Business Premium ME 20-83-50 20567116		£407,825.29 Last night's balance £407,825.29		
Date	Description	Money in	Money out	Balance
Fri, 20 Jun 25	HMRC VTR	+ £1,104.56		£407,825.29
Mon, 09 Jun 25	208350 00567094 FT		-£10,000.00	£406,720.73
Mon, 02 Jun 25	INTEREST PAID GROSS	+ £1,348.06		£416,720.73

407,825.29

VE Day contribution to the British Legion

Background:

At the 3rd July 2025 Meeting of Council, the Chair told Councillors that the Lavenham British Legion committee had met (subsequent to the Agenda for this Meeting being published) and subsequently told Cllr Morrey that they would be extremely grateful for a £350 grant towards their expenses of holding Celebrations to mark VJ Day.

She asked Councillors to indicate whether they, in principle, would like to make the grant, to be voted on as an Agenda Item at the August Meeting. Councillors indicated that, in principle, they would like to make such a Grant.



Motion: that the Parish Council, recognising the significance of VJ Day and the desire of the British Legion to make the day a community day for all Members of the Public to join in, makes a Grant to the British Legion of £350 from the Street Fair Fund.

Power to make Grants under S137 of the Local Government Act 1972.

Railway Walk Allotments

Email received from the Secretary of the Railway Walk Allotments Association 31st July 2025:

I am emailing on behalf of the Lavenham Community Allotment Association to confirm that we have now formally set ourselves up as a constituted group (copy of our constitution attached). We have opened a bank account and are pleased to report we have been awarded a grant from the Open Gardens committee to support our project so hold some funds.

We met with Malcolm Payne from Hartog Hutton on the 22.7.25, which was very positive. He has confirmed that Hartog Hutton wish to transfer the site which will contain informal open space and allotments to an appropriate body to protect it for the long term as a community asset. As our group are not legally incorporated we are unable to hold any interest in land, so would be unable to take a legal interest in the site. We can however assist in the management of the site. We would request that the Parish Council take the legal interest in the site as they are the most appropriate body to do so. They can safeguard the site on a long term basis, already own and manage land, so have the appropriate processes in place to take on the responsibility and obligations which arise, and this would meet their obligations under the various Allotment Acts to provide allotments where there is a demand from the local community.

Lavenham Community Allotments Association are very happy to assist in the management of the site and believe that there are template agreements available from the National Allotment Association which could be used to formalise this relationship if required.

We have requested that Malcolm Payne from Hartog Hutton contact the Parish Council to submit details of the proposed transfer of the land so this can be considered fully, but would appreciate the Parish Council making contact with Malcolm as well to ensure things progress as swiftly as possible. I believe you have his contact details but please let us know if not.

Please could you indicate what process this would need to go through from the Parish Council's point of view? If a meeting between the parties involved would be useful we would very happy help arrange this.

We very much hope that things can progress swiftly with a view to potential plot holders being able to start work on their allotments in the Spring of 2026!