

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 8th January 2026 at Lavenham Village Hall, Church Street, Lavenham.

Public Attendance

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

AGENDA

- 1. Apologies and approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. Approval of Minutes**

To approve as accurate minutes of the 4th December 2025 meeting of Council

- 5. Public participation session (10 minutes)**
- 6. Chair's Announcements**
- 7. Local Authority Councillors' Reports**
- 8. Report from the Lavenham Neighbourhood Plan Group**
- 9. Planning Register**
- 10. Planning Applications**
- 11. Report concerning Babergh Car Parking charges**
- 12. Motion to increase Burial Fees**
- 13. Motion to reduce cleaning frequency of the Public Toilets**
- 14. Motion concerning annual payrise due to the Clerk**
- 15. Motion concerning Tree Survey**

16. Motion to approve new IT policy

17. Motions concerning Local Government Reorganisation

18. Motion concerning Emergency Planning

19. Motion to appoint Trustees to the Lavenham Exhibition Endowment

20. Clerks Report

a) Motion to approve Accounts for month ending 30th November 2025

b) Motion to approve Receipts and Payments for month ending 30th November 2025

Date of next meeting – Thursday 5th February 2026

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: 2nd January 2026

PARISH COUNCIL MEETING

Held on Thursday 4th December 2025, commencing at 7pm in the Village Hall.

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

Present:

Chair: Cllr Janice Muckian. Cllrs: Alison Bourne, Lizzie Falconer, Iain Lamont, Roy Mawford, Irene Mitchell, Jane Ranzetta and Chris Robinson. Eight 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 Domoney and Sherman were not present and had sent their apologies.

2. Declarations of Interest

The Clerk reported that Cllrs Ranzetta and Muckian had each declared interests in Planning Matters. Cllr Robinson had updated his Register of Interest to include that he is now a Trustee of the Hub. 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. Appointments

Cllr Ranzetta told the Chair that she would like to be considered for the position of Vice-Chair

Motion: that the Parish Council appoints Cllr Ranzetta as Vice-Chair.

Proposed: Cllr Muckian **Seconded:** Cllr Mawford **Decision:** Approved unanimously.

Cllr Ranzetta said that she was willing to be added to Bank Mandate

Motion: that the Parish Council adds Cllr Ranzetta to Bank Mandate.

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

The Chair volunteered to be the Parish Council (PC) representative on The Guildhall committee.

Motion: that Cllr Muckian be the PC representative on The Guildhall committee.

Proposed: Cllr Mitchell **Seconded:** Cllr Ranzetta **Decision:** Approved unanimously.

5. Approval of Minutes

To approve as accurate minutes of the October 2nd 2025 meeting of the Council

Proposed: Cllr Lamont **Seconded:** Cllr Ranzetta **Decision:** Approved. Cllr Robinson voted against. Cllr Mawford abstained.

To approve as accurate minutes of the November 6th 2025 meeting of the Council

Proposed: Cllr Lamont **Seconded:** Cllr Ranzetta **Decision:** Approved. Cllr Robinson voted against.

6. Public Participation Session

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

A Member of the Public asked whether the directional signs were going to be re-introduced to Water St. The Chair said that the signs had not been re-introduced because the Traffic Survey had shown that the signage made no appreciable difference. Removing the signs reduced the amount of signage clutter in the village. Should a Councillor wish to re-introduce the signage the matter could be discussed.

A Member of the Public read out a letter from the organisers of the Christmas Event. The Organisers of the Event wished to make it known that they were very disappointed that a Parish Councillor had, in their opinion, appeared to have used the event to contest the rejection of their application for Planning Permission. They said that information contained within the relevant document was incorrect in stating that the PC was organiser of the Christmas Event. The organisers of the Christmas Event wished to make it clear that at no point had they asked the PC to host the event and that they are collecting money on behalf of the Community Council, a charitable body, who will ring fence any funds for this event for next year. The Chair replied that she considered it unfortunate that some misinformation concerning the PC had been put in the public domain. The Chair invited all other Cllrs to comment. No Cllr commented except Cllr Mitchell who expressed her hope that the event be a success.

7. Chair's Announcements

The Chair informed Councillors that:

Green Willows Footpath

The Clerk has been notified by Suffolk Highways that a construction order has been raised for the Green Willows footpath. The contractor has 14 weeks to deliver the onsite works. We have made the Suffolk Street Light Team aware of this so that they can co-ordinate with their Highways colleagues.

Parish Council Vacancy

With regards to the vacancy on the Parish Council, we have been informed by Babergh that there has been a call for an election. At least ten Members of the Public have written to Babergh requesting an election.

- a) Notice of election will be published and displayed on Friday 12th December
- b) Nominations will commence Monday 15th December, closing on Monday 22nd December
- c) Polling day will be Thursday 22nd January

Further details including registration details, proxy and postal voting will be published on the PC website.

Should there be only one candidate the cost to the PC of the election will be several hundred pounds. Should there be more than one candidate the cost to the PC will be in the region of £2,000.

Babergh has advised the PC that the PC must decide whether it wishes:

- a) Poll cards to be issued as soon as practicable; or
- b) Poll cards to be issued only after the election is confirmed as contested; or
- c) Poll cards NOT to be issued even if an election is requested and contested.

The Chair explained that the additional estimated costs of Poll Cards is £1,500 explaining that a motion to decide whether or not Council wishes to approve this additional expenditure had been unfortunately omitted from this evening's Agenda. She asked Cllrs present to indicate how they wished to proceed explaining that should they wish Poll Cards to be issued the Clerk would be requested to exercise his discretionary power to spend up to £1,500 to ensure the proper running of the Council.

The Clerk explained that should Option B be chosen that Poll Cards will be delivered between Christmas and New Year or in the first week of January.

Cllr Ranzetta commented that Poll Cards would be excellent publicity for the upcoming election and likely increase turnout.

Cllr Falconer asked whether Council could afford the cost. The Clerk replied that in the context of the annual expenditure of the PC the financial consequences were not significant.

In answer to a question from Cllr Mitchell the Clerk explained that for the village poll on the 20mph scheme concerning which Poll Cards were not a possibility the PC had produced a leaflet distributed by volunteers to publicise the poll.

All Cllrs indicated by show of hands that they wished Poll Cards to be issued should it become known that the election is contested.

8. Local Authority Councillors' Reports

District Cllr Maybury spoke very briefly of her and District Cllr Clovers report:

- a) Owners of listed buildings can now improve their energy efficiency by installing secondary glazing or replacing windows on Grade II listed buildings where they have previously received Listed Building Consent. Both permissions are subject to certain conditions.
- b) The Call for Sites is in progress in preparation for Babergh's new Joint Local Plan.
- c) The public consultation period concerning Local Government reorganisation is now open and closes on 11th January 2026. There are differences of opinion concerning the savings that are achievable. She noted the postponement of the Mayoral Elections.
- d) The Better Recycling 5 bin system is expected to go live on 1st June 2026. Each household will retain their original black bin for refuse only (not food waste). The blue bin will be used for glass, tetrapak cartons, metal tin cans/foil and all types of plastic, the new green lidded bins will be used for paper and card only. Each of these 240 litre bins will be collected on three weekly rotation. In addition, households will be supplied with a 25 litre food caddy which will be collected weekly. Collections will be on the same day of the week. Garden waste collections will continue as usual. For households where standard issue is not suitable there will be the option of 180/140/50 litre bins plus different coloured sacks.
- e) Despite objections from various parties, the changes to the Melford Rd Junction in Sudbury development are scheduled to go ahead from mid-January 2026 at significant cost believed to be upwards of £250k.
- f) Suffolk is presently enduring a serious outbreak of bird flu. The closest being Lawshall at present. Dogs being walked on footpaths close by should be kept on leads. Any dead wild birds should not be touched and reported on the Defra helpline 03459 33 55 77. Owners of poultry should disinfect hands and footwear before tending. She urged all to be careful.
- g) Since the launch of the pink bin scheme 14 tonnes of unwanted electricals have been recycled.

Cllr Maybury explained that she had used her locality budget to support repairs to a bus in Great Waldingfield used by those with mobility issues, to help establish a Family Safe Space in Lavenham Church and offered £400 to help maintain the trees in Lavenham which required urgent safety work.

The Clerk explained that County Cllr Lindsay was unable to attend having been specifically asked by another PC to attend their meeting.

The Clerk reported that County Cllr Lindsay had also drawn Cllrs attention to the public consultation concerning Local Government Reorganisation. He had also reported that Suffolk Archives has received a grant of £139,107 from the National Lottery Heritage Fund to deliver a new project called Beyond Labels: Celebrating Disability which aims to shine a light on the lives achievements and challenges of people with disabilities in Suffolk. Beyond Labels will collect and preserve personal stories - as well as the histories of organisations, schools, and charities that support disabled people - to create a record that celebrates disability while sparking conversations about inclusion, accessibility, and equality. There will be a free public exhibition at The Hold in Ipswich which will run from February to May 2026 to celebrate the stories collected through the project and encourage greater awareness and empathy across Suffolk.

9. Lavenham Neighbourhood Plan Group

The Secretary of the LNP Review Group spoke of the recent informal meeting of the Review Group with the Cllrs describing it as very useful.

The Secretary reported that he had responded to questions raised with him by Cllr Mitchell and believed these matters now resolved. Cllr Lamont asked the Secretary to confirm that the revised LNP needs to follow the JLP. The Secretary said that the two would run in parallel with timing of the JLP uncertain but that yes the LNP must wait until the JLP is settled. The Secretary of the LNP Group explained that the budget had been prepared through discussions with the relevant professional advisors. Cllr Lamont noted that the estimates of costs were similar to those incurred for LNP2. The Secretary explained that the Questionnaire would now be redrafted for the PC to consider. He aimed to make this a 'good draft' that the PC would be able to accept.

Cllr Mitchell thanked the Secretary and the Group for engaging with her thoughts concerning the Questionnaire saying that she was looking forward to the next draft. Cllr Mitchell and the Secretary agreed that the new LNP would need to be in compliance with the new JLP.

The Clerk explained to Cllrs that at the Council meeting held on 5th June 2025 the LNP Group submitted a request for an interim budget, without timescale, of £15,000. This had been approved and included in the Reforecast 1 for 2025/26.

He told Cllrs that the spend to end October is £1,210.

He tabled the whole project budget noting that as explained by the LNP Group this is based on information and explanations available as at October 2025 and that as with any budget as circumstances change the budget may need to change and timings of spend may alter.

The Secretary described the Clerks summary as fair adding that the estimates were based on submissions, in writing, from the professional advisors and that no contingency had been included.

Cllr Mitchell said that she wanted to ensure that the Group had the resources to complete the project without unnecessary obstacles and suggested an amendment to the draft motion to add the words 'it is recognised that costs may change over the period of preparation of the Plan'.

Amended Motion: The budget proposed by the LNP Group of £33,535 for the completion of the revision of the 2016 LNP is accepted. It is recognised that costs may change over the period of preparation of the Plan. All expenditure on the revision of the LNP beyond that approved at Council Meetings held on 5th June and 23rd June 2025 must be approved by Council at future Meetings.

Motion to amend Draft Motion: Proposed: Cllr Mitchell **Seconded:** Cllr Lamont **Decision:** Approved unanimously.

Vote to pass Amended Motion: Proposed: Cllr Robinson **Seconded:** Cllr Ranzetta **Decision:** Approved unanimously.

10. Planning Register

The Clerk told Cllrs that Babergh continues to approve applications to fell trees contrary to the recommendations of this Council. He reported that the three appeals to the Planning Inspector (Toll Cottage, the Rectory and the proposed Wellness Centre) remain undetermined.

11. Planning Applications

DC/25/5094 Path Cottage, 84 High St, Extension to rear of property and replacement of garden shed.

Cllr Lamont told Cllrs that this property is Grade II listed and in the Conservation area. He said that the proposed extension design has been the subject of several iterations, pre-application advice has been taken with the Heritage Officer and substantial changes made as a result of the recommendations.

The proposed extension is to replace a rear lean-to with an extension to the side and behind the property.

Cllr Lamont told Cllrs that the Planning Group considered that the garden is a good size, so this extension does not overdevelop the plot and that the proposed extension will appear subservient to the current building. Consequentially the Group considers that the proposal complies with the Lavenham Neighbourhood plan policies D1 Design and Character and D2 High Quality Design and Joint Local Plan policies LP03 - Residential Extensions and Conversions and LP19 - The Historic Environment.

Motion: that the Parish Council recommends approval of Application DC/25/5094.

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

Cllr Muckian left the room and Cllr Ranzetta chaired the meeting.

DC/25/4981 The Bays, Bears Lane. Upgrade the building fabric and to add a small extension at the front connecting the house to the ancillary building. To the rear the building is to be extended by 1.2m onto the patio, and the roof pitch lowered.

Cllr Lamont explained that this property is not listed but is in the Conservation Area. It is the last property on this street in the conservation area. The properties either side are of a similar age and construction.

He told Cllrs that this application is very similar to application DC/23/02493 (Remodel bungalow, upgrade building fabric and erect front link extension to ancillary building) which was approved.

The proposed link extension will have more impact on the street scene as it is taller but not significant. The rear view cannot be seen from the street or any listed building and the change is modest. The neighbouring property has been subject to a similar development.

He told Cllrs that the Planning Group considers that the proposal complies with Joint Local Plan policies LP03 - Residential Extensions and Conversions and LP19 - The Historic Environment, and Lavenham Neighbourhood Plan D1 Design and Character and D2 High Quality Design.

Cllr Mitchell asked if any views would be impeded, Cllr Lamont said that none would be. Cllrs questioned whether the height of the roof was being increased and whether the proposed glass lightwell was the same height as the principal building. The Clerk told Cllrs that the height of the roof was not being increased.

Motion: that the Parish Council recommends approval of Application DC/25/4981

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

Cllr Muckian re-entered the room and took over as Chair.

DC/25/4913 24 The Paddocks. Erection of home gym/music room.

Cllr Lamont explained that this application relates to a property that is currently outside the Built Up Area Boundary and so the proposal does not comply with Policy SP03 of the Joint Local Plan 2023. It is not permitted in any of the exceptions listed in policy SP03. It is also adjacent to the Railway Public Right of Way, which is on the northern boundary. A very similar application DC/23/04410 was made for a single storey Garden room of a similar size at the adjacent property 15 The Paddocks (also in a location with the Railway Public Footpath on the northern boundary) and this application was refused.

Motion: that the Parish Council recommends refusal of Application DC/25/4913

Proposed: Cllr Mitchell **Seconded:** Cllr Lamont **Decision:** Approved. Cllr Bourne voted against. Cllr Robinson abstained.

DC/25/4906 81 High St, Installation of reversible fire break within the roof space.

Cllr Lamont told Cllrs that the property is Grade II listed and in the conservation area. The proposal is to install a fire safety barrier between this property and the adjoining one as they share a roof space. The Heritage office was consulted as part of pre-application work. The work does not affect the fabric of the building and could be removed.

Motion: that the Parish Council recommends approval of Application DC/25/4906

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

DC/25/4957 9 Trinity Gild, Tree Works.

Cllr Lamont commented that the tree roots are entering the drain.

Motion: that the Parish Council recommends approval of Application DC/25/4957

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

DC/25/4687/88 De Vere House, Water St. Extensive Building Works.

Cllr Ranzetta left the room.

Cllr Lamont explained that there are no clear drawings indicating the existing and proposed building site plans, elevations, room layout, and details of changes to the structure of the building. He told Cllrs that there are fragments of information spread across a number of documents insufficient to give a clear picture of the impact of the proposed changes. These are, he said, dramatic changes to a Grade I listed building and in-depth details of structural changes and all materials proposed, including finishes are required.

The Planning Group noted that the Society for the Protection of Ancient Buildings had expressed similar concerns and considered that the documentation in its current state is insufficient to assess the impact on the Grade I listed building and the benefit of the changes.

Motion: that the Parish Council recommends refusals of Applications DC/25/4687 and 4688

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

Cllr Ranzetta re-entered the room.

12. Clerks Report

The Clerk reported that the urgent safety work on the trees approved last month has been ordered and will be done very shortly. He will have at least three quotes for a Tree Survey to bring to a future Parish Council Meeting. This will probably be January. One of the builders who quoted for the repair of the Churchyard wall has been requested to do the work.

The Lavenham Community Hub has written to Council detailing various repairs it considers necessary and the PC will be working with them to remedy this. He commented that should the costs turn out to be material that this is of course the sort of thing the sinking fund was designed to deal with.

Draft Leases for the Offices and Toilets have now been received from Babergh Council which make it clear that the Parish Council is only responsible for internal repairs.

Forecast, Budget and Precept:

He told Cllrs that the objectives for tonight are to approve the reforecast for this Financial year and set the Budget and Precept for next year saying that it is important to remember that none of this is making spending decisions. Spending decisions, he said, will be brought to Council in the usual way.

He reminded Cllrs that Council approved a budget for this year with a deficit of £10,000. A year ago our reserves were in a favourable position and so we had been able to budget to use some of those reserves and not increase Council Tax.

He reminded Cllrs that the reforecast approved in September was for a deficit of some £29,000 i.e. an increase in the deficit of some £19,000 with the Interim Budget for the LNP of £15,000 and the legal fees incurred in respect of the Subject Access Requests being the main, but not the only, reasons for that increase in deficit.

Subsequently the LNP Group has informed the PC that only £5,000 is required this year for work on the LNP with the major costs of the LNP now falling into future years. This saving, which is timing only, together with the other items listed in the schedule in the Working Papers, leads to a proposed deficit in Reforecast 2 of £21,000. He asked Cllrs to approve Reforecast 2.

Cllr Robinson said that the Reforecast did not contain the offer of £400 from District Cllr Maybury. The Clerk replied that there would undoubtedly be changes both favourable and adverse between now and the end of the year. As an example, he anticipated that the election will be contested and so the Poll Card cost will be incurred.

Motion: To approve Reforecast 2 for the year ended 2025/26.

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

He described the setting of the Precept for 2026/27 is dominated by four issues:

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- a) The 50% reduction in the Babergh Cleaning Grant for 2026/27 and 2027/28 and its elimination from 31 March 2028. This Grant is currently £13,333 per annum. The 50% reduction reduces Council's annual revenues by about 6%.
 - b) The need to fund £33,535 to revise the LNP with Central Government having removed Grant Funding.
 - c) The need to spend at least £15,000 on maintenance of trees over the next year with little likelihood of Grant Funding.
 - d) Council needs to enter the year ending 31 March 2029 i.e. after all LNP Costs have been incurred with a satisfactory reserves position and with Annual Revenues equal to its Annual Costs so that reserves do not fall further.
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The Clerk explained that in many ways setting the Budget for next year is relatively straightforward, the expenditure on many lines is known and is contractually committed to. Examples of this are Cleaning and Street Maintenance, Clerks Wages and the cost of the LNP. He explained each important line in next year's Budget to Councillors saying that he had also prepared an outline budget for 2027/28 which shows that in 2027/28 there is likely to be a loss of some £14,000 which is very similar to the LNP Costs anticipated for that year and so there is a fair chance that we can break even in 2028/29.

He explained to Cllrs that his main message was that whilst the PC's Income and Expenditure for next year is to a very large extent known what Cllrs must consider, consequent of the deficit this year and the proposed deficits in each of the next two years, so three years of deficits, is whether the PC has sufficient reserves. He said that the answer to that is that the PC will only have sufficient reserves if it makes some quite difficult decisions.

He reminded Cllrs that Guidance is that the PC should have Cash Reserves of six to nine months. He explained that Cash Reserves are calculated by forecasting cash balances at each of the next year ends subtracting cash held for other purposes such as the sinking fund and then subtracting cash held on other people's behalf such as the Village Social Fund, Babergh Council for the Community Infrastructure Levy and Suffolk Council for the unbilled street lighting to develop a forecast of PC real cash at each of these future dates. That amount of real cash is then compared to the plan spending in the next year.

He explained that the likely cash balance next March is £370,000 but the sum of all those deductions is nearly £260,000 and so the PC's real cash next March is likely to be about £110,000 or about 7/12 of the £180,000 the PC will spend next year. Seven twelfths of a year equating to 7 months.

He told Cllrs that he had forecasted PC real cash reserves considering four different levels of usage of Neighbourhood Cil and three different levels of Council Tax Increase.

He explained each of the scenarios and told Cllrs that he had put forward two suggestions:

The first is an approach designed to minimise Council Tax Increases.

This approach charges the whole anticipated costs of the LNP and tree work totalling £48,000 to NCIL leaving £9,000 NCIL for other items i.e. village enhancements. The Precept would then be increased by 6% an amount equivalent to the loss of Babergh Cleaning Grant.

In 3 years time Cash Reserves (with similar increases each year) will be 6.4 months. 6.5% will appear as the increase on Council Tax bills. For a Band D Household, the charge will be £132.94 per annum previously £124.79. The precept will be £129,672 as compared to £122,332 in 2025/26.

The second approach is to charge anticipated costs of the LNP and tree work to a combined maximum together of £33,000 to NCIL leaving £24,000 NCIL (as compared to £9,000 under Option 1) for other items i.e. village enhancements.

The Precept would then be increased by 10% an amount equivalent to the loss of Babergh Cleaning Grant and also general inflation.

In 3 years time Cash Reserves (with similar increases each year) will be 7.7 months. 10.5% will appear as the increase on Council Tax bills. For a Band D Household, the charge will be £137.95 per annum previously £124.79. A Band D Household will pay £5 more per annum than under option 1. The precept will be £134,565 as compared to £122,332 in 2025/26.

He described the second approach as the more prudent option as reserves at the end of the period will be in the middle of the 6 to 9 month range not at the bottom of it.

He concluded by telling Cllrs that they may of course amend the motions to put forward other possibilities and drawing Cllrs attention to the Council Tax charged by neighbouring authorities.

Cllr Ranzetta asked if Parish Council precepts were going up everywhere. The Clerk replied that they are because County and District Councils are increasingly in financial difficulty and so are reducing the financial support to Parish Councils and the services offered in Parishes and so transferring costs to Parish Councils.

Cllr Lamont mused that last year the Precept should have been increased. The Clerk replied that the debate last year had been whether to freeze Council Tax or increase it by 3% or so. The £4,000 or so that would have generated was no compensation for cancellation by Central Government of the Neighbourhood Plan Grant which would have been about £18,000.

Cllr Mitchell criticised the lack of long term financial planning a year previously. The Clerk replied that at that time it was not known that we were going to a Neighbourhood Plan costing £35,000 without Government Grants and that Babergh would withdraw the Cleaning Grant. Cllr Mitchell replied that something always comes along.

Cllr Robinson asked whether we could argue with Babergh to reinstate the Cleaning Grant. The Chair replied that a concession had already been obtained. The Clerk said that we were the only PC who had either requested or got a concession. The other Parish Councils had not protested, each being mindful of Babergh's financial position, and so weakening the PC's position.

Cllr Robinson suggested that the PC renege on the contract with the Councils cleaning contractor asking what the implications of such action would be. The Chair replied that the streets would still need cleaning, the Clerk added that damages would be payable and that there was a moral aspect to consider. The Chair suggested that the PC would have difficulty finding a replacement Contractor if it had just broken a contract.

Cllr Mitchell emphasised the need for a satisfactory level of reserves and the need to ensure that funds are available for the Neighbourhood Plan saying that NCIL is designed to pay for enhancements to the village and not provide funds for unexpected costs. She added that a key issue is that the PC spends nearly £19,000 each year on operating Public Toilets in exchange for donations of £2,000 and suggested an amendment to the motion.

Draft Amended Motion:

'Council adopts Option 2. The whole anticipated costs of £33,335 for the LNP are to be charged to NCIL. Council to conduct a rapid investigation of options to reduce costs of providing public washrooms for decision by March 2026, earmark the remaining balance in NCIL for the installation of a toilet payments system until March 2026, set the whole costs of the backlog tree maintenance and survey to the Sinking Fund or general reserves and re-affirm that the Sinking Fund should be £70,000 at 31st March each year from 2026. Council approves the Budget for 2026/27 and accordingly sets the precept for 2026/27 at £134,565.

Cllr Robinson said that he had suggested introducing charges for the toilets a year ago. He told Cllrs that the Precept increase should be 6% with efforts made to reduce the costs of tree maintenance which he described as ridiculous and other costs which he was certain could be reduced if we all work together.

Cllr Lamont said that the Precept increase should be 14% as the annual losses are too high.

Cllr Mawford agreed that reviews of costs and toilet charging arrangements were sensible but said that the financial benefits of these proposals was unknown and so the Precept should be set considering the current levels of costs and revenues.

The Chair suggested a motion to extend the meeting for 15 minutes so that these matters might be decided at this meeting rather than deferred to next month.

Proposed Cllr Mawford **Seconded** Cllr Lamont. **Approved.** Cllr Robinson voted against.

Cllr Bourne said that she considered a 10% reasonable but that Cllr Robinson made good points concerning reducing costs. The Chair agreed.

Cllr Mitchell said that she somewhat agreed with Cllr Lamont but feared that a 14% increase in Precept might not encourage efforts at cost minimisation and revenue enhancement.

Motion to amend Draft Motion: Proposed: Cllr Bourne **Seconded:** Cllr Falconer **Decision:** Approved. Cllr Robinson voted against.

Vote to pass Amended Motion: Proposed: Cllr Mawford **Seconded:** Cllr Bourne **Decision:** Approved. Cllr Robinson voted against.

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

Proposed: Cllr Mawford **Seconded:** Cllr Mitchell **Decisions:** Approved unanimously

Meeting ended 9.38pm Date of next meeting – Thursday 8th January 2026 7pm

Lavenham Neighbourhood Plan Group Report

The LNP Group continues to work with Ian Poole to finalise the Questionnaire.

The aim is to share the draft Questionnaire (with the aim that this is the final draft) with Councillors in January with sign off at the February meeting of Council.

The LNP newsletter has been distributed to households.

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

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 8th January 2026

Application for Listed Building Consent - Addition of sanitary accommodation to existing ground floor cupboard and reconfiguration of first floor layout

[Show more description](#)

73 Church Street Lavenham Sudbury Suffolk CO10 9QT

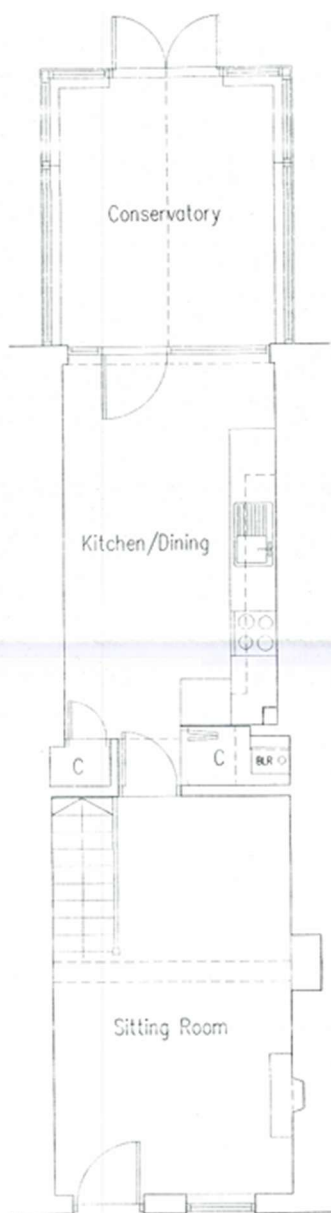
Application. No: DC/25/05383 | Received: Tue 09 Dec 2025 | Validated: Wed 10 Dec 2025 | Status: Awaiting decision

This property is grade II listed and in the Conservation Area. The changes are limited to changing stud walling plus the addition of toilets and showers. These do not affect the heritage elements of the building.

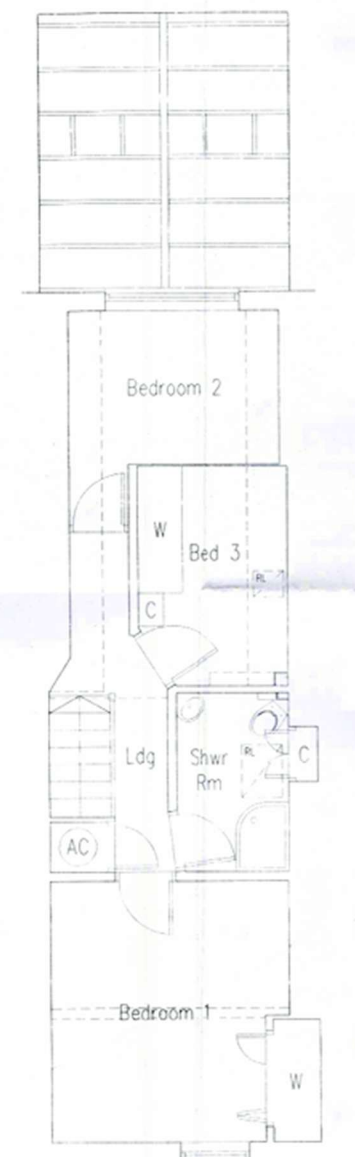
On the ground floor, a toilet is proposed to be fitted into a cupboard currently occupied by a boiler. On the first-floor bedroom 3 and the existing bathroom are proposed to be reconfigured to provide ensuite shower rooms for bedroom 1 and 2. This is to be done by removing modern stud walling and replacing with new studwork to form the two shower rooms.

Recommend Approval

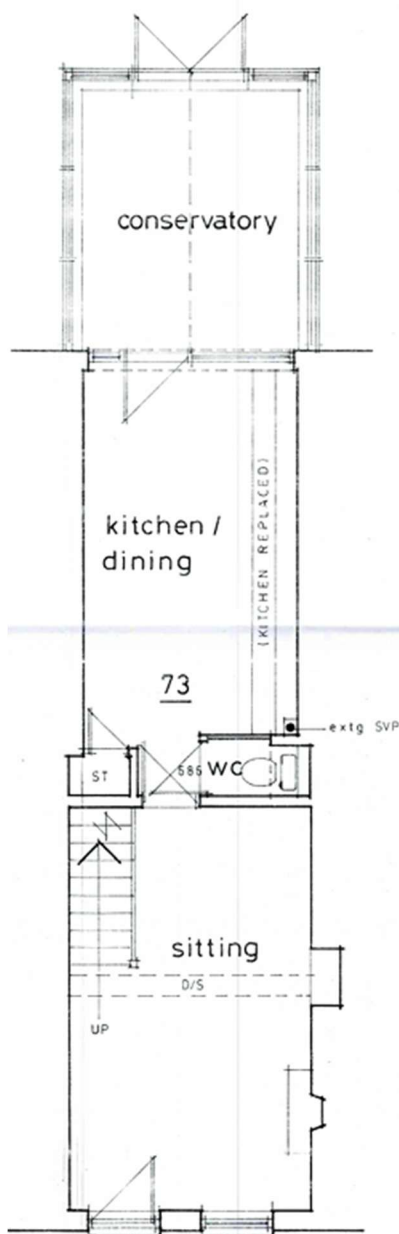




GROUND FLOOR PLAN
1/50 @ A2

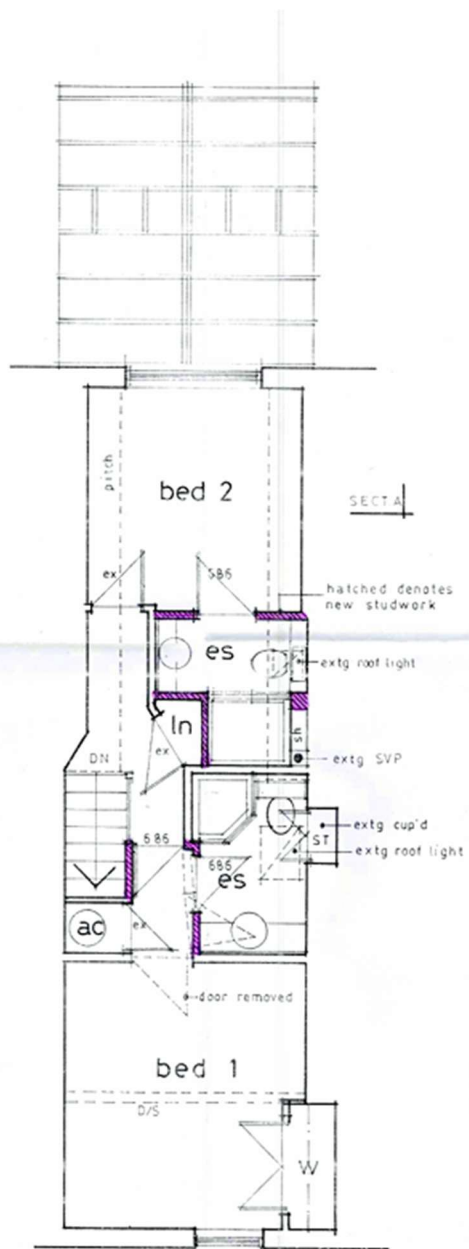


FIRST FLOOR PLAN
1/50 @ A2



church street

PROPOSED GROUND 1/50 (A2)



PROPOSED FIRST

Full Planning Application - Change of use to operational land, installation of kiosk for gas transmission, alongside new internal road, modified access, fencing, landscaping, biodiversity net gain and associated works

Show more description 

Land To The West Of Sudbury Road Lavenham

Application. No: DC/25/05310 | Received: Wed 03 Dec 2025 | Validated: Thu 04 Dec 2025 | Status: Awaiting decision

This application has been made on behalf of National Gas Transmission due to this statement in the design and access document

"The proposed development is required for several interrelated reasons, primarily to comply with the latest regulatory agreement with Ofgem. This agreement mandates that NGT replace below-ground block valves with Above Ground Installations to improve the safety, reliability, and operability of the gas transmission network. In addition to regulatory compliance, the proximity of an existing below-ground gas pipeline necessitates a greater separation distance between assets to reduce safety risks. This spatial constraint introduces potential hazards that must be mitigated through appropriate design measures. To further safeguard the AGIs from external interference and ensure site security, the installation of a perimeter fence is also required."

This includes provision of a 3m high security fence with security cameras to protect the Above Ground Installations as this gas facility is located on the FD05 pipeline, which has been identified as critical infrastructure to the integrity of the United Kingdom's energy supply.

This is a rural location, located adjacent to the Sudbury Road and the proposed extension to the site is on Agricultural Land.

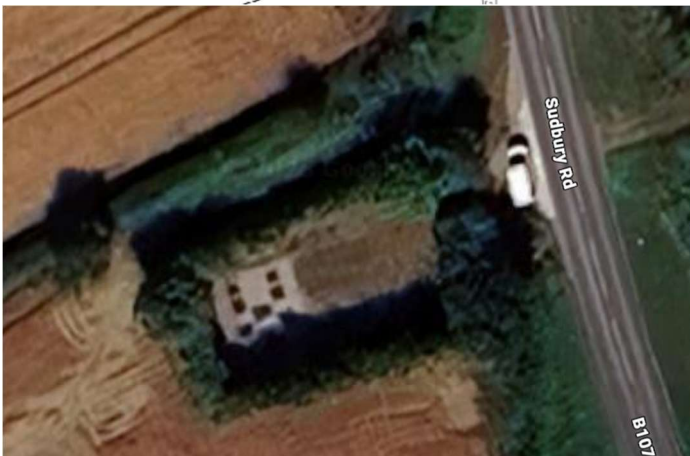
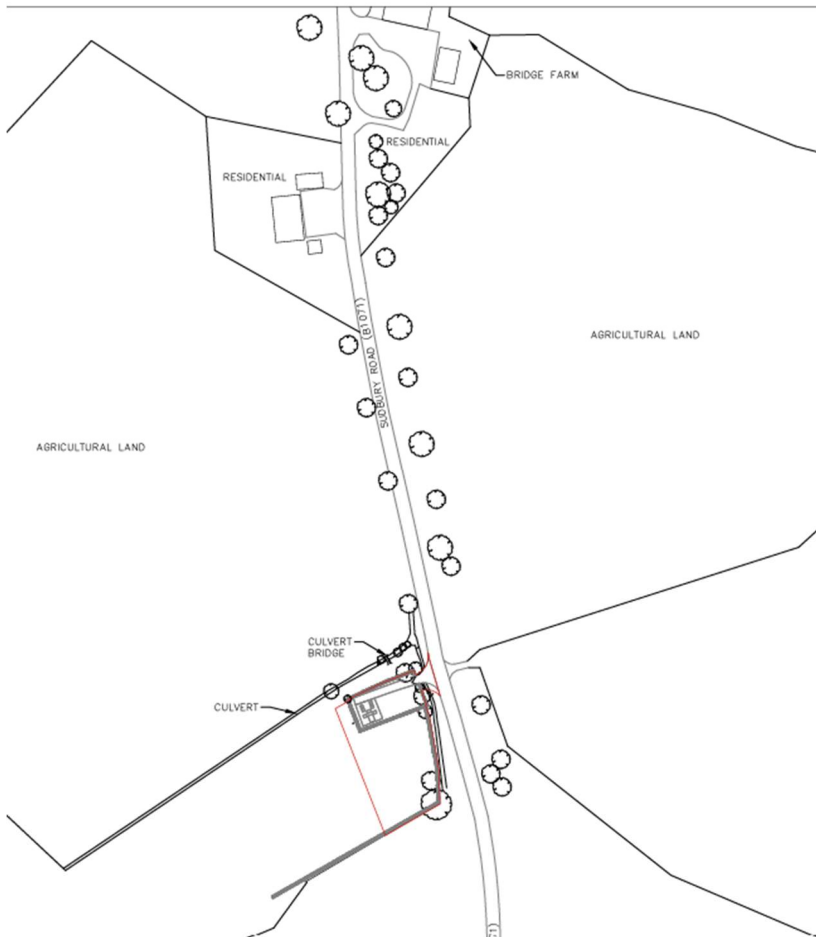
The site is located outside of the settlement boundary within the Countryside. The site is well screened by existing vegetation around the NGT site and along the eastern and southern boundary of the site.

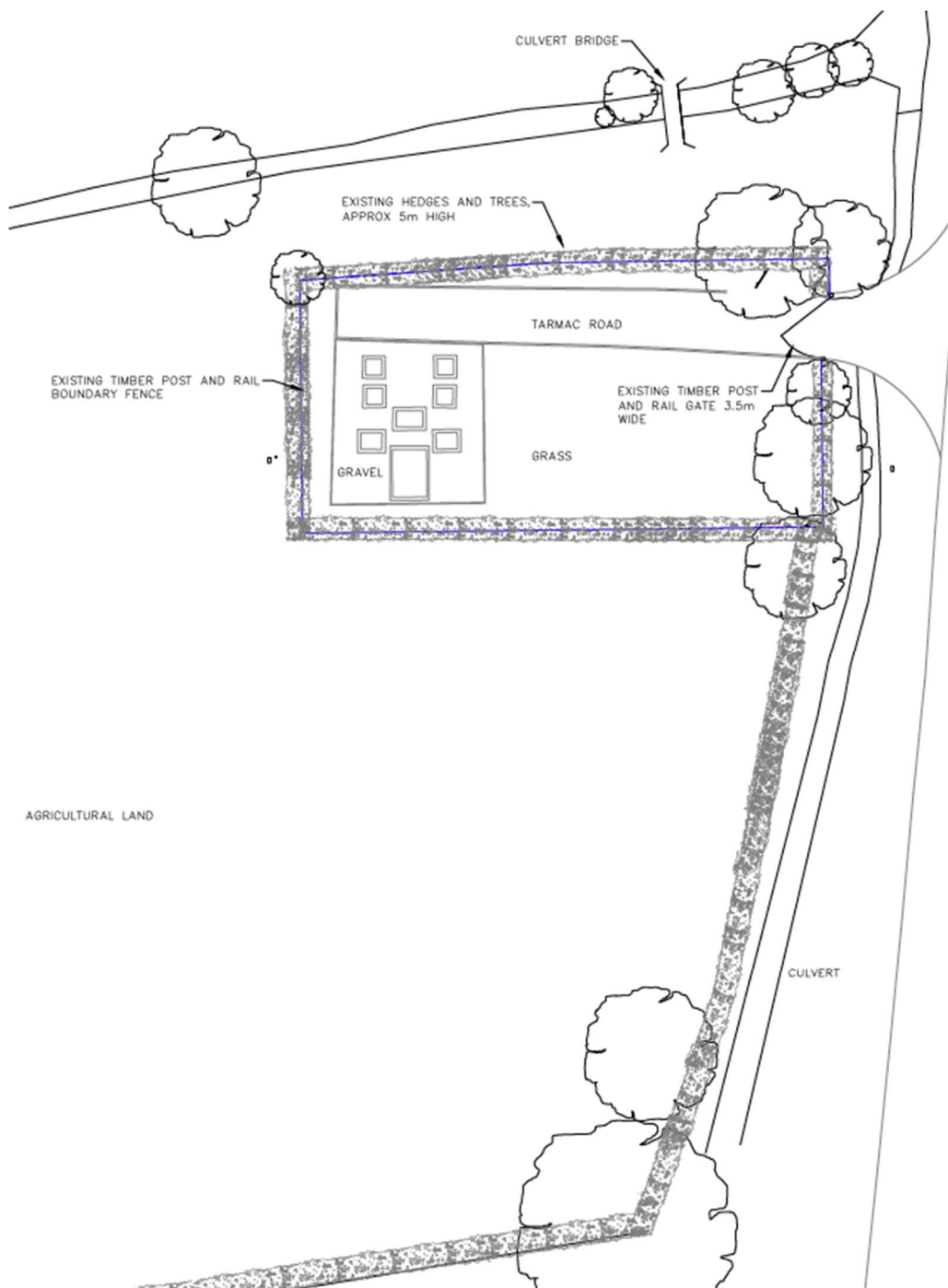
The site is not located within a Conservation Area. The nearest statutory heritage asset is 'Bridge Farmhouse' (Grade II) Listed Building which is approximately 250m north of the site and is not visible from the site.

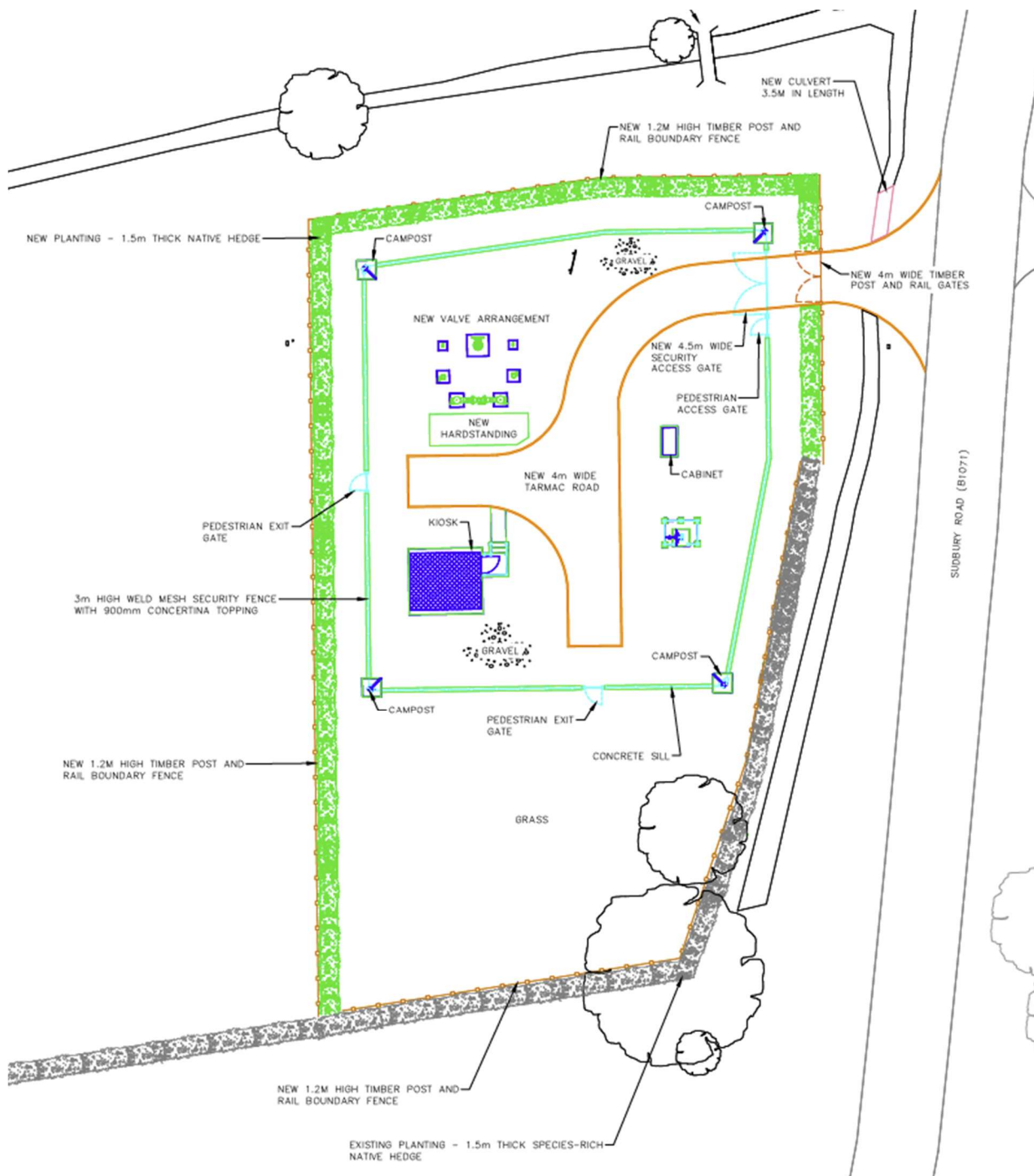
There is a Public Right of Way (PRoW) approximately 20m north-east of the site, however, there are no public rights of way impacted by the proposed development.

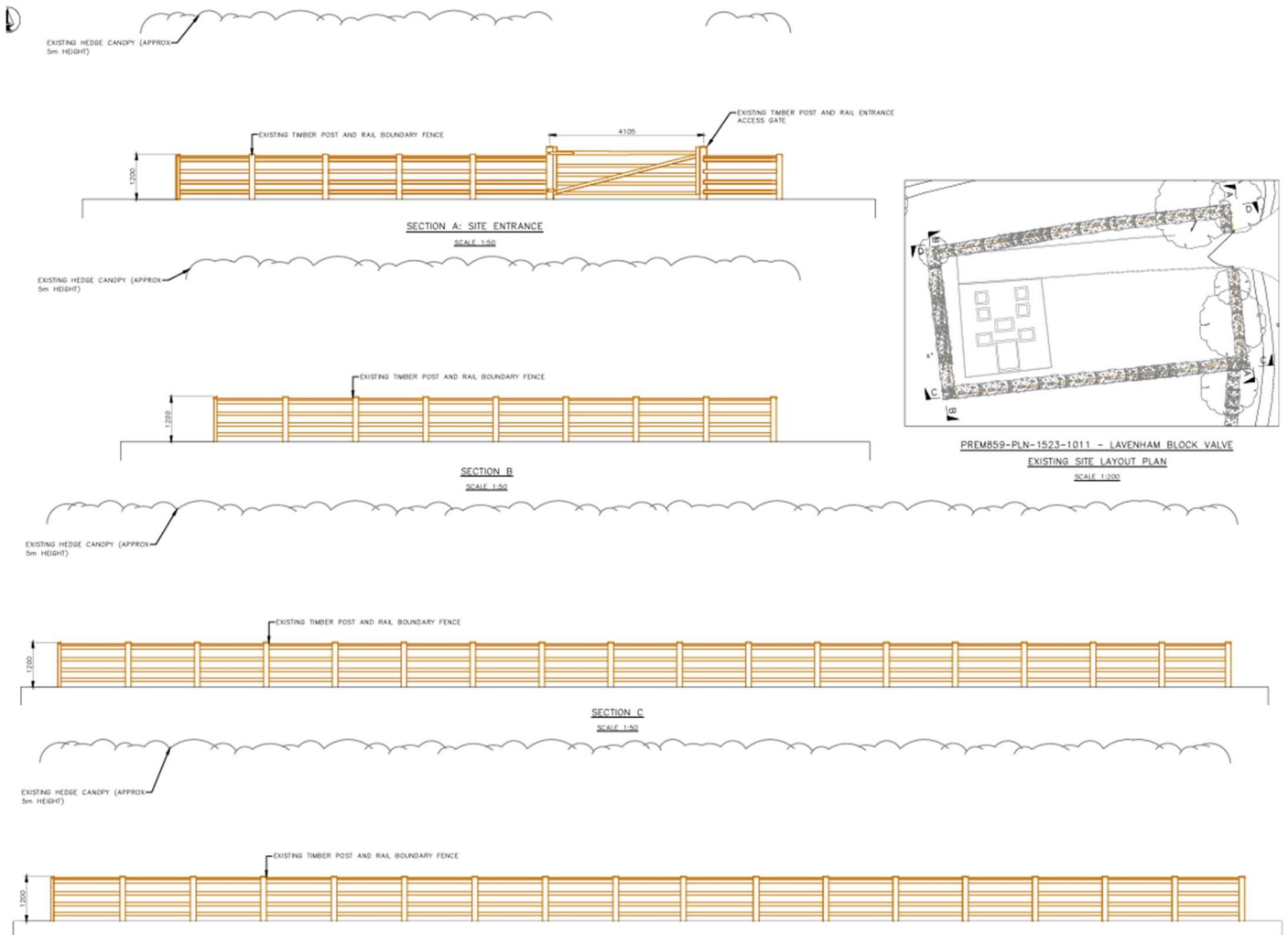
Currently the site is screened by high hedging as seen in the photo, further hedging would be planted all around the sight, but the security fence would still be visible for several years until this is established. Although ideally, we would not want to see this type of facility in the countryside, the pipeline and gas valves already exist in the location and need to be upgraded to support the Gas Critical Infrastructure

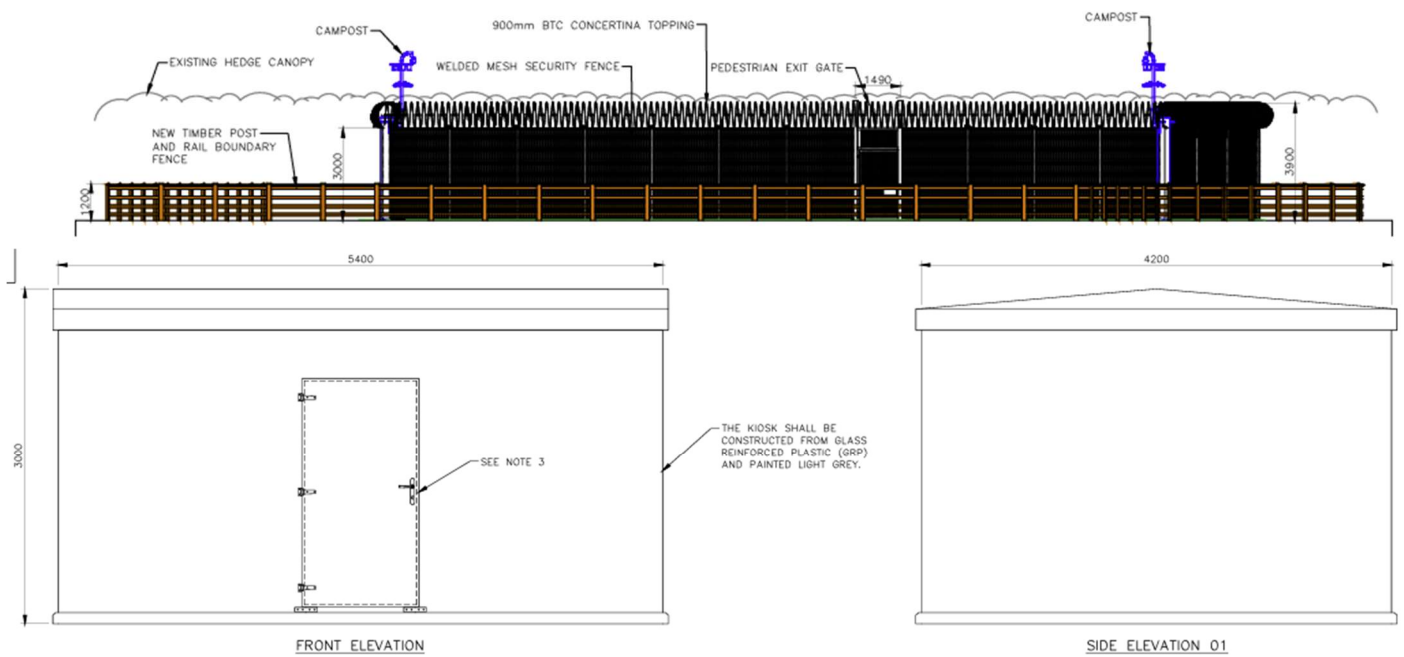
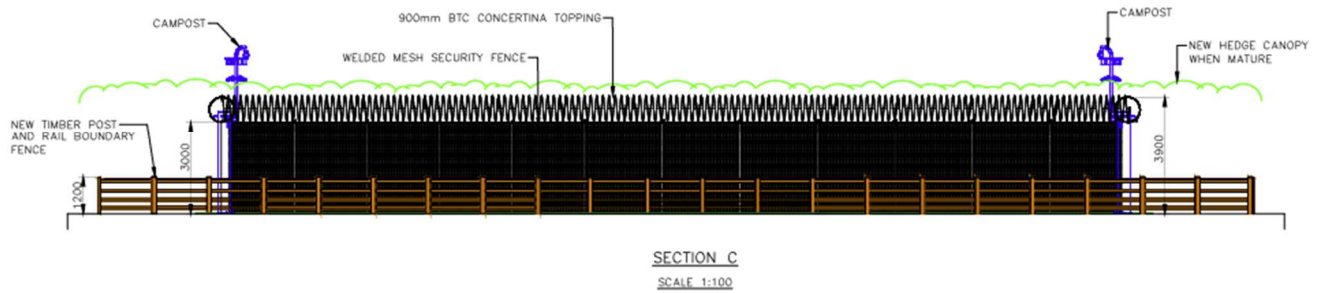
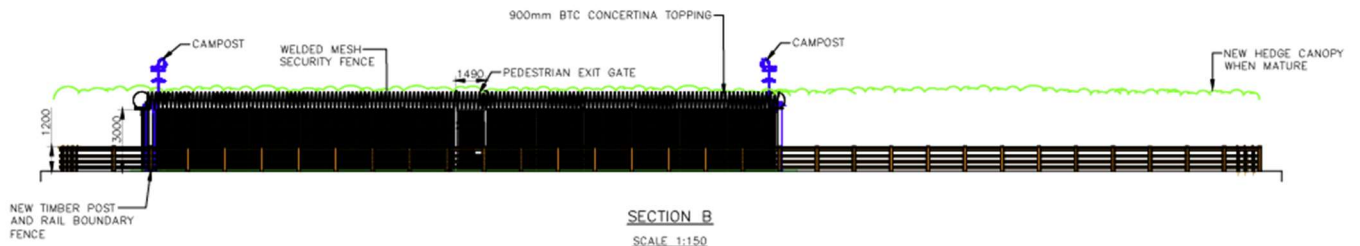
Recommend Approval











Application for Listed Building Consent - Proposed roof repairs



Anchor House 27 Prentice Street Lavenham Sudbury Suffolk CO10 9RD

Application. No: DC/25/05313 | Received: Wed 03 Dec 2025 | Validated: Thu 04 Dec 2025 | Status: Awaiting decision

This is a Grade II listed building in the conservation area. The application is to undertake roof repairs to the property in like for like materials.



This application was previously submitted, earlier this year, as DC/24/05588 with the Description "*Application for listed building consent to re-roof 27 Prentice Street, Lavenham*". This application was considered, and the Parish Council recommended approval. However, DC/24/05588 was withdrawn.

The new application drawings and reports appear to be the same versions as submitted in DC/24/05588. However, this application is for roof repairs, rather than re-roofing, but the purpose of the works is the same - to ensure the property remains watertight and is a good state of repair, without change to the building layout.

Recommend approval

DC/25/05558

Graylings 5 Prentice Street Lavenham Sudbury Suffolk CO10 9RD

**Notification of works to tree in a Conservation Area - Quince tree: prune and reduce volume by 25%
Apple tree: prune and reduce volume by 25%**

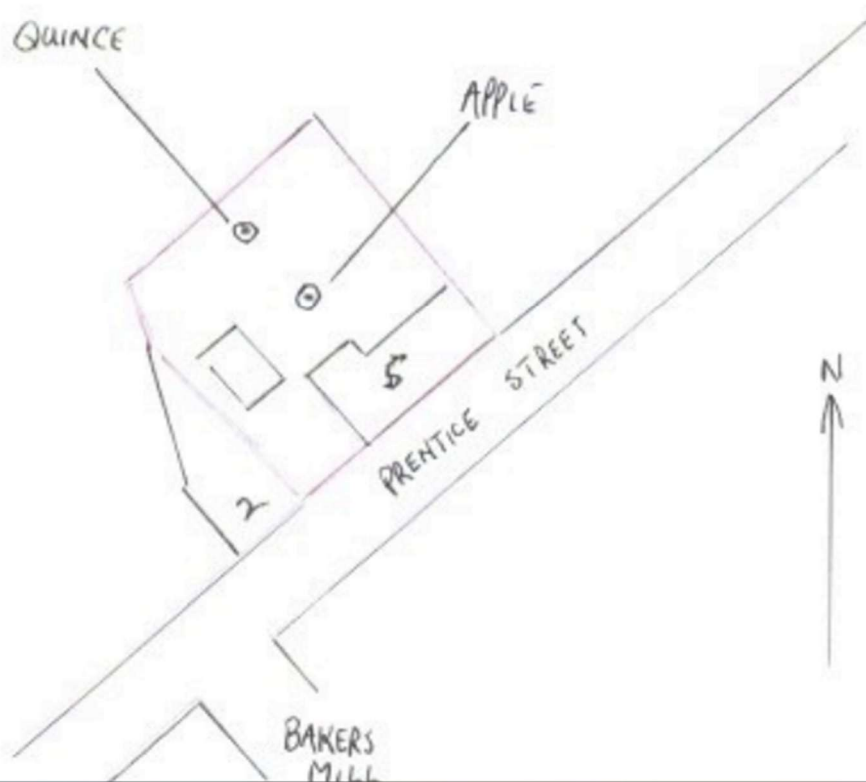
This application was received too late to be discussed by the Planning Working Group. Hence no recommendation is made. An extension of time until the February meeting of Council is not possible..

The trees are not subject to Tree Preservation Orders but are in the Conservation Area.

The applicant has stated that 'both trees have not been pruned for several years, and as result have lost shape and there are crossing branches. Quince tree: prune and reduce volume by 25% Apple tree: prune and reduce volume by 25%'

No arborist report has been provided.

Document 1: Graylings, 5 Prentice St, CO10 9RD
Sketch of location of quince tree + apple tree.



Report concerning increases to Babergh Car Parking Charges

Babergh Cabinet Papers for its January 6th 2026 meeting are here:

<https://baberghmidsuffolk.moderngov.co.uk/documents/g4172/Public%20reports%20pack%2006th-Jan-2026%2016.00%20Babergh%20Cabinet.pdf?T=10>

- a) The proposed increase in car parking charges is 20%. A season ticket for use at any time in the Prentice St or Cock Inn car parks will now be £114 per annum.

Tariff	Existing	Proposed
Up to 2 hours	£1.00	£1.20
Up to 3 hours	£1.50	£1.80
Up to 4 hours	£2.00	£2.40
All Day (up to 24 hours)	£2.50	£3.00

- b) There are no proposed changes to the concessions negotiated by the Parish Council for users of Community facilities.
- c) Babergh commissioned a report from the University of Suffolk. The executive summary of that was:

Executive summary

Statistical analysis of footfall, dwell time and spend between 2024 and 2025

- Overall, we did not detect significant differences between footfall, dwell time and spend between 2024 and 2025 in Hadleigh, Lavenham and Sudbury with the changes to car parking charges that were made.
- There were significant differences showing a reduction in car park use in Hadleigh and Sudbury with the changes to charges, but some of this is related to the availability and nature of data from 2024. We must be careful about interpreting the 2024 data on car park use due to the way the car parks were being used. Many people were obtaining consecutive free three-hour tickets thus overestimating the total number of cars previously parked.
- There was a statistically significant difference showing a reduction in spending in Lavenham, probably due to hospitality closures and an average nine-minute reduction in dwell time in Sudbury. Footfall and spend was not significantly different in Sudbury.

Key factors in existing studies that shape footfall, dwell time and spend

- There are relatively few studies exploring the relationship between parking charges, footfall, dwell time and spend in the UK.
- There is no robust evidence to support parking cost as being a decisive factor in high street footfall or dwell time. Instead, hotels, pedestrianisation, overall diversity and quality of the high street offer are most important.
- There is some evidence that free parking can be detrimental to footfall in terms of reducing availability of spaces and being mainly used by commuters, thus crowding out shorter visits to towns.
- There is a degree of price inelasticity to parking charges. and studies have shown that increasing charges does not directly impact on behaviour.
- Qualitative or claimed behaviour from consumers indicates charges are important, however, this is not reflected in quantitative studies of actual behavioural data such as this one.

LAVENHAM PARISH COUNCIL:

d) Babergh obtained spend data from Lloyds Banking Group:

Spend Data

Appendix C continued

	2024			2025		
	Transactions	Value	ATV	Transactions	Value	ATV
Hadleigh						
Qtr1	49,250	£1,012,597	£20.56	49,409	£1,018,373	£20.61
Qtr2	52,434	£1,072,506	£20.45	54,631	£1,133,726	£20.75
Qtr3	52,114	£1,037,431	£19.91	52,712	£1,104,991	£20.96
Sub-total	153,798	£3,122,534	£20.30	156,752	£3,257,090	£20.78
YoY % change				1.9%	4.3%	2.34%
Lavenham						
Qtr1	21,363	£494,943	£23.17	19,939	£412,889	£20.71
Qtr2	24,221	£524,493	£21.65	25,318	£517,022	£20.42
Qtr3	27,494	£623,614	£22.68	26,480	£568,423	£21.47
Sub-total	73,078	£1,643,050	£22.48	71,737	£1,498,334	£20.89
YoY % change				-1.8%	-8.8%	-7.10%
Sudbury						
Qtr1	206,287	£4,590,325	£22.25	208,981	£4,640,875	£22.21
Qtr2	213,571	£4,706,977	£22.04	221,888	£4,851,172	£21.86
Qtr3	221,268	£4,793,726	£21.66	221,251	£4,726,262	£21.36
Sub-total	641,126	£14,091,028	£21.98	652,120	£14,218,309	£21.80
YoY % change				1.7%	0.9%	-0.80%
Grand Total	868,002	£18,856,612	£21.72	880,609	£18,973,733	£21.55
				1.5%	0.6%	-0.82%

Sourced from Lloyds Banking Group (Lloyds, Halifax & RBS) and includes all debit and credit card payments made by customers of this group within the town centre locations of Hadleigh, Lavenham & Sudbury.

- 4.8 The data shows that from January to September 2024 versus 2025, total debit and credit card transactions rose by 1.5% to 868,002, while overall spending increased by 0.6% to £18,973,733. However, the average value per transaction decreased by 0.8% to £21.55.
- 4.9 Notably, the data shows a 1.8% decrease in transactions and an 8.8% reduction in spending in Lavenham. Analysis indicates that this decline is concentrated within the Hotels and Restaurants categories and is attributable to temporary closures of establishments during the year and is therefore not anticipated to represent any overall negative trend.

Lavenham Spend

Month	Spend (£) 2024	Spend (£) 2025	Difference	% Difference
Jan	£151,084	£146,864	£4,221	-2.8
Feb	£162,982	£127,863	£35,119	-21.5
Mar	£180,877	£138,162	£42,715	-23.6
Apr	£164,711	£154,882	£9,829	-6.0
May	£179,052	£180,874	£1,823	1.0
Jun	£180,730	£181,266	£536	0.3
Jul	£204,590	£179,674	£24,916	-12.2
Aug	£236,540	£228,222	£8,318	-3.5
Sep	£182,484	£160,527	£21,957	-12.0

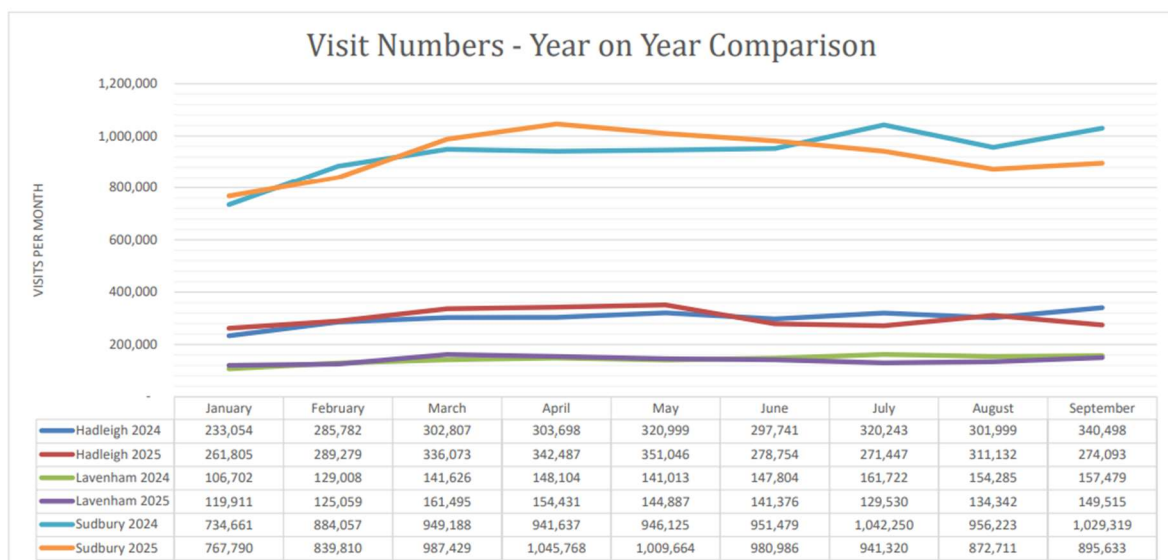
LAVENHAM PARISH COUNCIL:

Follow up actions taken by the Parish Council:

The PC has:

- Asked Babergh DC For more information and detail concerning the spend figures particularly seeking verification of the comments in paragraph 4.9 above.
- Repeated its questions concerning footfall and the inconsistencies between various documents issues by Babergh which Babergh has repeatedly promised to answer and has not. The latest published visit numbers are:

Appendix C



- Noted that the proposed increases are anticipated to reduce the Babergh deficit on car parking services from £245,000 in 2025/26 to £135,000 in 2026/27. Car Parking Revenue is expected to increase by approx. £250,000.

Motion to increase Burial Fees

1. The Parish Council has for many years had a policy to increase fees by more than inflation each year in order to reduce the differences with those charged by Long Melford.
2. The increase in each of the last three years has been 10%.
3. In most situations Lavenham fees remain substantially less than those charged by Long Melford.
4. The forecast for Burial Income for 2025/26 is £6,300. The maintenance costs of the cemetery and church are over £10,000 per annum excluding tree and box bush maintenance costs
5. Long Melford does not offer a 50% discount to residents as Lavenham does.
6. It is not proposed to remove the 50% residents' discount. Almost all burials in the Lavenham Cemetery are residents.
7. The fees charged by Clare have been ascertained and included in the table below. Clare offers a 50% discount to residents as Lavenham does. In all situations the Clare fees are higher than those in Lavenham.

	Cremation Resident	Burial Resident
Lavenham	540	1,010
Clare	745	1,130
Long Melford	1,390	1,745

	Cremation Non-Resident	Burial Non- Resident
Lavenham	1,080	2,010
Clare	1,490	2.260
Long Melford	1,390	1,745

Lavenham and Clare double fees for non-residents. Melford does not.

8. It is proposed to increase the fees by, on average, 20%. An increase of 20% would lead to a further £1,200 of revenues with annual revenues then expected to be £7,500.
9. An increase of 50% is required to achieve a near break-even position.

10. Motion: Council is asked to approve 20% increase in all fees

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 1st day of April 2025.

JA MUCKIAN, Chair

AJ SMITH, Clerk to the Council

Agenda Item 13

Report to Council: 8th January 2026

Motion to reduce cleaning frequency of Public Toilets

Income:

Donation income each month to end November has been as below:

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Oct Actual Mth	Nov Actual Mth
Car Park and Toilet Donations	233.97	271.05	221.80	276.55	257.70	300.55	226.30	118.95

December is likely to be about £130. Donations last January to March are as below:

	Jan Actual Month	Feb Actual Month	Mar Actual Month
Car Park and Toilet Donations	75.20	120.85	133.45

Costs:

Costs (excluding any repair works required) each month are:

Daily Cleaning £800

Monthly Sanitary Bins £80

Water £250 and Electricity £100 and Business Rates £70

Total £1,300

Proposal obtained from Contractor:

We currently pay, for daily cleaning, £564 per month at Church St and £157 per month at Prentice St with cleaning consumables billed on top.

Church street.

4 days a week £345 per month i.e. saving £219 per month

3 days a week £265.50 per month i.e. saving £298.50 per month

2 days a week £177.60 per month i.e. saving £386.40 per month

Prentice street

4 days £104 per month i.e. saving of £53 per month

3 days £78 per month i.e. saving of £79 per month

2 days £60.66 per month i.e. saving of £96.34

Motion: Council reduces frequency to three days per week for two months i.e. Monday January 19th to Thursday March 19th (Good Friday is Friday April 3rd) saving £755.00.

Agenda Item 14

Report to Council: 8th January 2026

Local Government Annual Payrise 2025/26

Background:

- a) The pay of Local Government Staff is agreed between the Employers and the relevant Trades Unions.

The payrise, effective 1 April 2025, was agreed as a 3.2% increase.

- b) The Clerk met with Cllrs Muckian and Ranzetta on December 17th 2025.

An annual appraisal was conducted. This appraisal had been intended to be conducted in June 2025 but was unable to be held because of the ill-health of Vice-Chair Morrey. This appraisal was therefore carried out as soon as possible after the election of Cllr Ranzetta as Vice-Chair.

The Chair and the Vice-Chair have informed the Clerk that, after review, his service has been determined to be satisfactory.

- c) The employment contract of the Clerk states that his pay is according to the Local Government pay structure.

‘Your starting salary scale will be Spinal Column Point 25’ and ‘Subject to satisfactory service, SCP 26 will be payable from the 1st anniversary of your appointment and SCP 27 will be payable from the 2nd anniversary. On attainment of CiLCA SCP 28 will be paid from the date of qualification’.

The SCP 26 2024-25 salary has been paid since 1st April 2024: £36,124 per annum.

The SCP 27 2025-26 salary should have been paid since 1st April 2025: £38,220 per annum.

- d) The Clerk is working towards the CiLCA qualification but due to changes in the syllabus and the related suspension of the training programmes qualification is now estimated to be in 2027.

Motion:

That Council acknowledges and fulfils its legal obligations to increase the Clerk’s salary to Spinal Column Point 27 with effect from April 1 2025 and the Chair is instructed to inform the payroll bureau.

Motion to commission Tree Survey

Background:

At the PC Meeting held on 6th November 2025:

- a) The Clerk agreed to report to Council concerning the availability of Grants.
- b) The Clerk agreed to obtain further quotes for Tree Surveys. The Council's retained tree surgeon having advised that:

'The last tree survey was done 9 years ago and considering the number of trees in the Parish it would be prudent to have a new survey carried out every 10 years and all of the trees logged and recorded'

'More than happy to continue to look at these annually for Council and carry out a visual inspection and then update the Survey and, being a Lavenham based business, happy to do this free of charge'

Grants:

Both County and District Councillors have reported that no grants are available from their organisations.

The District Councillors have offered approaching £1,000 from their locality funds.

With respect to Government schemes none appear to be appropriate to this Council:

- a) The Tree Health Pilot Scheme: This is not operating in Suffolk
- b) Countryside Stewardship Grants: £13.63 per hectare minimum payment £300 but parkland is not eligible
- c) Felling diseased trees: maximum £750 per hectare. Must be at least 0.5 hectares and crown cover more than 20% of the ground area,
- d) Tree Surgery £146.72 or £73.36 per tree work. 2025 scheme now closed for Grants.
- e) Tree Council Grants: Only for planting new trees
- f) Woodland Trust: More Trees only

Tree Surveys:

5 quotes have been obtained and at the time of writing a further quote is awaited.

Quotes A, B and C are from suppliers recommended by the Council's retained Arborist.

Quotes D and E have been independently obtained.

Quote F is from the supplier who does a similar task for Long Melford.

A	£3,167.50	Based Bury St Edmunds, 17 employees, established 20 years, strong financial position.
		An individual, objective assessment of all the trees and their associated health, condition and safety. This will include the preparation of a schedule

LAVENHAM PARISH COUNCIL:

		<p>of all trees on site, prioritisation of necessary tree works, monitoring schedules and a location plan.</p> <p>The information will be logged on the supplier's bespoke tree database to aid re-inspection. An electronic version of the report, suitable for emailing, will also be provided.</p>
B	£2,495.00	Based Bishops Stortford, 26 employees, established 30 years, very strong financial position.
		<p>Carry out tree condition survey for trees within boundary provided/as instructed.</p> <p>Data will be collected digitally using MyTrees technology and digital mapping</p> <p><u>All trees</u> to be assessed from ground level by a LANTRA accredited arboricultural consultant.</p> <p>Recommended works will consider species, location, risk and will typically comply with BS3998</p>
C	£2,380.00	Based Bury St Edmunds, 30 employees, established 15 years, strong financial position.
		<p>Tree Condition Survey Carry out a tree condition survey on <u>all trees</u> located within the parish councils areas of responsibilities, The Meadow, Cemetery, Church and recreation grounds.</p> <p>Tree Condition Report Compile a report of the tree condition survey giving observations, recommendations and time frames for recommended works.</p>
D	£1,690.00	Based Sudbury, 2 employees, established 8 years.
		<p>Every tree is inspected from ground level, the health of the tree assessed, and any obvious defects identified.</p> <p>When a tree shows a defect that requires remedial action the details are recorded, and the following data collected: Trees are plotted individually (unless grouping is reasonable and unambiguous) using tree survey mapping software. The position of trees is estimated using GPS.</p> <p>Tree data collected includes Tree reference number, Tree tag number (the tree will be tagged if one does not exist), Species, Estimated height (m), estimated stem diameter (cm) measured at 1.5m above ground level, estimated crown spread diameter (m), Life stage, Physiological condition, Structural condition, Bat Potential Roost Features. Notes and observations of defects. Recommended works.</p> <p><u>Trees which do not require works are not recorded</u></p>
E	£850.00	Sole Trader, no employees, no public financial history
		Survey (including measurements, tree condition and notes) of any trees/tree groups within the above sites. Findings presented on a spreadsheet. Production of a tree plans for each site. Management recommendations for each tree including timeframes.
F	Awaited	The supplier who completes a similar task for Long Melford.

Motion: Council is asked to select Supplier B.

Motion to introduce a Council IT policy

1. Such a policy is good practice and is required by the new Assertion 10 in the 2025 Practitioners Guide for Parish and Town Councils

<https://www.slcc.co.uk/site/wp-content/uploads/2025/04/Practitioners-Guide-2025.pdf>

- 1.54 ~~Computer and Data Protection~~
All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

2. The Template Policy (Appendix B) has been modified to suit the circumstances of this Council.

Effects of this Policy

On Staff:

- A) Makes it clear that all Council owned Equipment must be properly looked after and used in a professional manner and that the Employer enjoys the standard rights to ensure that Computer equipment provided by it is used in an appropriate manner.

On Councillors:

- A) None beyond best practice already made clear to Councillors or is not generally accepted appropriate use of IT equipment.

3. **Motion: Council is asked to approve the proposed IT Policy in Appendix A**



LAVENHAM PARISH COUNCIL

INFORMATION TECHNOLOGY POLICY

1 Hardware

- 1.1** Council computer equipment is provided for Council purposes, reasonable personal use of such equipment is permitted, reasonable interpreted in the opinion of the Council.
- 1.2** All Councillors and staff must lock their computers when leaving their desks to prevent unauthorised access. This applies to all Council and personal devices used for work. Failure to comply by staff may lead to disciplinary action.
- 1.3** All Council owned computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the Council.
- 1.4** Council owned Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.
- 1.5** All Council owned computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.
- 1.6** All Council owned Equipment should not be dismantled or reassembled without seeking advice.
- 1.7** In cases of legal proceedings against the Council the Council may need to temporarily take possession of Council owned equipment to retrieve the relevant data.
- 1.8** Personal disks, USB sticks, CDs, DVDs, data storage devices etc cannot be used on Council owned equipment without the prior approval of the Council.
- 1.9** Data on Council owned equipment should be regularly backed up.
- 1.10** All Council owned portable equipment must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Such equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all

times; should not be left unattended when away from Council premises and should never be left in parked vehicles.

- 1.11** It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All portable devices that hold Council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disabled or removed.
- 1.12** If an item of Council owned portable equipment is lost or damaged this should be reported to the Council. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the cost of the loss/damage.
- 1.13** To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs, sound recordings or videos to be taken on Council premises, without the prior written permission of the Council.
- 1.14** Under no circumstances should any non-public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).
- 1.15** In addition, the Council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for Council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the Clerk.

2 Use of own devices

- 2.1** The Council recognises that some Councillors may wish to use their own smartphones, tablets, laptops etc to access their email and the Councils SharePoint facility. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.
- 2.2** Any Council emails sent from own devices should be sent from a Council email account and should not identify the individual's personal email address.
- 2.3** Accessing inappropriate websites or services or material on any device via the IT infrastructure that is paid for or provided by the Council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). An example would be downloading copyright music illegally or accessing pornographic material.
- 2.4** Wherever possible the user should maintain a clear separation between the personal data processed on the Council's behalf and that processed for their own personal use, for example, by using different apps for Council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

2.5 Councillors and staff who intend to use their own devices for Council matters must:

- use a strong password to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after ten failed login attempts;
- configure their device(s) to automatically prompt for a password after a period of inactivity of more than ten minutes.
- always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- ensure secure WiFi networks are used;
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- inform the Clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to Council data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

2.6 Personal data relating to Councillors, staff, associates, residents and external stakeholders should not be saved to any personal accounts as this may breach data protection legislation or create a security risk if the device is lost or stolen,

2.7 Prior to the disposal of any device that has Council data stored on it the device must be wiped or the device returned to the Council.

3 Passwords

3.1 Initial user account passwords must be generated by the IT provider.

3.2 Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.

3.3 Other

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel by the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel with a copy provided to the Chair of the Council in a sealed envelope, only to be accessed in an emergency.
- Passwords must not be stored in plain text or written down in insecure locations.
- Immediately change password if compromise is suspected.

3.4 Password Access Control and Logging.

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorised passwords will be treated as a security incident. Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

4 Monitoring

- 4.1** The Council reserves the right to monitor and maintain logs of Council owned computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation.
- 4.2** The Council may monitor the use of electronic communications using Council owned devices and use of Council provided internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.
- 4.3** Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the Council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the Council's legitimate interests and is to ensure that this policy is being complied with.
- 4.4** The information obtained through monitoring may be shared internally, including with relevant Councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.
- 4.5** The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.
- 4.6** Councillors and staff have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances.
- 4.7** Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.
- 4.8** The Council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The Council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the Council from potential damage or disrepute.
- 4.9** Any use that the Council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

- 4.10** All Council owned computers will be periodically checked and scanned for unauthorised programmes and viruses.

5 Personal Email

- 5.1** Email messages sent on the Council's accounts should be for Council use only. Personal communications are permitted provided they do not encroach upon working time or interrupt Council business in any way. Employees are asked to use their personal email accounts, rather than Council addresses for personal emails.

6 Copyright

- 6.1** Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the Council and damages being awarded and staff may face disciplinary action, including dismissal.
- 6.2** It is easy to copy electronically, but this does not make it any less an offence. The Council's policy is to comply with copyright laws, and not to bend the rules in any way.
- 6.3** Councillors and staff should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years). Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.
- 6.4** Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the Clerk if unsure about anything.

7 Data protection

- 7.1** Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the Council's Communication Policy.

8 Accuracy of information

- 8.1** One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

9 Use of social media

- 9.1** Personal use of social networking/media and chat sites by staff should be restricted to breaks during working hours.

- 9.2** The Council recognises the importance of Councillors and staff joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media.
- 9.3** However, inappropriate comments and postings can adversely affect the reputation of the Council, even if it is not directly referenced. Councillors and staff should conduct themselves in accordance with the Councils Social Media policy.
- 9.4** Councillors and staff must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment.
- 9.5** Note that the Council may, from time to time, monitor external postings by staff on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the Council. Staff are also advised that social media sites are not an appropriate place to air Council concerns or complaints: these should be raised with the Council or formally through the grievance procedure.

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[ENTER COUNCIL NAME] INFORMATION TECHNOLOGY POLICY

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Introduction

Each council will have its own IT setup and, as such, a single 'one-size-fits-all' IT policy is unlikely to be appropriate. Some smaller parish councils may operate with minimal equipment, while others may manage multiple devices connected to a central server. These guidelines are intended to help councils identify key considerations when developing or updating their own IT policy.

Councils that use external IT providers should ensure their policies accurately reflect current practices and contractual arrangements.

Purpose of the IT Policy

The purpose of an IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the council's data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

Councils will also need to determine and clearly state whether limited personal use of IT equipment is permitted (for example, checking personal email or online shopping during lunch breaks).

Monitoring of IT Use

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address

Scope of this policy

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

Computer use

1.1 Hardware

1.1.1 [Either] council computer equipment is provided for council purposes only. [or] Council computer equipment is provided for council purposes, however reasonable personal use is permitted (reasonable interpreted as in the opinion of [specify whom, e.g. "the council,

the clerk”]. Any personal use of our computers and systems should not interrupt our daily council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.

1.1.2 Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

1.1.3 All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.

1.1.4 Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

1.1.5 All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.

1.1.6 Equipment should not be dismantled or reassembled without seeking advice.

1.1.7 Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.

1.1.8 Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of **[specify whom, e.g. the council]**.

1.1.9 **[Delete if not appropriate]** The council has a number of wireless networks. Using a portable device to make personal Wi-Fi hot spots which bypass existing WiFi is not allowed.

1.1.10 **[Optional]** Any faults or necessary repairs must be reported to **[specify whom, e.g. “the clerk/ IT provider”]**.

Equipment

2.1 Portable equipment

2.1.1 Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

2.1.2 It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

2.1.3 All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.

2.1.4 It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disabled or removed.

2.1.5 [Optional] Multi-Factor Authentication (MFA) is a security process that requires users to verify their identity using two or more independent methods—for example, entering a password (something you know) and confirming a code sent to your mobile device (something you have). This significantly reduces the risk of unauthorised access to systems and sensitive data. NALC recommends implementing MFA as a best practice to enhance information security and support compliance with data protection obligations under the UK GDPR and the Data Protection Act 2018.

2.1.6 If an item of portable equipment is lost or damaged this should be reported to [specify whom, e.g. “the clerk/IT provider”]. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the first [specify amount] of the loss/damage.

2.1.7 To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises, without the prior written permission of [specify whom, e.g. “the council”]. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.

2.1.8 Under no circumstances should any non public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

2.1.9 In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from [specify whom, e.g. “the clerk”].

2.2 Use of own devices

[Choose either “no use permitted” below and delete the whole of the rest of this section, or “some use permitted” and tailor to suit.]

2.2.1 Personal laptops and other computers or other devices should not be brought into work and used to access council IT systems during working hours, unless this has been authorised by the employee’s line manager. This is to ensure that no viruses enter the system, to prevent time being wasted during working hours on personal use and to assist in maintaining security, confidentiality, and data protection.

[or – if some use is permitted – delete the above, and tailor the remainder of this section, including the options regarding data storage below.]

2.2.2 The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal council purposes, including, but not limited to, reading their emails, accessing documents stored on the council's [insert location e.g. network] or to store data on the council's server(s) or access data in other services. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

2.2.3 However, the same security precautions apply to personal devices as to the council's desktop equipment. For continuity purposes, calls made to external parties (such as [specify, e.g. "external stakeholders"]) must be made on council landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

2.2.4 Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

2.2.5 In cases of legal proceedings against the council or [specify, e.g. "external stakeholders"], the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

2.2.6 Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

2.2.7 Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:

- use a [specify, e.g. "6-digit pin, strong password (i.e. one which uses three random words (e.g. PurpleCandleRiver) or finger print (preferably the latter)"] to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after [specify number] of failed login attempts;
- configure their device(s) to automatically prompt for a password after a period of inactivity of more than [specify duration];

- always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- for smartphones and tablets, activate the automatic device wipe function (where available). Note that use of the remote wipe function may also involve the removal of the individual's personal data. Councillors, staff, and other authorised users are therefore advised to keep personal data separate from council data where possible;
- ensure secure WiFi networks are used;
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- inform [specify whom, e.g. "the council or the clerk"] if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

[Tailor either this section or the alternative section below, as appropriate:]

2.2.8 Personal data relating to [specify, e.g. "councillors, staff, and other authorised users, associates, residents, external stakeholders"] should not be saved to any personal accounts with third-party storage cloud service providers (e.g. [specify name of service provider]) as this may breach data protection legislation or create a security risk if the device is lost or stolen. This applies especially if the passwords used to store/access data are saved onto the device, or if the service permits councillors, staff, and other authorised users to remain logged in between sessions.

2.2.9 Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time. The following data must never be accessed or processed on a personal device: [specify device].

2.2.10 If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.

2.2.11 Councillors, staff, and other authorised users who open any attachments should ensure that any cached copies are deleted immediately after use. [Specify job title or department] will provide assistance or training in doing this if needed. Additional risks include data belonging to the council being accessed by unauthorised persons if the device(s) is lost, stolen, or used without the owner's permission.

2.2.12 [or – if work is allowed to be saved onto personal equipment:> <Optional – tailor to suit:] Any work done on user's own equipment should be stored securely and password protected and should always be backed up in accordance with the council's standard backup procedures.

2.2.13 [Optional]. If transferring data, either by email or by other means, this should be done through an encrypted channel, such as a virtual private network (VPN) or a secure web protocol (https://). Unsecured wireless networks should not be used.

2.2.14 Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow [specify whom, e.g. "the IT provider"] access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

2.2.15 Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

Health and safety

3.1.1 Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

3.1.2 The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the council's [specify, e.g. "display screen equipment policy" or "health and safety policy"].

3.1.3 Any VDU user who feels that their workstation requires changes to make it compliant must speak to [specify, e.g. "the clerk"].

If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to [specify job title e.g. "councillor/ clerk" or "the IT provider"].

Password and Authentication Policy

4.1.1 All user accounts must be protected by strong, secure passwords. The council follows the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g. PurpleCandleRiver). This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.

- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

For more guidance, see the NCSC's advice on password security: [NCSC Password Guidance](#)

4.1.2 Access to Passwords

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel with a copy provided to the [specify e.g. chair of council], in a sealed envelope, only to be accessed in an emergency.

4.1.3 Password Storage and Management

- Passwords must not be stored in plain text or written down in insecure locations.
- Passwords must be stored using a council-approved, encrypted password manager (e.g., LastPass, Bitwarden, or KeePass).

4.1.4 Password Change Requirements

- Immediately change password if compromise is suspected.

4.1.5 Password Access Control and Logging

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

4.1.6 Responsibility

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

Monitoring

5.1.1 The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to

ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

5.1.5 The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

5.1.6 Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

5.1.7 The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

5.1.8 The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

5.1.9 Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

5.1.10 Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

5.1.11 The council has software and systems in place that can [optional: "prevent inappropriate internet use and"] monitor and record all internet usage. A daily log is kept of all activity, which details the names of all websites accessed, along with the date and time of access, by individual councillors, staff, and other authorised users. Records of internet use and sites visited will normally be retained for a period of [specify duration, e.g. "six months"].

5.1.12 The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

5.1.13 Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

5.1.14 All computers will be periodically checked and scanned for unauthorised programmes and viruses.

Remote working

6.1.1 Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or at a [specify, e.g. "external stakeholders"]) premises or any other different venue), as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended at a [specify, e.g. "non council"] premises unless arrangements have been made with a responsible person at a [specify, e.g. "non council"] premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;
- Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

6.1.2 Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

6.1.3 Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

Email

7.1.1 Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky.

Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

7.1.2 On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

7.1.3 These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask [specify, e.g. "IT provider"], rather than assuming they know the right answer.

7.1.4 All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

7.1.5 [Either] Email messages sent on the council's account are for council use only. Personal use is not permitted.

[or] Email messages sent on the council's account should be for council use only. Personal communications are permitted provided they do not encroach upon working time or interrupt council business in any way. Employees and other authorised users are asked to restrict their personal use to official lunch breaks or before or after working hours, and to use their personal email accounts, rather than council addresses.

Use of the Internet

8.1 Copyright

8.1.1 Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

8.1.2 It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

8.1.3 Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

8.1.4 Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

8.1.5 Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with [specify, e.g. “the clerk”] if unsure about anything.

8.2 Trademarks, links and data protection

8.2.1 The council does not permit the registration of any new domain names or trademarks relating to the council’s names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council’s web pages to any other external sites without checking first with [specify, e.g. “the council/ the clerk”].

8.2.2 Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council’s data protection policy, a copy of which is [specify location, e.g. “included in the Employee Handbook”].

8.3 Accuracy of information

8.3.1 One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

Use of social media

9.1.1 Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

9.1.2 Personal use of social networking/media and chat sites [choose either] are not permitted during working hours [or] should be restricted to breaks during working hours, or after hours with permission.

9.1.3 The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual’s position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about [external stakeholders] could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or

other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

9.1.4 To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

[Tailor the following list to suit]

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of [specify, e.g. "the council"]. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council.") Writers must not claim or give the impression that they are speaking on behalf of the council.
- Any employee who is developing a site or writing a blog that will mention the council, [specify e.g. "our current or potential plans, councillors, staff, and other authorised users, partners"], must inform [specify whom, e.g. "the clerk/ the council"] that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful about the council and its current or potential [specify e.g. "all staff, including employees, councillors, clerks, and authorised users"] and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission
- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations with [specify whom e.g. "external stakeholders"] should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their

permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.

- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its [specify e.g. "councillors, staff, and other authorised users"], or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the council, should be referred to the [specify whom e.g. "the clerk"].
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.
- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

9.1.5 Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

9.1.6 It is important to note that [specify e.g. “external stakeholders”] contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including [specify e.g. “external stakeholders”] contact details from any personal device/equipment.

Misuse

Misuse of IT systems and equipment is not in line with the council’s standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of a policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

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This document has been written by Worknest HR – a company that provides HR advice and guidance to town and parish Councils. Please contact them on 01403 240 205 for information about their services.

CHANGES TO 'REGIONAL' AND LOCAL GOVERNMENT IN SUFFOLK: UPDATE

What has happened since last May?

Council received a report on these changes at its May 2025 meeting (see **Appendix A**). Since then:

- **July 2025** – Following consultation, the UK Government confirmed its intention to proceed with the creation of the new Norfolk & Suffolk Mayoral Combined Counties Authority (MCCA), with mayoral elections in May 2026
- **Summer months** – Both Suffolk County Council (SCC) and jointly the Suffolk 'lower tier' Councils (Babergh, East Suffolk, Mid Suffolk and West Suffolk districts, and Ipswich Borough) consulted on their respective draft proposals for Local Government Reorganisation (LGR)
- **September 2025** – Two final LGR proposals were submitted to central Government:
 - SCC proposed a single unitary authority for Suffolk (in line with its draft proposal)
 - The 'lower tier' Councils jointly chose the option of three unitary authorities (they had considered in their draft proposal both two unitaries and three unitaries options)
- **November 2025** – The UK Government began a seven-week statutory consultation on these two Suffolk LGR proposals, ending 11 January 2026
- **December 2025** – The UK Government announced it was "minded to" delay the inaugural mayoral election from May 2026 to May 2028 to allow more time for the accompanying LGR.

What does the Parish Council need to decide today?

We currently deal with the 75-councillor 'upper tier' Suffolk County Council (SCC), which delivers some local government services to 776,000 people in Suffolk. The five Suffolk 'lower tier' councils (Babergh, East Suffolk, Mid Suffolk and West Suffolk Districts, and Ipswich Borough) together deliver all the other Suffolk local government services (except those delivered by Suffolk's town and parish councils).

We currently also deal with Babergh District Council (BDC), which has 32 councillors and delivers services to 92,000 people. BDC and Mid-Suffolk District Council (MSDC) currently share a management team. So, although the two councils are separate entities, much of the work done by council officers is on a joint basis. But the other three 'lower' tier councils all have their own separate management teams.

Among other services, BDC is our local planning authority. Since 2024, BDC and MSDC have shared a Joint Local Plan (JLP). Suffolk currently has three other local plans, prepared by East Suffolk and West Suffolk District Councils, and Ipswich Borough Council.

The UK Government wants to reorganise '2-tier' local government (LGR), which it thinks is too complicated and not as efficient as it could be. It believes that each bit of England should have just one (a 'unitary') local authority (plus town and parish councils), because:

- This would streamline and improve the quality of services, as it would remove organisational barriers that currently exist between upper and lower tier councils, which inhibit more effective delivery
- This would also save money by stopping the duplication of things done by both upper and lower tier councils – the savings from which could then be spent on delivering better services, and/or be used to lower council tax bills

What are the two Suffolk LGR Proposals?

The full final proposals can be viewed by clicking the following links:

From SCC – single unitary council ('One Suffolk')

<https://www.suffolk.gov.uk/asset-library/hi-res-web-final-lgr-business-case-compressed.pdf>

The SCC proposal is relatively straight-forward. A single unitary ('One Suffolk') is proposed that would combine SCC, which currently delivers some which delivers some Suffolk local government services, with the five Suffolk 'lower tier' councils, which together currently deliver all the other Suffolk local government services (except those delivered by Suffolk's town and parish councils).

From 'Lower tier' councils – Three Councils For Suffolk (TCFS)

<https://www.ipswich.gov.uk/sites/ipswich/files/2025-09/Three-Councils-For-Suffolk-Case-for-Change-FINAL.pdf>

The Three Councils for Suffolk (TCFS) proposal is complicated – and, as a result, would be more difficult than 'One Suffolk' to implement – because it involves replacing current boundaries of the five 'lower tier' councils with largely new boundaries defining three unitary councils. The only boundaries that would not change are those between Suffolk districts, on the one hand, and Norfolk, Cambridgeshire, Essex and the North Sea, on the other hand.

TCFS would divide Suffolk into three almost equal population areas:

- Each area includes one of the three largest towns in the county – Ipswich, Lowestoft and Bury St Edmunds (a map of these population areas is on Page 24 of the full proposal)
- The proposal names the population areas respectively –
 - 'Ipswich & Southern' (population 253,000)
 - Central & Eastern' (253,000) and
 - 'Western' (255,000)
- Each population area is a rough approximation of the 'travel to work area' and 'functional economic area' of its respective large town
- Local government services in Suffolk (except those provided by town and parish councils) are currently provided separately by SCC and 'lower tier' councils – Each population area's 'share' of all these services would be delivered together by a unitary authority, centred on that area's large town

The two proposals are summarised from a Lavenham Parish Council perspective, in **Appendix B** ('One Suffolk') and **Appendix C** (TCFS).

These summaries concentrate on the following aspects:

- Access, engagement and local democracy
- Local planning
- Cost efficiency and effectiveness

What is the UK Government's Timetable?

UK Government's current timetable for making these changes is:

- **Spring 2026** – Decision by UK Government on Suffolk LGR Proposals
- **May 2027** – elections for parish and town councils (as normal), and elections of 'shadow councillors' for the new single unitary authority or three unitary authorities
- **Spring 2028** – Vesting Day for new Unitary Authority or Authorities (all current upper and lower tier Suffolk councils will dissolve, and a new unitary or three new unitaries will take over)
- **May 2028** – election for Mayor of Norfolk & Suffolk

Comparison of the proposals

‘One Suffolk’ (details in Appendix B)	Three Councils for Suffolk (TCFS) (details in Appendix C)
Relatively straight-forward and easy to understand	Complicated because it requires significant changes to council boundaries
Reduces total number of councillors (excluding town and parish councillors) by roundly 50%	Reduces total number of councillors (excluding town and parish councillors) by roundly 33%
Five council management teams merged into one	Five council management teams merged into three
Services integrated and standardised, to achieve an appropriate level of consistency across the whole of Suffolk	Services tailored to the characteristics and priorities of each unitary authority area in Suffolk
Opportunity to improve services, particularly where ‘lower tier’ services are closely connected with ‘upper tier’ services that would be brought under the same organisational ‘roof’	Opportunity to improve services, particularly where ‘lower tier’ services are closely connected with ‘upper tier’ services that would be brought under the same organisational ‘roof’
16 Area Committees to be established, based on existing Integrated Neighbourhood Teams (INTs), which already work together to deliver local services	Discussions underway about reconfiguring INT boundaries to align with new unitary authority boundaries where appropriate
Proposed Area Committee (43,000 population) that includes Lavenham is centred around Sudbury	Lavenham would be in the ‘Western’ unitary authority’s area, centred on Bury St Edmunds.
Single Suffolk Local Plan, but with four or five local planning committees, and complemented by area-based planning statements, tailored to reflect the characteristics and priorities of Suffolk’s diverse communities	Local Plans tailored to the characteristics and priorities of each unitary authority area in Suffolk; revised Local Plans in preparation
From spring 2026 (when decision on Suffolk LGR is expected), there will need to be a detailed transition plan to which all existing councils contribute – and the impact on local plans will form part of this work	If decision on Suffolk LGR is made in spring 2026, this would be early enough to adapt accordingly, and to pivot towards three Local Plans
Payback of reorganisation investment, through cost savings, in less than three years from vesting day; £39.4 million recurring annual net savings from 2033/34 onwards	Payback of reorganisation investment, through cost savings, in less than five years from vesting day; £13.8 million recurring annual net savings from 2032/33 onwards
Want to harmonise council tax as quickly as possible; also want to reduce council tax to lowest in Suffolk (which is in MSDC) – but this would extend payback period to over 10 years	Want to harmonise council tax as quickly as possible – could be done in 2028/29 without increasing anybody’s tax above the 4.99% threshold, and would reduce payback period to less than three years

Commentary

The previous major Suffolk -wide Local Government Reorganisation (LGR), before what is underway now, was over 50 years ago (decided in 1972 and implemented in 1974). This created the current ‘two tier’ structure of a single (‘upper tier’) Suffolk County Council (SCC), and seven (‘lower tier’) district and borough councils.

Two pairs of Suffolk district councils merged in 2019, thereby reducing the number of ‘lower tier’ councils to five. And Babergh District Council (BDC) and Mid Suffolk District Council (MSDC) subsequently brought their management teams together into one team, while remaining separate democratic bodies. But these relatively recent mergers and management teams coming together were modest changes, compared with both what happened in the 1970s, and what is currently underway.

So, major LGR changes don’t often happen – which means, when they do, it is vital that the new structure will be fit for purpose for many years to come. We don’t have a choice about parts of the new structure:

- The replacement of ‘two tier’ councils with unitary authorities (decided by UK Government)
- The introduction of a directly elected ‘regional’ mayor of Norfolk & Suffolk (ditto)

But we have been invited to express our views about the type of unitary local government that Lavenham and the rest of Suffolk will have. Lavenham and its Parish Council have sometimes been badly served by SCC and BDC. We should support proposals that are likely to result in improved service:

- **‘One Suffolk’** is mostly quite easy to understand: one unitary council; one Local Plan; greater LGR savings; total number of Suffolk councillors halved; expressed preference of the current SCC administration to harmonise future council tax at the lowest rate across councils in Suffolk.

But the 16 Area Committees proposed have the quirky feature of being very different in terms of population served (between 21,000 and 70,000 people) – while this can partly be explained by how different some parts of Suffolk are to other parts, substantial efforts would be needed to ensure that the people in each area are treated fairly and appropriately (if not necessarily equally), compared with people in other areas.

Also, although there would be one Local Plan, there would be as well four or five local planning committees, and area-based planning statements. Somewhere at the bottom of this hierarchy would be neighbourhood plans. This compares with four Local Plans currently, and three in the alternative (TCFS) proposal.

If ease of implementation and financial considerations are paramount, then ‘One Suffolk’ should be supported.

- **TCFS** is more difficult to understand: multiple boundary changes, to achieve three unitary councils with almost equal populations (centred on Ipswich, Lowestoft and Bury St Edmunds); three Local Plans; useful LGR savings (but more modest than those of ‘One Suffolk’); total number of Suffolk councillors reduced by one third (less than proposed by ‘One Suffolk’); no expressed preference on tax level (matter to be decided by each unitary).

TCFS argues that *many [Suffolk] people identify more strongly with their local area than with the county as a whole*. The number of Suffolk-wide services that divide their operations into three areas is used to support this argument – which is strong, although weakened by the fact that each of these services divides Suffolk into three areas differently. But TCFS says positive discussions are taking place about reconfiguring boundaries where appropriate to fit with the proposed three unitary authority boundaries

Four revised Local Plans are currently being prepared by TCFS councils. TCFS adds: if a decision on Suffolk LGR is made in spring 2026, this would be early enough to adapt accordingly, and to pivot towards three Local Plans. That would be of considerable help to those currently preparing/revising neighbourhood plans, like Lavenham.

If access, engagement and local democracy considerations are paramount, then TCFS should be supported.

If the Council wishes to take part in the Suffolk LGR consultation exercise, it is invited to respond to questions set out in **Appendix D or Appendix E**.

Motions:

1. The Parish Council wishes to take part in the Suffolk LGR consultation exercise

Only if Motion 1 is approved:

- 2. (a) The ‘Three Councils for Suffolk’ (TCFS) proposal is supported**
(b) The answers to consultation questions set out in Appendix D are submitted as part of this response

Only if Motion 2 is rejected:

- 3. (a) The ‘One Suffolk’ proposal is supported**
(b) The answers to consultation questions set out in Appendix E are submitted as part of this response

Councillor Roy Mawford

CHANGES TO 'REGIONAL' AND LOCAL GOVERNMENT IN SUFFOLK AND NORFOLK

1 May 2025

Why are there no elections on 1 May 2025?

Four years ago, Lavenham elected Robert Lindsay as our County Councillor, and councillors normally serve a four-year term. Why are we not getting the chance either to re-elect Robert, or to replace him with somebody else?

The reason is that central government has decided to extend every county councillor's term of office, because it wants:

- To create a new, directly elected 'regional' Mayor of Norfolk & Suffolk
- To create a new organisation, called a Combined County Authority, which the new Mayor will lead
- To reorganise local government in Suffolk by replacing our County Council, Ipswich Borough Council and our four district councils, with one, two or three 'unitary authorities'
- To do something very similar in Norfolk

Currently, we have 'two tier' local government. Suffolk County Council is 'upper tier' and provides some local government services to us. While Babergh District Council is 'lower tier' and provides other services.

Parish and town councils also do things for their local communities – but central government doesn't want to change this. So, these councils, including Lavenham Parish Council, will not be reorganised.

Unitary authorities mean 'two tier' local government will end. Unitaries will provide all 'upper tier' and 'lower tier' services to their communities. The size of these communities will be larger than those served by 'lower tier' councils, although they will be no bigger and quite possibly smaller than a whole county.

But why does this all mean the County Council elections have been postponed?

Central government's answer is that time is needed to decide what local government should look like after it is reorganised. Then more time is needed to make the changes, from what local government looks like now, to what it should look like after reorganisation.

Central government's current timetable for making these changes is:

- May 2026 – election for Mayor of Norfolk & Suffolk
- May 2027 – elections for parish and town councils (as normal)
- May 2027 – elections of 'shadow councillors' for the new unitary authorities
- May 2028 – All current councils will dissolve, and unitaries will take over

This means the size and shape of new unitary authorities needs to be known long enough before May 2027 for elections to be organised of 'shadow councillors', who will become normal councillors in May 2028.

The timetable also implies that members of current councils who would expect their terms of office to end in May 2027 would probably have these terms extended by one year until their council dissolves in May 2028. So, that's another year for our two Babergh District Councillors, Margaret Maybury and Paul Clover.

It seems very likely as well that Robert Lindsay and his fellow county councillors will have their terms of office extended again, this time for two years, until their council dissolves in May 2028.

What will reorganised local government in Suffolk look like?

Central government wants us to change from 'two tier' local government to unitary authorities. It invited all Suffolk and Norfolk 'upper tier' and 'lower tier' councils, in early February 2025, to give it their views about what local government should look like after this change. It asked for Interim Plans by late March 2025, and final proposals by late September 2025.

Suffolk County Council's Interim Plan proposes a single unitary authority, which would provide services to communities totalling 776,000 people. It argues that one organisation would:

- Make things simpler and easier to understand, with clearer democratic accountability
- Make best use of public money – better than both the current arrangements, and having more than one unitary authority
- Provide better co-ordination of services and more efficient decision-making
- Offer stronger leadership, with both enhanced community engagement, and a clear strategic voice for Suffolk

In terms of democratic representation, the Interim Plan says:

'Suffolk currently has 308 elected councillors, excluding town and parish councillors, representing over 200 wards and divisions of varying geographic sizes. ...

Until further work is done, we suggest a range of 90 to 140 councillors. This would be just under the mid-point between the current district and county electoral averages in Suffolk and would be broadly consistent with other new unitaries of a comparable size.'

Suffolk's 'lower tier' councils' Joint Interim Plan opposes a single unitary authority, in favour of either two or three unitaries. It argues that:

- Suffolk is too large, too dispersed geographically with generally poor transport links, and too varied economically, to be effectively served by one local government organisation
- Reorganisation is a unique opportunity to reshape local government to better support Suffolk's diverse communities and economies – better services, delivered in a local, responsive and manageable way
- Two or three unitary authority models would lead to organisations that support populations above or close to the average population of current unitaries, but that operate over recognisable and meaningful geographies

The Joint Interim Plan says its analysis shows that: *'there is no correlation between the size of a unitary and its performance or financial viability. What matters is the quality, capacity and local focus of leadership and how services are delivered.'*

The Joint Interim Plan outlines a model for three unitaries:

- *'Ipswich'* (260,000 people) – Ipswich borough plus parts of surrounding districts
- *'West'* (255,000) – West Suffolk district and much of Babergh district
- *'East'* (261,000) – Remainder of East Suffolk and Mid Suffolk districts

'Ipswich' above is the town's *'Functional Economic Area'* (FEA), which goes well beyond the current borough boundary (that was set in 1836).

The Plan also outlines a model for two unitaries:

- *'East'* (386,000) – East Suffolk district, and Ipswich borough plus parts of other surrounding districts
- *'West'* (390,000) – West Suffolk district, and most of Babergh and Mid Suffolk districts

The two unitaries model is mostly based on current 'lower tier' council boundaries. Although, to reflect properly Ipswich's FEA, the model would require some boundary changes to the north and west of the current borough boundary.

In terms of democratic representation, the Joint Interim Plan says:

'There are currently 2,520 people per councillor in Suffolk (average councillor number per population across districts/borough and county). We have modelled 56-58 councillors per unitary for a three unitary model and 84-86 councillors for a two unitary model.

This ... is the strongest democratic representation of any model of reorganisation which Suffolk could adopt, and is in line with the average for current unitary councils.'

Babergh District Council and Suffolk County Council are supposed to be engaging with residents, businesses and partners about their (already published) Interim Plans for the size and shape of new unitary authorities. They are required to submit final proposals to central government by 26 September 2025.

One of our county/district councillors has advised that 'engagement' is more about these councils telling people what they are planning to do, rather than asking people questions to shape it. And after final proposals have been submitted, it will be central government that then does a consultation.

How does Norfolk compare with us in this matter?

Norfolk County Council's Interim Plan favours a single unitary authority, although it does not rule out two unitaries, while Norfolk's 'lower tier' councils appear to prefer three unitaries. And one Broadland district councillor has proposed a five unitaries model, made up of:

- Two fully in Norfolk County – 'North & West Norfolk' and 'Greater Norwich'
- Two fully in Suffolk County – 'West Suffolk' and 'Greater Ipswich'
- One crossing the Norfolk/Suffolk County boundary – 'South-East Norfolk & Waveney' (which includes Great Yarmouth and Lowestoft)

While the Broadland councillor's five unitaries model above is very radical and is not supported by Norfolk's 'lower tier' councils, it is based on the idea that large towns and cities have Functional Economic Areas (FEAs) and Travel to Work Areas (TTWAs), the boundaries of which often make more sense to local people than traditional local government boundaries. (Although the five unitaries model is not exactly either the FEAs or the TTWAs.)

The four largest FEAs in Norfolk & Suffolk are:

1. Norwich – 418,000 people
2. Ipswich – 260,000
3. Great Yarmouth – 100,000
4. Lowestoft – 74,000

The next two largest towns in Norfolk & Suffolk are King's Lynn (48,000 people) and Bury St Edmunds (41,000). The Broadland councillor's five unitaries model is based on:

- Norwich
- Ipswich
- Great Yarmouth & Lowestoft (together)
- King's Lynn
- Bury St Edmunds

It is interesting that the Broadland councillor's model has some similarities with three unitaries model, described in the Suffolk 'lower tier' councils' Joint Interim Plan:

- One of the Suffolk three unitaries is Ipswich's FEA
- Another of the Suffolk three unitaries, 'West', appears to have some similarities with the Bury St Edmunds TTWA
- Last of the Suffolk three unitaries, 'East', appears to have some similarities with the Lowestoft TTWA

How is the Parish Council affected by re-organised local government?

We currently deal with a 32-councillor 'lower tier' council (delivering some local government services to 92,000 people) and a 75-councillor 'upper tier' council (delivering other local government services to 776,000 people), both based in Ipswich. Our county councillor (Robert Lindsay) represents Cosford electoral division (8,500 people). Our district councillors (Margaret Maybury and Paul Clover) represent Lavenham electoral ward (5,200 people – 2,600 per councillor).

In future, we could be dealing with one of three options:

- a) Suffolk Unitary Authority, delivering all local government services to 776,000 people, and based in Ipswich (90 to 140 councillors) – 8,600 to 5,500 people per councillor
- b) West Suffolk Unitary Authority, delivering all local government services to 390,000 people and probably based in Bury St Edmunds (84 to 86 councillors) – 4,600 to 4,500 people per councillor
- c) (a smaller) West Suffolk Unitary Authority, delivering all local government services to 255,000 people and probably based in Bury St Edmunds (56 to 58 councillors) – 4,600 to 4,400 people per councillor

We could also occasionally have dealings with the Norfolk & Suffolk Mayoral Combined Counties Authority (MCCA), possibly based in Norwich. We recently secured special funding to extend our weekday daytime 753 bus route service, to include weekday evenings and Sundays.

MCCA will be our Transport Authority, and it might be a source of funding for future local transport schemes (although the relevant unitary authority will become our Highways Authority, when Suffolk County Council is dissolved). In addition, MCCA might be a source of special funding for schemes relating, for example, to local economic growth and adult skills improvement.

The relevant unitary will become our Local Planning Authority (LPA), when Babergh Council is dissolved, and it will deal with the approval or refusal of planning permission applications. The unitary will take over Babergh's responsibilities for household waste collection, homelessness and social housing management as well.

But we could be affected by MCCA's strategic planning and development powers. It will:

- Lead the formulation of a Norfolk & Suffolk 'Spatial Development Strategy', that will create a 'regional' framework into which every Norfolk & Suffolk LPA must fit its plans
- Have powers to raise a Mayoral CIL (Community Infrastructure Levy), and to establish Mayoral Development Corporations for enabling the delivery of projects
- Control funding to support housing delivery

So, Lavenham parish councillors and local electors might like to consider:

- Which of the three unitary authority options would we most prefer, and least prefer, to be dealing with?
- Are there particular aspects of the options that we particularly want to see included and/or excluded?
- How do we deal with the various threats and opportunities created by new unitary authorities?
- How do we deal with various threats and opportunities created by the new Norfolk & Suffolk MCCA?

As mentioned earlier, parish and town councils will not be reorganised as part of these changes. And Lavenham Parish Council, along with other parish and town councils, was not invited by central government earlier this year to give it our views on the matter. But we might want to express them anyway and, in case we do, the next step should be to ask our 'upper tier' and 'lower tier' councils whether they intend or not to engage or consult with us about their plans for unitary authorities in Suffolk.

Councillor Roy Mawford
Parish Clerk Andrew Smith

SCC – single unitary ‘One Suffolk’ proposal

Access, engagement and local democracy

The proposal says that Suffolk currently has 308 ‘upper tier’ and ‘lower tier’ councillors. SCC proposes that ‘One Suffolk’ should have 140 councillors – roundly twice as many as the 75 SCC has now, but roundly half the current total of 308 in Suffolk – to oversee all the services delivered by the five Suffolk ‘lower tier’ councils, as well as those delivered by SCC.

From a Lavenham perspective, we are currently represented in SCC by one of 75 councillors. We are also currently represented in BDC (population 92,000) by two of 32 councillors.

‘One Suffolk’ is conceptually monolithic, but it would be straightforward to implement. It would merge the SCC management team with their four ‘lower tier’ counterparts into ‘One Suffolk’. Services delivered by the four ‘lower tier’ teams would be integrated and standardised, to achieve an appropriate level of consistency across the whole of Suffolk.

Changes would not need to be made to the current ‘upper tier’ local government services. Although the opportunity could be taken to improve some of these services, particularly where they are closely connected with ‘lower tier’ services that would be brought under the same organisational ‘roof’.

Examples of close connections include:

- Highways (upper tier) with Car Park Management (lower tier)
- Housing (lower) with Adult Social Care (upper) and Children’s Services (upper)
- most of Local Planning (lower) with some special aspects of Local Planning (upper)
- Waste Disposal (upper) with Waste Collection (lower)

‘One Suffolk’ proposes not to be monolithic by empowering places and adopting a localised approach:

A key delivery mechanism for delivering at a local level is through the network of area committees and Town and Parish Councils. At its core, the model is structured around 16 area committee geographies. These geographies are not new constructs. They are based on the existing, integrated delivery boundaries of Integrated Neighbourhood Teams (INTs), which have already successfully underpinned collaboration between health services, local authorities and community organisations. (Page 124 of the full proposal)

The 16 INTs vary in population size from around 21,000 to 70,000. The proposed Area Committee that includes Lavenham is centred around Sudbury and has a population of 43,000 (a bit below the average size of 48,500).

The proposed committees follow a model, used by Wiltshire Unitary Authority, which has town and parish councils as key members of its network. But SCC says the precise Area Committee boundaries and other arrangements (including the role of town and parish councils) would be for the shadow and then new authority to decide – and so could be different.

Local Planning

The proposal says there should be a: *unified single planning framework that delivers greater consistency (Page 4 of the full proposal) The goal is to build a planning system, including local planning committees, that is not only faster and more consistent but also smarter, more responsive and better aligned with Suffolk’s long-term ambitions (Page 12).*

[The system] would consist of a single Suffolk-wide Local Plan, setting out strategic policies for housing, transport, employment, climate resilience and infrastructure. This plan would be complemented by a series of area-based planning statements, tailored to reflect the characteristics and priorities of Suffolk’s diverse communities (Page 89).

[It] is proposed that the new single unitary council has four or five local planning committees, that reflect the geographies of the 16 proposed area committees and therefore, also those of town and parish councils.

(Page 90)

SCC says that the shadow and then new authority would decide geographical boundaries for the proposed local planning committees, which would not necessarily follow the current 'lower tier' council boundaries. (SCC points out that electoral wards of the proposed single unitary would probably differ from current wards.)

SCC is aware that four revised Local Plans are currently in the process of being prepared: by East Suffolk and by West Suffolk district councils, by Ipswich Borough Council, and jointly by BDC and MDSC. It adds:

- Although 'One Suffolk' would have a single Suffolk-wide Local Plan, the work being done currently would still be valuable
- From spring 2026 (when a decision by UK Government on Suffolk LGR Proposals is expected), there will need to be a detailed transition plan to which all existing councils contribute – and the impact on local plans will form part of this work

Cost-efficiency and effectiveness

The proposal's financial analysis has been prepared assuming:

- A decision by UK Government on Suffolk LGR Proposals is made in spring 2026
- The shadow single unitary authority ('One Suffolk') is formed in spring 2027
- 'One Suffolk' takes control on a date in spring 2028 (vesting day)
- No financial gain or loss from the harmonisation of council tax (from the different levels currently applied by the five 'lower tier' councils, to a single 'one Suffolk' level)

The proposal indicates that it would be in financial deficit for three years before vesting day (2025/26, 2026/27, 2027/28). But:

- Starting in 2028/29, it would make (and then continue each year to make) net savings.
- These savings would have paid back the earlier deficits before the end of 2030/31 (that is, less than three years after vesting).
- Also, from 2032/33 onwards, its recurring annual net savings would rise to £39.4 million.

The proposal claims as well that the 'lower tier' councils Three Councils for Suffolk (TCFS) proposal would be in ever increasing deficit (that is, its annual costs from 'disaggregation' would always exceed any financial savings generated).

In addition, the proposal states the current SCC administration's preference for 'One Suffolk' to harmonise council tax as quickly as possible, and to harmonise down to the level of the lowest (which is Mid Suffolk) in the first year. But TCFC says that, if the latter were to happen, then the 'One Suffolk' proposal's payback period would increase from less than three years after vesting to over 10 years after vesting.

‘Lower Tier’ councils – Three Councils for Suffolk (TCFS) proposal

Access, engagement and local democracy

As noted in Appendix B, Suffolk currently has 308 ‘upper tier’ and ‘lower tier’ councillors. The TCFS proposal would reduce this number by roundly one third, to between 180 and 192 councillors (between 60 and 66 in each unitary).

TCFS notes that dividing Suffolk into ‘three-area based footprints’ is not a new concept:

- SCC Adult Social Services and Children’s Services are both organised into three geographical areas
- Suffolk Fire & Rescue Service (currently part of SCC) breaks service delivery into three areas
- Suffolk Constabulary organises its community policing into three areas

The proposal argues: Suffolk’s size and geography present a unique challenge: it can take over two and a half hours to travel by car from one end of the county to the other, and considerably longer by public transport. This distance creates a natural disconnect between communities, with residents in one part of the county often having little connection to, or reliance on, services or employment in other areas.

As a result, many people identify more strongly with their local area than with the county as a whole. This has significant implications for how public services are accessed, delivered, and experienced. (Page 39 of the full proposal)

This argument is about where people access (as opposed to acquire online) things like employment, healthcare, education, shopping, leisure facilities, etc. If they live in large towns, they might be able to find many of these things locally. If they live in small towns, they might be able to find some things locally (but would need to go to larger towns or cities for other things). If they live in rural locations, they might go to small or larger towns for many of these things.

This argument says that local government should be about where people live, but also about where they go to for things they cannot find locally (or acquire online). In Lavenham, we are fortunate that some of these things can be found in the village. But we would need to go to Sudbury (a small town) or Bury St Edmunds (a larger town) for other things.

TCFS acknowledges that the ‘three-area based footprints’ of the Suffolk-wide organisations listed above, while similar, are not the same. And the proposed unitary authority boundaries represent another similar, but not the same, footprint.

UK Government rules must be followed when determining these boundaries, which require a proposal to work for Suffolk as a whole, rather than being perfect for one area while unacceptable somewhere else. This led TCFS to propose three almost equally sized, sustainable councils – allowing one to be slightly larger would have meant another would be smaller and potentially unsustainable. The starting populations exceed *the current average population served by a unitary council in England (240,000)*. (Page 47)

But TCFS adds that positive discussions are taking place with the Alliance that oversees the current Suffolk Integrated Neighbourhood Teams (INTs), about reconfiguring INT boundaries where appropriate to fit with the proposed three unitary authority boundaries. Lavenham would be in the ‘Western’ unitary authority’s area, centred on Bury St Edmunds.

Local Planning

Each of the proposed three unitary councils would be a Local Planning Authority. Currently, four revised Local Plans are in the process of being prepared: by East Suffolk and by West Suffolk district councils, by Ipswich Borough Council, and jointly by BDC and MSDC.

TCFS says the four teams of planners are dovetailing their work with LGR. They are currently together preparing the evidence base for four Local Plans. And if the UK Government makes its decision on Suffolk LGR in spring 2026, this would be early enough for them to adapt accordingly, and to pivot towards three Local Plans.

Cost-efficiency and effectiveness

The proposal's financial analysis has been prepared assuming:

- A decision by UK Government on Suffolk LGR Proposals is made in spring 2026
- The shadow new Suffolk authorities (TCFS) are formed in spring 2027
- These new authorities take control on a date in spring 2028 (vesting day)
- No financial gain or loss from the harmonisation of council tax (from the different levels currently applied by the five 'lower tier' councils, to the three levels applied by the new authorities)

The proposal indicates that it would be in financial deficit for three years before vesting day (2025/26, 2026/27, 2027/28), and for two years afterwards (2028/29, 2029/30). But:

- Starting in 2030/31, it would make (and then continue each year to make) net savings.
- These savings would have paid back the earlier deficits before the end of 2033/34 (that is, less than five years after vesting).
- Also, from 2031/32 onwards, its recurring annual net savings would rise to £13.8 million.

TCFS rejects the financial figures quoted by 'One Suffolk' for the three unitaries option. It argues:

- 'One Suffolk' assumes that the costs caused by disaggregating SCC services would be three times the current SCC delivery costs
- This suggests simple triplication and would be even more expensive than having the current six councils in Suffolk, which is illogical and not what TCFC proposes

The proposal adds:

- Analysis by Independent advisors SCIE (Social Care Institute of Excellence) *clearly demonstrates that current [Adult Social Care] unit costs are significantly higher than those being achieved in unitary authorities of similar sizes to those proposed within the [TCFS] model.* (Page 64)
- *The most recent Inspecting Local Authority Children's Services (ILACS) from Ofsted of Suffolk's Children's Services was deemed to be 'requires improvement' and this was true in three of the four inspection categories* (Page 75)
- *Bringing service cost and performance in line with the nearest neighbour average, through more localised services, has been identified as a key opportunity that could save £67.5 million annually.* (Page 54)

TCFS also notes that council tax would need to be harmonised, which could be done in 2028/29 without increasing anybody's tax above the 4.99% threshold (above which a local referendum would normally be required). If done this way, then the proposal's deficit payback period would reduce to less than three years.

Consultation Questions and Answers

For each question, the Council has been invited to choose a summary answer: strongly agree; agree; neither agree nor disagree; disagree; strongly disagree; or don't know.

1. To what extent do you agree or disagree that the proposal suggests councils that are based on sensible geographies and economic areas?	Agree
2. To what extent do you agree or disagree that the proposed councils will be able to deliver the outcomes they describe in the proposal?	Agree
3. To what extent do you agree or disagree that the proposed councils are the right size to be efficient, improve capacity and withstand financial shocks?	Agree
4. To what extent do you agree or disagree that the proposed councils will deliver high quality, sustainable public services?	Agree
5. To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?	Agree
6. To what extent do you agree or disagree that establishing the councils in this proposal will support devolution arrangements, for example, the establishment of a strategic authority?	Strongly Agree
7. To what extent do you agree or disagree that the proposal enables stronger community engagement and gives the opportunity for neighbourhood empowerment?	Neither Agree nor Disagree
8. FREE TEXT COMMENTING ON THE ABOVE QUESTIONS: Q1 – The proposed boundaries reflect geographical practicalities. They are good but not perfect, and might be subject to minor changes, although this may be a situation where ‘the best is the enemy of the good’. Q2, Q3, Q4, Q5 – Because of our answer to Q1, we agree (but not strongly agree) that they are the correct size, they have been informed by local views, they will deliver the outcomes described, and they will meet local needs Q6 – We strongly agree that these unitaries, with good local roots, are essential to support the intended establishment of a strategic authority Q7 – We don't have a choice about parts of this LGR. We are only being consulted about how many unitaries we have. We have no firm view about the impact on community engagement and neighbourhood empowerment. But we fear increased burdens on town and parish councils like Lavenham, without sufficient supporting resources.	Neither Agree nor Disagree
9. (Applies only to proposal from ‘lower tier’ councils) To what extent do you agree or disagree that the proposal sets out a strong public services and financial sustainability justification for boundary change?	Strongly Agree
10. FREE TEXT COMMENTING ON THE ABOVE QUESTION: Q9 – New fit-for-purpose boundaries for the unitaries are essential to achieve them being based as close as possible to sensible geographies and economic areas	Strongly Agree

Consultation Questions and Answers

For each question, the Council has been invited to choose a summary answer: strongly agree; agree; neither agree nor disagree; disagree; strongly disagree; or don't know.

1. To what extent do you agree or disagree that the proposal suggests councils that are based on sensible geographies and economic areas?	Agree
2. To what extent do you agree or disagree that the proposed councils will be able to deliver the outcomes they describe in the proposal?	Agree
3. To what extent do you agree or disagree that the proposed councils are the right size to be efficient, improve capacity and withstand financial shocks?	Agree
4. To what extent do you agree or disagree that the proposed councils will deliver high quality, sustainable public services?	Agree
5. To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?	Agree
6. To what extent do you agree or disagree that establishing the councils in this proposal will support devolution arrangements, for example, the establishment of a strategic authority?	Strongly Agree
7. To what extent do you agree or disagree that the proposal enables stronger community engagement and gives the opportunity for neighbourhood empowerment?	Neither Agree nor Disagree
8. FREE TEXT COMMENTING ON THE ABOVE QUESTIONS: Q1 – The proposed county boundary reflects historical geographies, rather than economic areas. But it is a practical, financially sound and pragmatic basis on which to proceed. This is a situation where ‘the best is the enemy of the good’. Q2, Q3, Q4, Q5 – Because of our answer to Q1, we agree (but not strongly agree) that it is the correct size, it has been informed by local views, it will deliver the outcomes described, and it will meet local needs Q6 – We strongly agree that a unitary, with local roots, is essential to support the intended establishment of a strategic authority Q7 – We don't have a choice about parts of this LGR. We are only being consulted about how many unitaries we have. We have no firm view about the impact on community engagement and neighbourhood empowerment. But we fear increased burdens on town and parish councils like Lavenham, without sufficient supporting resources.	

Motion concerning Emergency Planning: proposer Cllr Domoney

"Parish Council looks favourably on work being done by the War Planning Group to inform citizens on appropriate measures to take as part of prudent planning. Membership of the group is by invitation only in order to focus efforts from knowledgeable and trained people and draw on lessons from the fighting in Eastern Europe. In particular we want to investigate the revival of the First Responders. Requests for funding of appropriate measures will be at the discretion of the Parish Clerk "

Explanatory Notes:

In the correspondence received from the Cllr Domoney he has advised Council:

Given the Air Marshal's speech attempting to mobilise preparation for war with Russia "A new era for defence doesn't just mean our military and government stepping up – as we are – it means our whole nation stepping up".

<https://www.gov.uk/government/speeches/chief-of-the-defence-staff-speech-15-december-2025>

- a) The War Planning Group is one I started working on earlier this year. I have discussed it with you and Freddie Gulliver (Suffolk Emergency Planning Officer) in previous correspondence but nothing has happened.
- b) 50 years ago, I was taught the sequence by which the public are prepared for War when I was a Nuclear, Biological and Chemical Warfare Instructor in BAOR (British Army on the Rhine) trained at Porton Down.
- c) 50 years ago, we practiced having four hours' notice to head for our survival locations and hang on and engage the enemy. Frank King (Army General) wanted us to stop the Enemy reaching the Rhine for 10 days.
- d) We passed a milestone last week, so I judged it is time to be proactive and used my initiative. It is all downhill from here.
- e) Lavenham is not a military target but the citizens can be expected to be affected by strikes on Nearby Targets.
- f) Drawing on lessons from the battles in Eastern Europe I am expecting for the electricity systems to be knocked out and to need to survive on our own resources for 14 days until the systems are restored. The citizens need to be informed that planning is ready to cope with the effects of such an outage scenario under the headings of Feeding People, Fire and Rescue and Accommodation, and Medical Services.
- g) Extra scenarios are being prepared to cope with catastrophic scenarios. We would be judged negligent if prudent planning isn't being done by someone in the village.
- h) Cllr Domoney started the Group. Charles Posner is tracking the news that gets through the news blackout but is not a member of the group.
- i) The Group intends to ask Mr Gulliver about what firefighting measures to take with 200 wooden framed buildings in the village. Loss of electricity will cut power to the water pumps.

LAVENHAM PARISH COUNCIL:

- j) He is concerned that the Lavenham First Responders Group may be dormant. Coping with routine medical problems for 14 days on our own resources might be challenging. Coping with catastrophic events might overwhelm available resources.

The Suffolk CC issued template for the Community Emergency Plan document does not refer to war. The appeal for volunteers contained within it begins 'Normally, emergencies are dealt with by emergency services, local authority and other key responders, who have well-rehearsed plans to deal with situations. However, there may be circumstances such as widespread flooding, heavy snow or severe storm damage, where the arrival of the emergency services and other responders could be delayed, or when essential utilities and highways access may be compromised'.

Motion to appoint Trustees to the Lavenham Exhibition Endowment

Mr Graham Pattick, Clerk to the Governors, has written to the Council explaining that:

'Lavenham Parish Council is entitled to appoint two trustees (known as 'governors') to the foundation known as the Lavenham Exhibition Endowment. The charity is registered with the Charity Commission No. 310469. At present both of the P.C.'s trusteeships are vacant.

I should be grateful if you could add this matter to an agenda of the Parish Council for the Councillors to make their decisions.

For your information Mr Jeremy Robinson (Preston St Mary) was appointed as a governor by Lavenham Parish Council at the P.C. meeting in November 2020. His 5 year term of office has just ended and he is eligible and willing to stand for re-appointment should the P.C. so wish. The existing governors have suggested that the P.C. might wish to consider appointing Mr Robert Norman (Frogs Hall Road) to the other vacancy..

A brief background. The Endowment was established in the 17th century to provide for the education of 3 Lavenham boys at Bury St Edmunds. Following changes approved by the Charity Commission in the late 19th century and more recently, the modest income now derived from the endowment is applied for small grants given to young people, resident in Lavenham, towards the expenses of their further education'.

Financial information (added by PC Clerk):

Financial period end date						
	Income / Expenditure	31/12/2020	31/12/2021	31/12/2022	31/12/2023	31/12/2024
<input checked="" type="checkbox"/> 	Total gross income	£445	£340	£95	£163	£159
<input checked="" type="checkbox"/> 	Total expenditure	£818	£0	£800	£300	£0

LAVENHAM PARISH COUNCIL:

List of Current Trustees (added by PC Clerk):

4 Trustee(s)

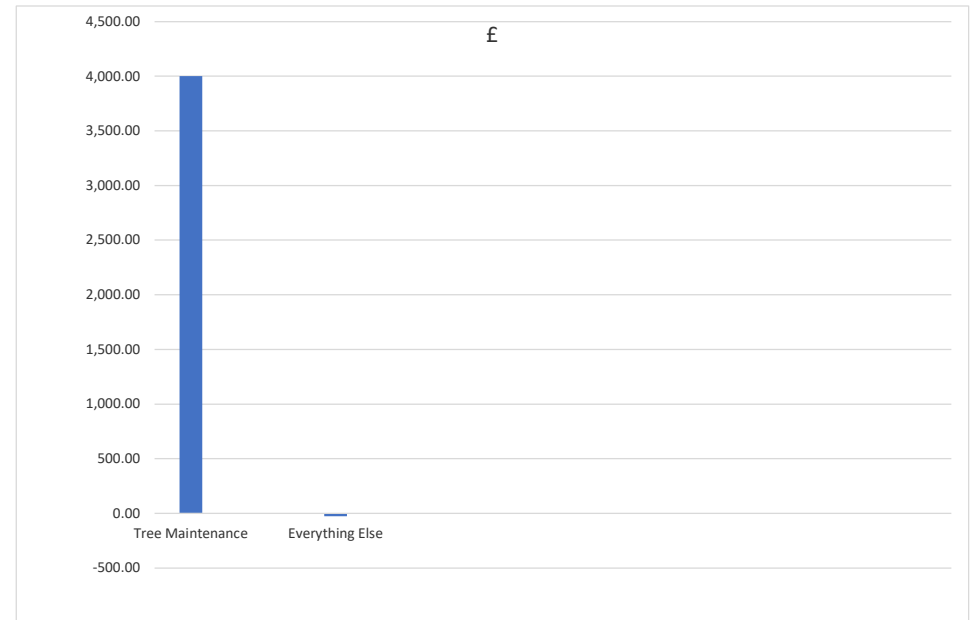
Name	Role	Date of appointment	Other trusteeships	Reporting status of other trusteeships
DAVID GRIMWOOD DEACON	Chair		None on record	
JANE TERESA GOSLING	Trustee	09 October 2023	LAVENHAM CHARITIES FOR THE POOR	Received: On time
			LAVENHAM EXHIBITION AND MUSEUM TRUST	Received: On time
JEREMY ROBINSON	Trustee	30 October 2012	LAVENHAM CHARITIES FOR THE POOR	Received: On time
JILL MARGARET JONES	Trustee		None on record	

Motion: Council appoints Mr Jeremy Robinson and Mr Robert Norman as Trustees to the Lavenham Exhibition Endowment.

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Oct Actual Mth	Nov Actual Mth	Actual YTD	Reforecast 2 YTD	Favourable /(Adverse)	Notes
Precept	10,194.33	10,194.33	10,194.33	10,194.33	10,194.33	10,194.33	10,194.33	10,194.33	81,554.67	81,554.67	0.00	No variance
Babergh Cleansing Grant	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	8,888.88	8,888.88	0.00	No variance
Fixed Income	11,305.44	11,305.44	11,305.44	11,305.44	11,305.44	11,305.44	11,305.44	11,305.44	90,443.55	90,443.55	0.00	
Burial Fees	92.00	1,397.00	37.00	725.00	1,255.00	360.00	0.00	835.00	4,701.00	4,701.00	0.00	No variance
Car Park and Toilet Donations	233.97	271.05	221.80	276.55	257.70	300.55	226.30	118.95	1,906.87	1,887.92	18.95	Not significant
Other Donations	0.00	0.00	94.95	0.00	0.00	300.00	0.00	0.00	394.95	394.95	0.00	No variance
EV Charging Income	247.90	165.87	248.76	265.51	0.00	0.00	0.00	0.00	928.04	928.04	0.00	No variance
Interest Received	400.00	548.06	400.00	400.00	530.06	400.00	400.00	400.00	3,478.12	3,478.12	0.00	No variance
Variable Income	973.87	2,381.98	1,002.51	1,667.06	2,042.76	1,360.55	626.30	1,353.95	11,408.98	11,390.03	18.95	
Total Income	12,279.31	13,687.42	12,307.95	12,972.50	13,348.20	12,665.99	11,931.74	12,659.39	101,852.53	101,833.58	18.95	Variable depending on number of deaths and Interest Rates
Management Costs	7,813.04	6,813.04	3,903.04	3,607.04	4,184.04	3,895.04	3,954.04	3,914.04	38,083.32	38,119.28	35.96	Not significant
Office costs	733.32	818.14	976.68	649.68	724.68	711.26	906.26	691.62	6,211.63	6,300.89	89.26	Not significant
Costs of Democracy	0.00	0.00	2,073.00	-727.70	0.00	0.00	0.00	0.00	1,345.30	1,345.30	0.00	No variance
Street Cleaning and Green Maint	3,163.84	3,000.51	2,984.13	5,487.47	3,199.47	6,172.47	2,987.47	3,774.95	30,770.31	34,934.91	4,164.60	£4,000 was included for safety related tree work which will be done in Dec or Jan
Public Realm	1,017.53	971.52	617.53	613.24	613.24	613.24	613.24	613.24	5,672.79	5,650.79	-22.00	Not significant
Toilet Costs	1,266.61	3,066.28	1,119.69	947.37	1,958.73	1,408.05	916.94	1,975.51	12,659.14	12,684.20	25.06	Not significant
Water St	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	2,116.20	2,116.20	0.00	Not significant
Community Events including Grants	375.00	500.00	0.00	0.00	350.00	1,500.00	0.00	513.17	3,238.17	2,725.00	-513.17	Replacement Christmas Lights
EV Costs	179.72	76.14	138.77	113.34	12.64	12.64	12.47	12.24	557.96	566.17	8.21	Not significant
Sinking Fund	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	8,000.00	8,000.00	0.00	No variance
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	166.67	166.67	Contingency
Total Costs	15,813.58	16,510.15	13,077.36	11,954.96	12,307.32	15,577.22	10,654.94	12,759.29	108,654.82	112,609.40	3,954.58	Safety related tree work which will be done in Dec or Jan
Surplus/(Deficit)	-3,534.27	-2,822.73	-769.41	1,017.54	1,040.89	-2,911.23	1,276.80	-99.90	-6,802.30	-10,775.82	3,973.53	Safety related tree work which will be done in Dec or Jan
Funded by NCIL: LNP	124.00	0.00	0.00	30.00	1,000.00	16.00	40.00	0.00	1,210.00	1,210.00	0.00	No variance

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Oct Actual Mth	Nov Actual Mth	Actual YTD	Reforecast 2 YTD	Favourable /(Adverse)
Staff salaries and Other Consultancy Costs	7,674.04	6,774.04	3,774.04	3,474.04	3,774.04	3,795.04	3,774.04	3,774.04	36,813.32	36,839.28	25.96
Audit and Payroll bureau costs	139.00	39.00	129.00	133.00	410.00	100.00	180.00	140.00	1,270.00	1,280.00	10.00
Management Costs	7,813.04	6,813.04	3,903.04	3,607.04	4,184.04	3,895.04	3,954.04	3,914.04	38,083.32	38,119.28	35.96
Telephone & broadband	83.93	78.04	78.04	78.04	78.04	78.04	78.04	78.04	630.21	630.21	0.00
Website Dev and .gov	104.80	184.80	64.80	64.80	64.80	154.80	119.80	64.80	823.40	823.40	0.00
Accounting software & computer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Materials	9.99	20.70	11.24	11.24	11.24	11.24	11.24	81.60	168.49	106.89	-61.60
Data Protection	0.00	0.00	0.00	0.00	0.00	0.00	47.00	0.00	47.00	47.00	0.00
Subscriptions & Insurance	278.22	278.22	278.22	278.22	278.22	282.80	282.80	282.80	2,239.48	2,248.34	8.86
All Training/Clr expenses	0.00	0.00	288.00	33.00	36.00	0.00	35.00	0.00	392.00	442.00	50.00
Room hire PC meetings	72.00	72.00	72.00	0.00	72.00	0.00	108.00	0.00	396.00	468.00	72.00
Office Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Digital mapping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parish Office business rates	101.05	101.05	101.05	101.05	101.05	101.05	101.05	101.05	808.38	808.38	0.00
Parish Office rent	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	666.67	666.66	0.00
Office Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	60.00	20.00
Office costs	733.32	818.14	976.68	649.68	724.68	711.26	906.26	691.62	6,211.63	6,300.89	89.26
Cost of Democracy	0.00	0.00	2,073.00	-727.70	0.00	0.00	0.00	0.00	1,345.30	1,345.30	0.00
Green Maintenance	1,178.86	1,137.23	1,137.23	1,137.23	1,337.23	1,137.23	1,137.23	1,137.23	9,339.47	9,339.47	0.00
Tree Maintenance and Care	0.00	0.00	0.00	2,550.00	0.00	3,200.00	15.00	0.00	5,765.00	9,765.00	4,000.00
Street cleansing	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	11,830.71	11,830.71	0.00
Refuse collection bins & dog bins	371.00	232.92	232.92	186.25	221.25	221.25	221.25	221.25	1,908.11	1,825.18	-82.92
Chapel Business Rates	135.15	135.15	135.15	135.15	135.15	135.15	135.15	135.15	1,081.17	1,081.17	0.00
All cemetery management	0.00	16.38	0.00	0.00	27.00	0.00	0.00	24.48	67.86	93.38	25.52
Play equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	778.00	778.00	1,000.00	222.00
Street Cleaning and Green Maint	3,163.84	3,000.51	2,984.13	5,487.47	3,199.47	6,172.47	2,987.47	3,774.95	30,770.31	34,934.91	4,164.60
Street furniture	400.00	353.99	0.00	0.00	0.00	0.00	0.00	0.00	753.99	803.99	50.00
Street Lighting energy	530.00	530.00	530.00	530.00	530.00	530.00	530.00	530.00	4,240.00	4,168.00	-72.00
PWLB interest	87.53	87.53	87.53	83.24	83.24	83.24	83.24	83.24	678.80	678.80	0.00
Public Realm	1,017.53	971.52	617.53	613.24	613.24	613.24	613.24	613.24	5,672.79	5,650.79	-22.00
Church Street energy	83.29	141.91	80.00	71.17	65.98	81.33	63.84	94.91	682.43	797.52	115.09
Church Street water	0.00	399.03	0.00	0.00	444.71	0.00	0.00	435.30	1,279.04	1,211.24	-67.80
Church St Toilets Business Rates	67.37	67.36	67.37	67.37	67.36	67.37	67.37	67.37	538.92	538.92	0.00
Prentice St Water	0.00	180.35	0.00	0.00	218.44	0.00	0.00	246.72	645.51	608.79	-36.72
Prentice St non EV energy	40.45	37.27	44.17	26.32	28.51	30.49	29.50	29.90	266.61	278.71	12.10
Donation Points	194.05	35.90	35.90	35.90	35.90	35.90	35.90	35.90	445.35	447.15	1.80
Washroom Cleaning & Consumables	771.45	843.95	892.25	746.61	792.83	917.99	720.33	825.41	6,510.82	6,541.41	30.59
Washroom Minor Maintenance	110.00	1,360.50	0.00	0.00	304.99	274.97	0.00	240.00	2,290.46	2,260.46	-30.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Toilet Costs	1,266.61	3,066.28	1,119.69	947.37	1,958.73	1,408.05	916.94	1,975.51	12,659.14	12,684.20	25.06
Water Street green maintenance	48.29	48.29	48.29	48.29	48.29	48.29	48.29	48.29	386.33	386.33	0.00
Water Street Business Rates	216.23	216.23	216.23	216.23	216.23	216.23	216.23	216.23	1,729.87	1,729.87	0.00
Water St	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	2,116.20	2,116.20	0.00
Small Grants (combined)	375.00	500.00	0.00	0.00	350.00	1,500.00	0.00	0.00	2,725.00	2,725.00	0.00
Christmas trees/lighting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	513.17	513.17	0.00	-513.17
Xmas Eve Community Carols	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1st Meadow summer facilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Misc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bellward Award	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Events including Grants	375.00	500.00	0.00	0.00	350.00	1,500.00	0.00	513.17	3,238.17	2,725.00	-513.17
EV Costs	179.72	76.14	138.77	113.34	12.64	12.64	12.47	12.24	557.96	566.17	8.21
Sinking Fund	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	8,000.00	8,000.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	166.67	166.67
Total Expenses	15,813.58	16,510.15	13,077.36	11,954.96	12,307.32	15,577.22	10,654.94	12,759.29	108,654.82	112,609.40	3,954.58
Surplus/(deficit)	-3,534.27	-2,822.73	-769.41	1,017.54	1,040.89	-2,911.23	1,276.80	-99.90	-6,802.30	-10,775.82	3,973.53
Funded by NCIL: LNP	124.00	0.00	0.00	30.00	1,000.00	16.00	40.00	0.00	1,210.00	1,210.00	0.00

Precept	0.00	Type	£
Babergh Cleansing Grant	0.00	Tree Maintenance	4,000.00
Burial Fees	0.00		
Car Park and Toilet Donations	18.95	Everything Else	-26.47
Other Donations	0.00		
EV Charging Income	0.00		
Interest Received	0.00		
Management Costs	35.96		
Office costs	89.26		
LNP	0.00		
Street Cleaning and Green Maint	4,164.60		
Public Realm	-22.00		
Toilet Costs	25.06		
Water St	0.00		
Community Events including Grants	-513.17		
EV Costs	8.21		
Contingency	166.67		
	3,973.53		3,973.53



		Mar 25	Nov 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	1,292.70	-528.31	Burial Income Accrued of £1,060 at March.
Prepayments		1,095.98	4,882.60	3,786.62	Mainly Business Rates and Insurance
VAT Refunds		3,926.07	1,560.94	-2,365.13	Playquip and Suffolk Street Lights VAT now recovered
		<u>6,843.06</u>	<u>7,736.23</u>	<u>893.18</u>	
Cash at Bank	Bus Prem	394,845.94	429,415.11		
	Current Acc	3,242.82	3,014.23		
		<u>398,088.76</u>	<u>432,429.34</u>	<u>34,340.58</u>	Precept and Cleaning Grant for whole year received
Trade Creditors		-21,393.91	-5,938.00	-15,455.91	Playquip and Suffolk Street Lights now paid
Accruals		-16,511.59	-25,226.39	8,714.81	Legal Fee Accrual £8,000
Deferred Income		0.00	-45,221.77	45,221.77	Precept and Cleaning Grant for whole year received
Lights Creditor		-129,600.30	-129,600.30	0.00	No change
		<u>-167,505.80</u>	<u>-205,986.47</u>	<u>38,480.67</u>	
Loans		-66,059.55	-62,824.93	-3,234.62	Capital Repayments made
Net Assets		<u>318,300.91</u>	<u>318,288.62</u>	<u>-12.30</u>	
General Funds		195,927.66	192,597.67	-3,330.00	The deficit YTD
Ballot Fund		4,800.00	3,527.70	-1,272.30	20 mph scheme Parish Poll Cost
Lavenham Funds in Trust		1,500.00	1,500.00	0.00	No change
Street Fair Fund		6,265.37	4,065.37	-2,200.00	VE Day and VJ Day and Christmas Event
Sinking Fund		46,995.64	54,995.64	8,000.00	Being increased by £1,000 per month
NCIL		62,812.24	61,602.24	-1,210.00	LNP
Total Reserves		<u>318,300.91</u>	<u>318,288.62</u>	<u>-12.30</u>	
Imbalance		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

	B/F	Per I and E	VE Day and VJ Day	20 mph Poll	Christmas Event	LNP NCIL	Other	C/F	
General Funds	195,927.66	-6,802.30	700.00	1,272.30	1,500.00	0.00	0.00	192,597.67	0.00
Ballot Fund	4,800.00	0.00	0.00	-1,272.30	0.00	0.00	0.00	3,527.70	0.00
NCIL	62,812.24	0.00	0.00	0.00	0.00	-1,210.00	0.00	61,602.24	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	8,000.00	0.00	0.00	0.00	0.00	0.00	54,995.64	0.00
Street Fair Fund	6,265.37	0.00	-700.00	0.00	-1,500.00	0.00	0.00	4,065.37	0.00
Total Reserves	318,300.91	1,197.70	0.00	0.00	0.00	-1,210.00	0.00	318,288.62	0.00

Current

31/10/2025	Balance Brought Forward	4,917.20
03/11/2025	Toilet Income: Card	26.60
05/11/2025	NEST: Pension Contributions	-174.33
06/11/2025	Supplier Payment: British Gas	-13.09
07/11/2025	Burial Income Luxsigns	285.00
10/11/2025	Toilet Income: Card	1.90
11/11/2025	Supplier Payment: British Gas	-67.03
12/11/2025	Andrew Smith Oct Net Wages	-2,368.72
12/11/2025	Christmas Event Grant	-1,500.00
12/11/2025	Supplier Payment: SALC	-42.00
12/11/2025	Supplier Payment: Village Hall	-108.00
12/11/2025	Supplier Payment: Royal British Legion	-40.00
12/11/2025	Supplier Payment: Onsite IT	-77.76
12/11/2025	Supplier Payment: Community Action Suffolk	-114.00
12/11/2025	Supplier Payment: Seago and Stopps	-144.00
12/11/2025	Supplier Payment: Infinity Cleaning	-864.40
12/11/2025	Supplier Payment: Bartletts Box Bushes	-2,898.00
12/11/2025	Supplier Payment: JPB Landscapes	-3,197.23
12/11/2025	Transfer from Premium Account	10,000.00
12/11/2025	Burial Income: Deacons	550.00
13/11/2025	Supplier Payment: Paul Holland	-90.00
13/11/2025	Supplier Payment: British Gas	-30.97
18/11/2025	Toilet Donation: Cash	75.00
19/11/2025	Supplier Payment: EE	-12.96
21/11/2025	Supplier Payment: BT	-80.69
25/11/2025	Supplier Payment: Festive Lights	-615.81
26/11/2025	Supplier Payment: Amazon Sound Recorder	-84.43
26/11/2025	Supplier Payment: Command Pest Control	-87.00
26/11/2025	Supplier Payment: Paul Holland	-150.00
27/11/2025	Supplier Payment: Paya Go Cardless	-43.08
27/11/2025	Supplier Payment: Anglia Water	-24.48
28/11/2025	Supplier Payment: HP Inks	-13.49
28/11/2025	Supplier Payment: Amazon Prime	4.49
01/12/2025	Supplier Refund: Amazon Prime Smith	-4.49

30/11/2025 Balance Carried Forward 3,014.23

30/11/2025 Per Bank Statement 3,014.23
0.00

Premium

31/10/2025	Balance Brought Forward	438,063.89
12/11/2025	Transfer to Current Account	-10,000.00
17/11/2025	HMRC: VAT Refund	1,351.22

30/11/2025 Balance Carried Forward 429,415.11

30/11/2025 Per Bank Statement 429,415.11
0.00

Today: 01 Dec 2025



LAVENHAM PARISH COUNCIL

Transactions

COMMUNITY

20-83-50 00567094

Available balance	£2,372.11
Last night's balance	£3,018.72
Overdraft limit	£0.00

Showing 38 transactions between 03/11/2025 and 01/12/2025 from 01/11/2025 to 01/12/2025

Date	Description	Money in	Money out	Balance
01/12/2025	Direct Debit ANGLIAN WATER BUSI 1070882 DDR		-£435.30	£2,372.11
01/12/2025	Direct Debit ANGLIAN WATER BUSI 1070883 DDR		-£246.72	£2,807.41
01/12/2025	Debit Amazon Prime*ZR29K ON 28 NOV BDC		-£4.49	£3,054.13
01/12/2025	Counter Credit CHARITIES TRUST CP14679 BGC	£39.90		£3,058.62
28/11/2025	Counter Credit SMITH & Shaw Amazon Prime BGC	£4.49		£3,018.72

3018.72 -4.49 3,014.23

Today: 01 Dec 2025



LAVENHAM PARISH COUNCIL

Transactions

Business Premium ME

20-83-50 20567116

Available balance	£429,415.11
Last night's balance	£429,415.11
Overdraft limit	n/a

Showing 2 transactions between 12/11/2025 and 17/11/2025 from 01/11/2025 to 01/12/2025

Date	Description	Money in	Money out	Balance
17/11/2025	Counter Credit HMRC VTR XSV126000100262 BGC	£1,351.22		£429,415.11
12/11/2025	Funds Transfer 208350 00567094 FT 208350 00567094 FT		-£10,000.00	£428,063.89

429,415.11