

LAVENHAM PARISH COUNCIL

To: Members of Lavenham Parish Council

You are duly summoned to attend the Annual Meeting of Lavenham Parish Council to be held at 7.30 pm on Thursday 9th May 2024 at Lavenham Village Hall, Church Street, Lavenham.

Public Attendance

Members of the public and press are welcome to attend. At item 9 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. To elect a Chairman**
- 2. To elect a Vice-Chairman**
- 3. Apologies and approval of absences**
- 4. Co-option of Michael Sherman as Councillor**
- 5. Declarations of Interest**
- 6. To consider requests for dispensations**
- 7. To approve as accurate minutes of the last meeting of the Council**
- 8. Chairman's Announcements**
- 9. Public participation session (10 minutes)**
- 10. Local Authority Councillors' Reports**
- 11. Lavenham Neighbourhood Plan**
 - 11.a Receive report from LNP group**
 - 11.b Motion to approve the recommendations made by the Examiner**

12. Clerk/RFO report

- 12.a **Update concerning policies of Suffolk Highways.**
- 12.b **Updates concerning Public Realm maintenance and repairs including the Prentice St toilets.**
- 12.c **Update with respect to Car Parking Charges.**
- 12.d **Motion: to approve Accounts for the year ended 31 March 2024.**
- 12.e **Motion to approve Receipts and Payments for the month ended 31 March 2024.**
- 12.f **Motion to approve the Annual Governance and Accountability Returns and Internal Auditors Reports**
- 12.g **Motion to approve the purchase of two Speed Indicator device posts to be sited on Melford Rd**

13. Lorry Movement A1141

- 13.a **Verbal Update following meeting with James Cartlidge MP and Suffolk County Council.**
- 13.b **Motion to approve the purchase of signage advising lorries of the restrictions in Lavenham.**

14. Planning

Planning Group: To receive reports and recommendations.

15. Date of next meeting – Thursday 6th June 2024



Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 2nd May 2024

PARISH COUNCIL MEETING

Held on Thursday 4th April, commencing at 7.30 pm. in the Village Hall.

Full reports and supporting documents can be found on the Parish Council website under Meetings, April 2024 Meeting Pack. Paper copies are also available.

Present:

Chair: Cllr Irene Mitchell. Cllrs: Alison Bourne, Iain Lamont, Mary Morrey, Janice Muckian, Jane Ranzetta and Chris Robinson. Four members of the public.

Opening Statement by the Chair:

The Chair began by welcoming everyone and introduced herself.

The Chair explained to all present that this meeting is being recorded for the purpose of minute taking only and that after the minutes have been approved the 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.

She informed all present that she was intending to take Agenda Item 7 (Chairman's Announcements) immediately following item 4 (Approval of 7th March 2024 minutes).

1. Apologies and approval of absences

Apologies received from Cllrs Chick and Falconer. The Clerk reported that these absences had been explained. No apologies had been received from Cllr Domoney.

2. Declarations of Interest

No declarations of interest had been received.

3. Requests for Dispensations

The Clerk reported that none had been received other than those previously reported.

4. To approve as accurate minutes of the 7th March 2024 meeting of the Council

The Chair introduced the minutes emphasising that these had been on the Parish Council website for two weeks. The Clerk added that he had received no questions concerning the accuracy of the minutes.

Motion: to approve as accurate the minutes of the 7th March 2024 meeting of Council.

Proposed: Cllr Robertson

Seconded: Cllr Muckian

Decision: The minutes of the 7th March 2024 meeting of the Council were approved as accurate with no votes against. Cllrs Ranzetta abstained having not been present at that meeting.

5. Chairman's Announcements

A press launch event to communicate the expanded 753 service has been organised by the Bus Operator for 7th May in The Swan Hotel.

The County Council formal consultation on the 20mph speed limits is now open with a closing date of 19th April. Details are on the Parish Council website. The PC has been notified by some respondents to this external consultation, their dissatisfaction that some roads have been excluded; particularly Preston Road and Bridge Street Road. Residents of Melford Road have previously expressed their frustration

about its exclusion. The PC recognises that this proposal divides the crowd in at least three ways; those in favour, those opposed in principle and those disappointed it does not go far enough. In areas of the village where there is a proven need to calm traffic, that this scheme does not include, the PC could consider other methods of slowing speed within the 30mph limits providing this is initiated by residents.

A community letter from most Parish Councillors and a Community Council representative, seeking concessions for Lavenham and offering a route to making them financially attractive to Babergh had been sent to Cabinet which will consider the car park proposals on 9th April. The proposal has not materially changed since being looked at by the Overview and Scrutiny Committee. Encouraging comments had been received from Cabinet members. Permission will be sought from the signatories of the community letter to enable its publication on the PC website.

The torchlight procession planned for 23rd March by a local business was pursued with the Local Authorities and statutory agencies by both Parish and District Councillors. In summary the local business did not require a licence for this event but had the approval of the Babergh Safety Advisory Group which includes the Fire Service. The business had voluntarily decided to change its plans and had emphasised to the PC that it had not intended to and did not want to cause offence to the community.

The Chair had made her Councillor colleagues aware that she will not be seeking re-nomination as Chair of the Council at the Annual General Meeting which will take place on 9th May.

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.

A Member of the Public asked if the cost of the proposed 20 mph zone was known. He said that he had difficulty deciding whether to oppose or support the proposal without that information.

The Chair explained that at the Public Meeting convened to discuss the 20mph proposals Suffolk Highways representatives had made it completely clear that a costing exercise would only be carried when the final scheme design had been determined following the end of the Public Consultation.

The same Member of the Public asked if the steps could be reinstated on the path between the Bears Lane path and the Church St Car Park. The Chair explained that the Parish Council supports this idea in principle and is going to discuss a CIL application for this with Babergh Council.

A Member of the Public expressed thanks to Cllr Robinson for cleaning the roads signs.

The same Member of the Public asked if the Babergh Spring grass cutting schedule had started commenting that the Prentice St Car Park and Spring St were untidy. The Clerk agreed to contact Babergh Council to ascertain the start date. The Chair asked if the delay could be rewinding. The Clerk responded that he did not think this was the case as, to the best of his knowledge, Babergh had not consulted on rewinding in these areas.

The same Member of the Public asked why the results of the Water St traffic survey had never been published and commented on the apparent lack of progress.

The Chair replied that the results of the survey had been that there were very few conflicts consequent of the system in place but that increasing concerns had been reported to Council concerning the use of the road by lorries. She reported that at the instigation of Cllr Falconer a multi-agency meeting hosted by James Cartlidge MP will shortly be held to ascertain what can be done to reduce to alleviate this issue. The Parish Council has also asked Suffolk Highways for a signage only quote. The Clerk was asked to remind Suffolk Highways of this request. The Chair concluded by reminding all that at a meeting in Summer 2023 Cllrs had agreed that the Green Willows Footpath and Lorry issues were higher priorities than other Water St improvements.

7. Local Authority Councillors' Reports

Cllr Lindsay drew attention to his conversations with Suffolk Highways concerning the Melford Rd verge commenting that alternatives are the Parish Council hiring its own Contractor to do the work which is the responsibility of Suffolk Highways or forming a volunteer group with at least one of the volunteers having attended Suffolk Highways one day course.

The Chair expressed her concern that any action by the PC would set a precedent for many other maintenance responsibilities of other local and statutory authorities. Council, she said should properly consider whether it is prepared to accept the responsibilities of other local authorities without the funding to do so. She drew Councillors attention to a report in 'The Observer' newspaper which showed the average Parish Council precept rise in 2024/25 was some 8.5% with a cause being such activity creep. She commented that if an activity is informally absorbed by the PC it would be extremely difficult to persuade the other local or statutory authority to properly carry out that responsibility ever again. She also noted that the PC may have a willing group of volunteers one year but not another year.

Cllr Lindsay expressed satisfaction that the 753 bus service is going to be improved explaining that this was perhaps because it was an expansion of an existing service. It had not been possible to obtain the funding to establish a bus service between Hadleigh and the mainline railway station at Stowmarket. It also, he said, had highlighted the absence of a County Strategic Plan for investment in bus services.

The Clerk explained that neither Cllr Clover or Cllr Maybury was able to be present but had submitted a report which is on the Parish Council website. He read out a small, supplementary, note from Cllr Maybury which reported that Cllrs Clover and Maybury had attended a Babergh Council Housing briefing informing them that over 6.300 repair jobs had been completed in the last year and that new systems were being introduced to improve the stock condition survey and streamline and prioritise repairs. Additionally, Cllr Maybury had reported that the Planning Committee had recently approved plans for 48 new affordable homes in Bildeston comprising 13 rental and 35 shared ownership properties, the first affordable homes approved within the District since the May 2023 elections.

8. Clerk/RFO Report

General Update

- a) Speed Indicator Devices. Applications were submitted on March 13th for a Melford facing post between Green Willows and Peek Close and for an east facing post on the other side of the road to the existing post. These applications had been chased on March 26th.
- b) First Meadow replacement bridge. Cllr Robinson and the Clerk intend to meet shortly to review the quotes and consider further questions to ask the possible suppliers.
- c) Bears Lane Desire Line footpaths. The Clerk will enquire about the availability of CIL funding and has asked a contractor to quote.
- d) Green Willows Footpath and Street Light. The Clerk will shortly remind Highways of the need for them to prepare a CIL bid In May.
- e) The likely financial outturn for 2023/24 is now for a surplus slightly exceeding £30,000. The increase compared to the previously indicated surplus of £28,000 is largely because the annual street lighting and maintenance bill has been received from Suffolk County Council at an amount very similar to last year at £4,000 as compared to the budgeted £6,000.
- f) The Internal Auditor fee will be as last year, the aim is to get the accounts to him by the end of next week so that we can report his review to the May meeting.

Cllr Muckian commented that the surplus would be approximately £12,000 without the car parking/toilet donations which will shortly be much reduced and the unexpected and one-off donation of £3,000 for the care of the Box Bushes.

The Chair commented that the saving realised by turning the lights out in the middle of the night was approximately £2,000. The Clerk explained that the bill is more or less exactly equally split between the maintenance and electricity with the maintenance element being a fixed sum paid to Milestone not related to the actual repair costs. Cllr Ranzetta expressed concern about the quality of the maintenance, reporting that a light on Water St has never worked. The Chair asked all Cllrs to inform the Clerk of non-functioning lights.

8A) February 2024 Accounts

Received: The report prepared by the Clerk containing the February 2024 Accounts.

Noted from the Report: The Clerk explained that the variances to the reforecast in these Accounts are very similar in nature to those reported and discussed with respect to both the January and the December Accounts. The Clerk reminded Cllrs of these reporting, briefly, on the key variances.

Motion: to approve the accounts for the month ended 29 February 2024.

Proposed: Cllr Robinson

Seconded: Cllr Ranzetta

Decision: Approved unanimously.

8B) February 2024 Receipts and Payments

Received: The report prepared by the Clerk listing the February 2024 Receipts and Payments.

Noted from the Report: The Clerk explained the larger amounts and how the report ties up to the Bank Statements. No receipts or payments required further explanation.

Motion: to approve the Receipts and Payments for the month ended 29 February 2024

Proposed: Cllr Robinson

Seconded: Cllr Ranzetta

Decision: Approved unanimously.

8C) Communications Policy

The Clerk referred Councillors to the briefing paper and talked in turn through each of the highlighted key points. He emphasised that the law has grown considerably more complex with respect to individuals' rights regarding organisations holding information held about them. This also applies to correspondence with and about them. He noted the importance of the PC getting this right adding that it is also easy for Councillors and the Clerk to duplicate their problem solving and communication efforts and that a joined-up approach is required.

Cllr Ranzetta asked if the Communications Policy was consistent with the Privacy Policy. The Clerk confirmed that they were compatible.

Cllr Robinson asked if the Clerk had access to all the .gov email accounts. The Clerk explained that he did not have such access but if a valid Freedom of Information or other legal request was received he would have to inform the Chair and Vice-Chair and ask the IT Provider either for access or to do a search on his behalf.

Cllr Lamont emphasised the security of the .gov email addresses and that personal email accounts were too vulnerable to hacking.

Cllr Lamont asked if all negotiations with Contractors would in future be done by the Clerk. The Chair replied that whilst she recognised that when the Clerk had been part-time position Councillors had frequently taken on responsibilities that are within the role of the Clerk, that in the future, for the sake of propriety and record keeping, such matters should be in the control of the Clerk.

The Chair concluded by saying that the Clerk is not intending, in bringing forward this policy, to stifle Councillor activity and that the aim is to protect Councillors adding that should the Clerk require help from Councillors, for workload or other reasons, then he would ask for such help but this document set out the principles for normal working. She re-emphasised that the centralisation of record keeping was important for legal reasons and also for efficiency.

Motion: To approve the Communications Policy

Proposed: Cllr Muckian

Seconded: Cllr Morrey

Decision: Approved unanimously.

8D) Ensuring that all spending decisions reference the relevant legal authority.

The Clerk explained that all PC expenditure must be lawful and referred Councillors to the briefing paper which detailed the matters on which the PC can incur expenditure. He reminded Cllrs of the motion which had to be passed with respect to Grants at the March 7th meeting of Council to ensure that a past item of expenditure was lawful.

The Chair asked if the law applied to all monies held by the Council regardless of their source e.g. Donations. The Clerk replied that it did.

Motion: To ensure that all spending decisions reference the relevant legal authority.

Proposed: Cllr Bourne

Seconded: Cllr Ranzetta

Decision: Approved unanimously.

9) Note with respect to Speedwatch

Cllr Ranzetta reported that at the Public Meeting concerning the 20mph proposals she had offered to help with a Speedwatch group and invited Members of the Public to contact her. None had.

Cllr Ranzetta added that the Clerk had organised a meeting with the Speedwatch lead from Great Waldingfield. The meeting had been most useful. He had advised us that we will need team of at least 6 volunteers with each session needing 3 volunteers, 1 with the speed gun, 1 with the clipboard and 1 to help. The helper dictates vehicle details. No sessions are held in the dark, rain or in foggy, icy etc conditions. Each report needs Car Registration and two out of Make, Model and Colour to match.

Suffolk Police will approve the sites, supply equipment and on-site training. There is no need to travel to complete the required training as is required by Suffolk County Council for the working on the Highway course. Additionally, 'train the trainer' is possible, meaning that Suffolk Police are not required to attend to train those who volunteer after the scheme has started.

The minimum speed tolerance is 10% plus 1 mph. So, in a 30mph area the lowest speed recorded is 35 mph. Suffolk Police send a letter to first offenders, a sterner letter to second offenders and visit subsequent offenders.

The Clerk suggested that the SIDS should be put in first and then a Speedwatch should be considered.

Decision: The report was noted.

10) Motion to approve quote for spraying and ongoing care of the Churchyard Box Bushes

The Clerk read to the Meeting the answers to the questions which the previous Meeting of Council had asked the Clerk to raise with the Contractor.

The highlights of the responses were that in his opinion:

- a) The shrubs are currently in relatively good health. Some are struggling more than others as would be expected, but overall, they appear to be in good shape and he would expect the general lifespan to be at least 20-40 years. However, with a good maintenance and health care programme, this could be much longer.
- b) Three spray treatments should be applied this season. Going forward this could be dropped to one treatment and then monitor for any localised outbreaks of Box Caterpillar and blight. At this stage one treatment would be relatively ineffective as there is a need initially to gain control of the caterpillar population and incidence of blight. This is best achieved with a programme of treatments.
- c) Nematodes can be used, and certainly are a future option. They are utilising bio controls in tandem with conventional treatments with some positive effects recently. However, they would still recommend the use of the conventional treatment programme to begin with and then use

bio controls to maintain populations of caterpillar. Nematode application for Box Caterpillar is a little more expensive than the conventional treatment but could very much be an option. This is a service they provide. The use of nematodes is often not quite as successful as the conventional treatment, which is why we use it primarily to maintain populations rather than rely on nematodes to reduce numbers.

d) He recommended pruning in September this year.

The Chair commented on the labour intensive nature of using nematodes suggesting these are more appropriate in a small garden. She asked the Clerk to confirm that the ongoing costs of annual maintenance of these bushes is likely to be £3,000 per annum. The Clerk confirmed.

Cllr Robinson said that he had not previously realised how old these bushes are and their significance to the Public Realm. Cllr Morrey concurred as did Cllr Lamont highlighting that the budget was there to do the work and that the PC had recently underspent on tree maintenance. Cllr Ranzetta asked if any of the bushes were at the end of their life cycle. The Chair responded that no such conditions had been reported and that should any get to that state then they could be replaced by alternatives.

Motion: To ask the Contractor to proceed with the spraying of the bushes, three treatments at a total cost of £1,140.

Motion: To ask the Contractor to prune and feed the bushes later in the year, cost £2,300 and fertilise cost £380 with 10% contingency added.

Proposed: Cllr Lamont

Seconded: Cllr Bourne

Decision: Approved unanimously.

11) Motion to approve Public Realm Repairs

Cllr Morrey reported that together with the Clerk, she had surveyed the stock of Benches, Grit Bins, Notice Boards, Green Pumps, Litter Bins and Planters. Most of the items she said were in a good state of repair. The Planters, a small number of the benches and nearly all the Litter Bins need a wash, one damaged Grit Bin needs replacement (now done), the Green Pumps and the Notice Boards need repainting.

The Chair asked if the plaques in place at the green pumps could be included in the maintenance work and whether the litter bins could be washed once a quarter. The Clerk was asked to ascertain whether the maintenance of the litter bins was a Parish responsibility.

Cllr Robinson explained that he was intending to shortly wash some of the litter bins and could repaint the notice boards. The Chair welcomed his help. Cllr Lamont asked if the Planters could be painted. Cllr Morrey agreed.

The Clerk explained that Dog Bins had been omitted from the list. Cllr Lamont said that he had a list of the repairs required.

Motion: to seek the services of local tradesmen to carry out this work, including dog bin repair, without delay..

Proposed: Cllr Robinson

Seconded: Cllr Ranzetta

Decision: Approved unanimously

12a. To receive an update on Planning Decisions received in March 2024

The Clerk reported that application numbers 483 (57 High St) and 332 (The Hall, Hall Rd) have been approved by Babergh Planning despite the PC's recommendations of refusal.

12b. Planning Applications for Consideration

Cllr Lamont explained that the Planning Group had been unable to meet and so the published recommendations are his alone.

DC/24/01050

Erection of single storey side extension 15 The Paddocks

Application is for a garden room, attached to the rear of the garage. This extension is on a large plot away from the boundaries and any adjacent properties. This application is outside the settlement boundary. It was originally proposed as a separate outbuilding in application DC/23/04410 (refused), It was not acceptable under the recently adopted Babergh Joint Local plan policy SP03. However, in policy LP03, extensions are acceptable and this application meets the criteria.

Recommendation: Recommend approval.

Cllrs commented on the unusual location of the proposed garden room attached as it is to the rear of the garage. Policy LP03 was read.

Proposed: Cllr Lamont

Seconded: Cllr Robinson.

Decision: Approved. Cllrs Ranzetta and Morrey abstained.

DC/24/01197

The Great House Hotel, Market Place.

Creation of outdoor courtyard to form an additional meeting room, WC and glazed walkway. Minor internal alterations (Alternative proposal to that approved under DC/21/01919).

DC/24/01199

Listed Building Consent The Great House Hotel, Market Place.

Creation of outdoor courtyard to form additional meeting room, WC and glazed walkway. Minor internal alterations (Alternative proposal to that approved under DC/21/01920)

Recommendation: Recommend approval.

Cllr Lamont commented that the alterations proposed in the application are more modest than the changes approved in previous application DC/21/01920 granted July 2021. This included an enclosed passageway to a new kitchen in the location of the proposed meeting room.

The Chair commented that she had visited the site and this proposal does not involve any structural work to a Listed Building.

Proposed: Cllr Lamont

Seconded: Cllr Muckian

Decision: Approved unanimously.

The Chair reported to Council that the PC had commented on the appeal made to the Planning Inspector by the applicants in respect of building six houses on land west of Bury Rd. A significant part of the appeal is a complaint about the Babergh Council Process with respect to this application. The appeal also lays significant emphasis on policy H1 LNP 2016 and that Babergh Council has erred in law.

13 Date of next meeting

Annual Parish Meeting: Thursday 18th April 2024 7.30 pm in the Village Hall.

Annual Council Meeting: Thursday 9th May 7.30pm in the Village Hall.

The meeting closed at 9.35pm.

LNP2 EXAMINATION REPORT PUBLICATION – NEXT STEPS

Our LNP2 Examiner's report was published on 11 April. It can be viewed on the Parish Council's website home page, which can be accessed using the following link: www.lavenham-pc.gov.uk

Our Examiner has recommended a long list of modifications to the version of LNP2 submitted by the Parish Council to Babergh District Council (BDC) in May 2023:

- Many are wholly positive and improve LNP2;
- Some others are also positive and have a neutral impact on LNP2;
- A very few are not positive.

Our Examiner has praised our work in preparing LNP2 – please see the following quotes from her report:

- *I am satisfied that the pre-submission consultation and publicity has met the requirements of Regulation 14 in The Neighbourhood Planning (General) Regulations 2012. The consultation and publicity went well beyond the requirements, and it is clear that the qualifying body went to considerable lengths to ensure that local residents were able to engage in the production of the Plan. I congratulate them on their efforts. In particular, I congratulate them on their ability to continue with the production of the revision Plan during the challenging times of the pandemic. [paragraph 47]*
(This completely refutes criticisms that the process followed by, and followed on behalf of, the Parish Council was insufficient or inappropriate.)
- *Subject to my recommendations being accepted, I consider that the Lavenham Neighbourhood Plan 2 will provide a strong practical framework against which decisions on development can be made. [paragraph 5]*
- *As the LCSA [Landscape Character & Sensitivity Assessment 2023] is such an important background document, the Parish Council may wish to consider including it as an appendix to the Plan. [paragraph 274]*
- *As the Lavenham Design Guide 2023 is such an important background document, the Parish Council may wish to consider including the whole document as an appendix to the Plan, rather than just the Design Checklists in Appendix 3. [paragraph 289]*
- *The Plan is a well-written document, which is easy to read. [paragraph 312]*

The planning rules say that a neighbourhood plan that includes no opportunities for some new homes cannot be adopted. LNP1's approach to sustainable development is to allow mixed residential schemes outside but adjacent to (as well as inside) its settlement boundary, called the Built-Up Area Boundary (BUAB). This has enabled several 'edge of settlement' schemes to be developed.

LNP2 would take a different approach. Affordable homes schemes on exception sites outside the boundary would be allowed, together with a very small number of other exceptions required by the over-arching National Planning Policy Framework (NPPF), but not market housing schemes. This means that potential sites for market housing schemes are most likely to be on brownfield sites inside LNP2's settlement boundary, and it is also most likely that the size of such sites will vary.

Our Examiner recognises the strong community preference in LNP2 for residential schemes to be no larger than 12 units. But this preference, as expressed in LNP1 or LNP2, has never been a 'cap'. And to contribute to sustainable development, our Examiner recommends that LNP2 recognises there may be instances where schemes comprising a greater number of dwellings would be appropriate.

Next Steps – Choice Between Three Options

The Parish Council needs to decide between three broad options for the next steps:

1. Accept all recommended modifications and – on the assumption that BDC does the same – proceed to a local referendum later this year, and possible ADOPTION.
2. Ask BDC not to accept some recommended modifications, and to replace these modifications with alternatives drafted by us.
3. WITHDRAW LNP2 – because some or all of the proposed modifications are unacceptable to the Parish Council, and/or the modified LNP2 would be unlikely to be supported in a local referendum.

To help the Parish Council to choose between the three options, the attached schedule has been prepared showing:

- A. The policies that would continue to apply, if LNP2 were to be WITHDRAWN (option 3), and the implications of withdrawal.
- B. The policies that would come into force, if LNP2 were to be ADOPTED (option 1), and the implications of acceptance.

Policy Implications of LNP2 Withdrawal

The 42 LNP2 Policies have been categorised in this schedule by their implications of LNP2 withdrawal:

- A1 – the implication of an LNP2 policy being WITHDRAWN is really bad.
- A2 – the implication is somewhat bad, but not as bad as A1.
- A3 - the implication is acceptable.

14 Policies had an acceptable implication (A3). But twice as many policies (28 policies, 67%) had either a somewhat bad implication (A2, 18 policies) or a really bad implication (A1, 10 policies).

For example, if LNP2 policies LAV 13, LAV 17 and LAV 19 (three of the A1 policies) were to be withdrawn:

- New housing schemes within or adjacent to the LNP1 boundary could be permitted. Schemes up to 24 dwellings would be the strong community preference.
- Affordable housing schemes could be permitted on edge of village rural exception sites. Schemes up to 24 dwellings would be the strong community preference.
- No Local Green Spaces would be safeguarded.

Conversely, if these policies were to be accepted, there would be:

- Sustainable development inside LNP2's new settlement boundary, with schemes outside the new boundary very restricted – Schemes up to 12 dwellings would be the strong community preference.
- Small affordable housing schemes on rural exception sites well connected to the settlement and key services; and on exception sites for community-led developments, adjacent to the settlement boundary – Schemes up to 12 dwellings would again be the strong community preference.
- 19 Local Green Spaces safeguarded.

If LNP2 were to be withdrawn, what we would be left with in planning policy terms is the NPPF, the Babergh & Mid Suffolk Joint Local Plan Part 1 (JLP1), and LNP1. But where LNP1 neighbourhood policies (adopted in 2016) and JLP1 non-strategic policies (adopted 6 months ago) conflict, NPPF (paragraph 30) directs that the most recent policies (those in JLP1) would take precedence in Lavenham.

Although, by the same token and were LNP2 to be adopted, LNP2 neighbourhood policies would take precedence over JLP1 non-strategic policies in Lavenham.

Policy Implications of LNP2 Adoption

The 42 LNP2 Policies have also been categorised in this schedule by their implications of LNP2 adoption:

- B1 – the implication of an LNP2 policy being ADOPTED is really bad.
- B2 – the implication is somewhat bad, but not as bad as A1.
- B3 - the implication is acceptable.

39 policies (93%) had an acceptable implication (B3), while only three policies had a somewhat bad implication (B2), and zero policies had a really bad implication (B1).

For example, if LNP2 Policy LAV 29 (the specific mechanism to resist closure of retail units in Lavenham's Retail Core) – one of the three B2 policies – were to be accepted:

- The required marketing period before change of use would normally be 6 months.
- But 'normally' does indicate that the marketing period can be longer or shorter, where this would be considered helpful in achieving a successful and timely outcome.

Conversely, if this policy was to be withdrawn, the implication would be no change:

- This is because, since JLP1 was adopted in November 2023, decisions about the required marketing period have been based on JLP1 Policies LP10 and LP28 (normally six months), rather than on LNP1 Policy C9 (Lavenham's Retail Core).

So, our Retail Core policy has already been weakened by JLP1, and adoption or withdrawal of this policy would make no difference.

Conclusions and Recommendation

The LNP2 Examination outcome is not wholly positive – as illustrated by the Retail Core policy described immediately above, and the Examiner's sustainable development recommendation explained earlier.

But the bigger picture is very largely positive. The downside impact of option 3 (withdrawal) is clearly negative, and the upside impact of option 1 (accept all recommended modifications) is mostly positive – as shown by the policy implications of withdrawal and adoption described above.

The middle option 2 (seeking changes to the Examiner's recommended modifications) has a definite drawback of delay. Significant time would need to be invested in trying to achieve negotiated changes, without any obvious optimism for success. And the longer the delay, the more time before Lavenham's neighbourhood planning policies could take precedence locally over any JLP1 conflicting non-strategic policies.

So, the LNP Review Group recommends that the Parish Council chooses option 1 (accept all recommended modifications), and – on the assumption that BDC does the same – proceeds to a local referendum later this year, and possible adoption of LNP2.

Roy Mawford

Chair, LNP Revision Group

2 May 2024

Motion: To accept all the LNP2 Examiner's Recommended Modifications; also, to ask Babergh District Council similarly to accept these Modifications, and then to proceed to a local referendum.

IMPLICATIONS OF LNP2 WITHDRAWAL AND ADOPTION SCHEDULE

The full schedule is being uploaded to the LNP2 website, and can then be accessed using the following link:
<https://lavenhamnp2.onesuffolk.net/assets/LNP2-Examination-Final-Report-Next-Steps-Appendix.pdf>

Withdrawal

The fourth column of this schedule summarises the policy implications of LNP2 being WITHDRAWN. That column is headed *RAG Implication*.

RAG is red, amber and green:

- **Red** means the implication of a LNP2 POLICY BEING WITHDRAWN is really bad.
- **Amber** means the implication is somewhat bad, but not as bad as **Red**
- **Green** means the implication is acceptable.

RAGs BY LNP2 THEME:	Red	Amber	Green
One – Responding to the climate change emergency	0	12	0
Two – A flourishing community, sustainable and resilient	6	2	12
Three – Protecting our heritage and landscape	2	3	2
Four – Movement of people and vehicles	2	1	0
TOTAL – ALL THEMES	10	18	14

The policy implications are that, if LNP2 is WITHDRAWN, there are twice as many **Red** & **Amber** policies (10+18=28 of 42, 67%) than **Green** policies (14) identified in the schedule.

Adoption

The second column of this schedule summarises the policy implications of LNP2 being ADOPTED. That column is headed *TOP Implication*.

TOP is turquoise, orange and purple:

- **Turquoise** means the implication of a LNP2 POLICY BEING ADOPTED is really bad
- **Orange** means the implication is somewhat bad, but not as bad as **Turquoise**.
- **Purple** means the implication is acceptable.

TOPs BY LNP2 THEME:	Turqu.	Orange	Purple
One – Responding to the climate change emergency	0	0	12
Two – A flourishing community, sustainable and resilient	0	2	18
Three – Protecting our heritage and landscape	0	1	6
Four – Movement of people and vehicles	0	0	3
TOTAL – ALL THEMES	0	3	39

The policy implications are that, if LNP2 is ACCEPTED, there are zero **turquoise** policies and only three **Orange** policies identified in the schedule. 39 of the 42 policies (93%) are **Purple**.

Updates concerning policies of Suffolk Highways

- a) The Clerk reported the 30mph repeater sign which has been laying on the ground by Howletts Garage to Suffolk Highways.

This sign is close to the Melford Rd Junction, school bus drop-off points and is approximately 100 metres before the Parish Council Speed Indicator Device.

The following response was received:

Under the 2016 Traffic signs and regulations manual, local highway authorities are no longer obliged to replace or repair the smaller repeater speed signs. And in Suffolk we currently do not.

The Clerk asked if there was an appeal mechanism for signs the Parish Council considered important for road safety. The Suffolk office replied that there is not and much of their time is spent dealing with attempts at pushbacks.

- b) The Clerk reported the poor state of repair of a number of fingerpost signs to Suffolk Highways.

The following response was received:

Unfortunately, fingerpost signs are no longer routinely maintained. This would have to be funded by other means.

- c) The Suffolk Guide to Volunteer schemes has been received and is attached.

The maintenance of Finger post signs is permitted.
Only cleaning of Highways signs is permitted.

Debate and decision as to whether to join the scheme is intended to be an item for the June agenda.



COMMUNITY SELF-HELP SCHEME

**FOR COMMUNITY VOLUNTEERS
WORKING IN THE HIGHWAY**

Section 101 Local Government Act 1972

LAVENHAM PARISH COUNCIL:

1. INTRODUCTION

- 1.1 This agreement is to enable town / parish councils to undertake agreed works on or affecting the public highway subject to the terms set out below.
- 1.2 Suffolk County Council, as the highway authority, has a duty to uphold and protect the rights of the public to use and enjoy all highways for which it is responsible.
- 1.3 Suffolk County Council, as the highway authority, remains bound by statute (Highways Act 1980) to maintain the highway network in a safe condition. The County Council sets out in its policies the level of service it will provide to discharge its duty to maintain.

2. TERMS of the AGREEMENT

- 2.1 Suffolk County Council commits to:
 - Train 'Community Volunteers' in signing, lighting and guarding to ensure work locations suitably meet Chapter 8 of the Traffic Signs Manual.
 - Provide a selection of properly maintained tools, equipment and signs.
 - Provide public liability insurance (but no other forms of insurance) for any works done by the community volunteers provided that:
 - the work is done in accordance with Suffolk County Council's Highway Maintenance Operational Plan ("HMOP") and/or the Highways Infrastructure Asset Management Plan and
 - any necessary traffic management (including signs) is deployed by a Chapter 8 qualified person.
- 2.2 The town / parish council shall nominate one or more Community Volunteers as 'Community Volunteer Supervisors' who will lead the Community Volunteers, be the point of contact with Suffolk County Council, and shall:
 - Plan and prioritise the intended work of themselves and the Community Volunteers
 - Liaise with Suffolk Highways' Engagement Officer to avoid any clashes with work planned by Suffolk County Council, to arrange the loan of equipment (if needed) and to seek advice and assistance as appropriate

LAVENHAM PARISH COUNCIL:

- Produce and retain a written risk assessment for each piece of work
- Arrange for the collection, safe storage and return of any equipment borrowed from Suffolk County Council
- Ensure any defects meeting the intervention criteria stated in the HMOP are referred to Suffolk County Council through the online highways reporting tool (<https://highwaysreporting.suffolk.gov.uk/>) for assessment, when they are identified.
- Ensure that a suitably qualified person places and removes any traffic management barriers and signs in accordance with Chapter 8 of the Traffic Signs Manual

2.3 The Community Volunteer Supervisors may also act to:

- help people access information published by Suffolk County Council,
- help people use online reporting tools developed by Suffolk County Council,
- liaise on behalf of the community with neighbours to request them to discharge their responsibilities, for example for trimming back vegetation

3. Scope of Works

Under the terms of this agreement, the following range of work may be undertaken:

- 3.1 Weed clearance – removal of excess weed growth from footpaths and footways.
- 3.2 Sign cleaning – cleaning of highway signs
- 3.3 Painting street furniture – appropriate for previously painted street furniture such as heritage lighting columns, guard posts, pedestrian guardrails and bridge parapets
- 3.4 Siding out – removal of grass, soil and weeds encroaching upon footpaths and footways
- 3.5 Cleaning around gullies – removal of soil and debris from around gully frames and gratings.
- 3.6 Small drainage works – the removal of vegetation and debris from water

LAVENHAM PARISH COUNCIL:

channels (excluding ditches) and grips.

- 3.7 Grass cutting – cutting of grass verges and banks.
- 3.8 Finger post repairs – maintenance, replacement and repair of finger posts.
- 3.9 Hedge/tree cutting – cutting back of hedges on roadside banks and verges and small branches and offshoots of trees that obstruct the highway or obscure road signs.
- 3.10 Wildlife verge management – active management of verges to support native wildlife
- 3.11 Collect highway information – record the location of drainage features or other highway features.
- 3.12 Other works – as agreed with Suffolk Highways' Engagement Officer or other nominated authorised Suffolk Highways representative.

4. Conditions

The following conditions apply:

- 4.1 No works will be undertaken to the road surface level.
- 4.2 No works shall be undertaken by standing on the road surface unless the road is closed to all traffic or traffic management is in place in accordance with Chapter 8 of the Traffic Signs Manual
- 4.3 The traffic management must be provided by Highways Rangers (i.e. suitably qualified employees of town councils), Suffolk Highways or by a suitably qualified traffic management organisation, whose details are submitted to the County Council in advance of any works starting,
- 4.4 Annex A sets out the work that the local council wishes to undertake and whether the traffic management will be provided by Highways Rangers, Suffolk Highways or another suitably qualified traffic management organisation.
- 4.5 Annex A can be jointly amended by the local council and Suffolk County Council to reflect the scope of works that the local council may wish to undertake
- 4.6 No machinery or equipment, such as brush cutters, strimmers, chain saws

LAVENHAM PARISH COUNCIL:

sprayers etc., shall be used on the public highway without proof of competency of the machinery/equipment user along with current certification

- 4.7 All machinery and tools used in carrying out the works must be regularly and properly maintained, inspected and serviced to a safe standard of operation.
- 4.8 All works carried out in the highway must be carried out using suitable personal protective equipment (“PPE”) for the level of risk identified in the risk assessment.
- 4.9 The local council must maintain a full record of Community Volunteers and Community Volunteer Supervisors carrying out works and activities undertaken including risk assessments and provide any such records if requested by Suffolk County Council.
- 4.10 The local council will provide Suffolk County Council with an annual summary of all work it has undertaken under the terms of this agreement to provide an annual record of achievements and help promote the Community Self Help scheme.
- 4.11 The local council must ensure it complies with the General Data Protection Regulation 2018 and all other applicable data protection legislation. The Community Volunteers and Community Volunteer Supervisors must consent to their personal data being retained for the purposes of this agreement by Suffolk County Council before undertaking any work.
- 4.12 Any accident, incident, dispute or claim of which the local council becomes aware must be reported immediately to Suffolk County Council.

5. Insurance

- 5.1 Provided the local council carries out works in accordance with this agreement then any accidental damage to **third party property** or **injury to a third party** will be covered by Suffolk County Council’s public liability insurance.
- 5.2 In the event that the local council carries out works that are outside this agreement then the local council will be liable for any third-party injury or damage to property. In such circumstances, the local council will indemnify Suffolk County Council against any claims made against it, or any payments made by Suffolk County Council in consequence.
- 5.3 Suffolk County Council will **not** be liable for any damage to property

LAVENHAM PARISH COUNCIL:

belonging to or injury to any Highways Rangers or Highways Volunteers working on behalf of the local council, whether in a volunteering capacity or otherwise in carrying out works within the scope of this agreement.

- 54 The local council agrees to take out and maintain suitable public liability insurance cover to a minimum value of £5 million with an insurer reasonably acceptable to Suffolk County Council on terms that are sufficient to indemnify Suffolk County Council in accordance with paragraph 5.2 above and will allow Suffolk County Council to inspect the insurance certificate.

6. Agreement and Signatures

This agreement between Suffolk County Council andCouncil only relates to those activities undertaken in accordance with the Community Self Help Scheme and by its community volunteers.

ANNEX A

Summary of works to be undertaken by the town / parish council on roads where the designated speed limit is **30mph or less** (please tick where appropriate):

TYPE OF WORKS	WORK TO BE DONE	TRAFFIC MANAGEMENT PROVIDER		
		COMMUNITY VOLUNTEER SUPERVISOR	SUFFOLK HIGHWAYS	** OTHER ORGANISATION (Please name)
Weed clearance				
Sign cleaning				
Painting street furniture				
Cleaning round gullies				
Siding out				
Small drainage works				
Grass cutting				
Fingerpost repairs				
Hedge cutting				
Tree pruning/branch removal				
Wildlife verge management				
Other works (please detail):				

Summary of works to be undertaken by the town / parish council on roads where the designated speed limit is **40mph or more** (please tick where appropriate):

TYPE OF WORKS	WORK TO BE DONE	TRAFFIC MANAGEMENT PROVIDER	
		SUFFOLK HIGHWAYS	** OTHER ORGANISATION (Please name)
Weed clearance			
Sign cleaning			
Painting street furniture			
Cleaning round gullies			
Siding out			
Small drainage works			
Grass cutting			
Fingerpost repairs			
Hedge cutting			
Tree pruning/branch removal			
Wildlife verge management			
Other works (please detail):			

** 'Other organisation' can also mean the organisation providing the Highways Rangers.

Updates concerning the Public Realm.

- a) The Clerk has asked Paul Holland to do the minor tasks agreed by Council at the last meeting and quote for the repainting of the green pumps.
- b) The need for at least one replacement dog bin has been identified and tis will be purchased shortly. Minor repairs are required for other dog bins and these will shortly be actioned.
- c) The Clerk together (with the assistance of Cllr Robinson) identified approximately 10 Highways and street signs which are in a poor state of repair.

As reported under item 12b Highways have refused to fix the 30mph repeater signs and fingerposts but much more positively Babergh have agreed to fix the street signs with the exception of 'Potland Lane' reporting that:

'Potland Lane' is no longer an official or live street name so therefore we would be unable to replace the existing sign. We can see there are no addresses on our database using this road name either.

The ordnance survey map is out of date and will be updated on the next run.

The road is known as Hall Road with the addresses down there being on Hall Road

We are happy for the existing sign to remain in place as this is causing no harm or confusion.

- d) The unkempt nature of the Cock Alley footpath, the Prentice St car park and the entrance to the Church St Car Park have also been reported. Babergh is working through these reports and has now cut back most of these areas.
- e) The Water St pavement is on the 'to do' list of Milestone the maintenance contractor of Suffolk Highways. The Suffolk Highways Officer expressed his dismay at the delay. Highways are aware of the longstanding footpath works on Brent Eleigh Rd by an unknown utility company and are investigating.
- f) The Clerk invited the contractor who built the step free ramp in the Prentice St Car Park to consider what footpath might be established at the rear of the Church St Car Park which is a 'desire line' footpath between Bears Lane and the Car Park. The Contractor highlighted the gradient and the tree roots and suggested that only a path with steps would be possible suggesting a brick or sleeper type path with handrails.
- g) The Prentice St toilet drains have had to be cleared for the third time this year. The blockage would appear to be partly the lack of gradient within the Prentice St Car Park and partly a blockage in the Anglian Water main drain. The main drain problem has been reported to Anglian Water. Council will need to monitor this situation.

Car Parking charges

The Chair and the Vice-Chair together with the Parish Clerk and a representative from the Community Council have again met with Babergh Officers.

The Parish Councillors emphasised the key points in the letter sent by many Councillors to Babergh Cabinet members particularly:

- a) The request that off-street charges are delayed until such time that there is an agreed Joint Plan for the management of traffic in this village and the financial support from Babergh District and Suffolk County to make this happen is available
- b) If Cabinet members decide that these changes must be made in advance of parallel changes on-street then improvements need to be made to the proposals:
 - i. to protect community health and well-being services provided for local people and
 - ii. through the introduction of a Lavenham Car Parks vehicle permit scheme reduce the financial burden on local residents and workers.

Babergh Officers have confirmed that Cabinet Members continue to wish to implement the scheme. The idea of charging Blue Badge holders is not accepted but the possibility of Sunday charging is accepted with those additional revenues ring-fenced to alleviate community concerns.

Ideas which are being considered include:

- a) A machine could be installed in the Community Centre and the Surgery which allowed those who had entered their car registration numbers to receive a period of free parking.
- b) Passes could be given to those who regularly drop off their children at the pre-school to allow them to park whilst waiting for their children to be checked into the school and to collect their children. Equally a machine could be installed.
- c) Low cost annual permits could be offered.

Babergh Officers have however, so far, not shared any revenues or costing information which could be used to develop these proposals or responded to the Parish Council's question as to what contribution would be required from the Parish Council to eliminate parking charges whilst a 'whole of village' solution is developed.

In due course the Parish Council will need to consider what arrangements it wishes to introduce with respect to the Water St car park when Babergh change the arrangements for Prentice St and Church St. Water St is and must continue to be covered (the Parish Council not having a General Power of Competence) by the Babergh Traffic Regulation Order.

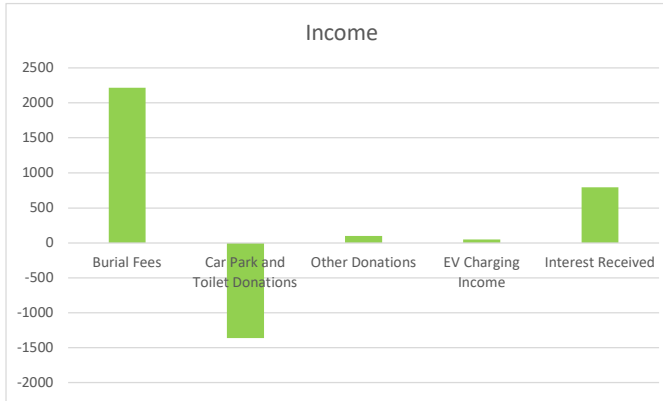
The PC will need to determine the key principles that will determine how the Water St car park is operated in the future. Possible principles include:

- a) Replicating the Church and Water St arrangements with the revenues either being returned, net of Babergh enforcement costs, to the PC (recognising the PC will lose much of its donations income) or being used for car park costs mitigations.
- b) Leaving Water St as free parking.
- c) Restricting the parking in Water St to certain groups on either a paid for or free basis.

Item 12d	Jan Actual Month	Feb Actual Month	Mar Actual Mth	Mar Actual YTD	Mar Reforecast YTD	Favourable /(Adverse)	Notes
Precept	9,175.00	9,175.00	9,175.00	110,100.00	110,100.00	0.00	No variance
Babergh Cleansing Grant	948.22	948.22	948.22	11,378.64	11,378.64	0.00	No variance
Fixed Income	10,123.22	10,123.22	10,123.22	121,478.64	121,478.64	0.00	
Burial Fees	1,981.00	1,122.00	363.00	12,183.00	9,967.00	2,216.00	Dependent on number of deaths, whole year income was £6,000 in 2022/23.
Car Park and Toilet Donations	495.17	852.45	947.40	16,687.20	18,048.55	-1,361.35	Cash £430, Card £371, Card and Cash Accruals cf £438 less bf £291. Overforecast largely due to heavy rainfall depressing visitor numbers
Other Donations	0.00	27.29	-130.00	3,828.65	3,731.36	97.29	Christmas Lights Donations
EV Charging Income	17.53	60.00	32.31	509.38	459.54	49.84	Per Electrode Statement
Interest Received	400.00	652.76	400.00	4,941.52	4,148.23	793.29	Higher interest rates persisted
Variable Income	2,893.70	2,714.50	1,612.71	38,149.75	36,354.68	1,795.07	Main reason is Burial Income. Higher than expected interest rates also helped offset by lower than anticipated car park/toilet donations.
Total Income	13,016.92	12,837.72	11,735.93	159,628.39	157,833.32	1,795.07	
Management Costs	3,319.77	3,169.38	3,741.43	43,601.12	44,618.00	1,016.88	No clerk Cover costs incurred, reforecast contained £1,000
Office costs	845.99	735.55	558.88	10,011.92	12,144.85	2,132.93	No Cllr Training Costs incurred
LNP including Costs of Democracy	55.00	280.00	55.00	1,667.82	2,186.73	518.91	Timing Difference. No work done on LNP publicity
Street Cleaning and Green Maint	2,421.34	1,820.55	2,470.01	35,392.58	40,493.83	5,101.25	No cemetery repairs £1,500. No extra leaf sweeping £1,250 or green maint/tree costs £2,500 incurred, poor weather main factor.
Public Realm	596.00	596.00	-925.74	7,528.39	9,812.69	2,284.30	Street Lighting electricity costs lower than anticipated as electricity prices did not further increase.
Toilet Costs	882.96	1,893.17	1,315.53	15,966.71	15,861.67	-105.04	No significant variance
Water St	254.17	254.17	254.17	3,312.88	3,812.88	500.00	No significant variance
Community Events including Grants	0.00	-1.00	232.50	8,143.85	10,182.12	2,038.27	£5,000 Grant saving offset by unbudg costs of Dec Lav Life & Parish Annual Newsletter £1,600. new Christmas Lights £700, new defibs £400.
EV Costs	43.90	36.27	35.36	1,366.47	757.77	-608.70	No significant variance
Contingency	0.00	0.00	0.00	0.00	1,000.00	1,000.00	Contingency
Total Costs	8,419.12	8,784.08	7,737.13	126,991.74	140,870.53	13,878.80	
Surplus/(Deficit)	4,597.79	4,053.64	3,998.80	32,636.65	16,962.79	15,673.87	

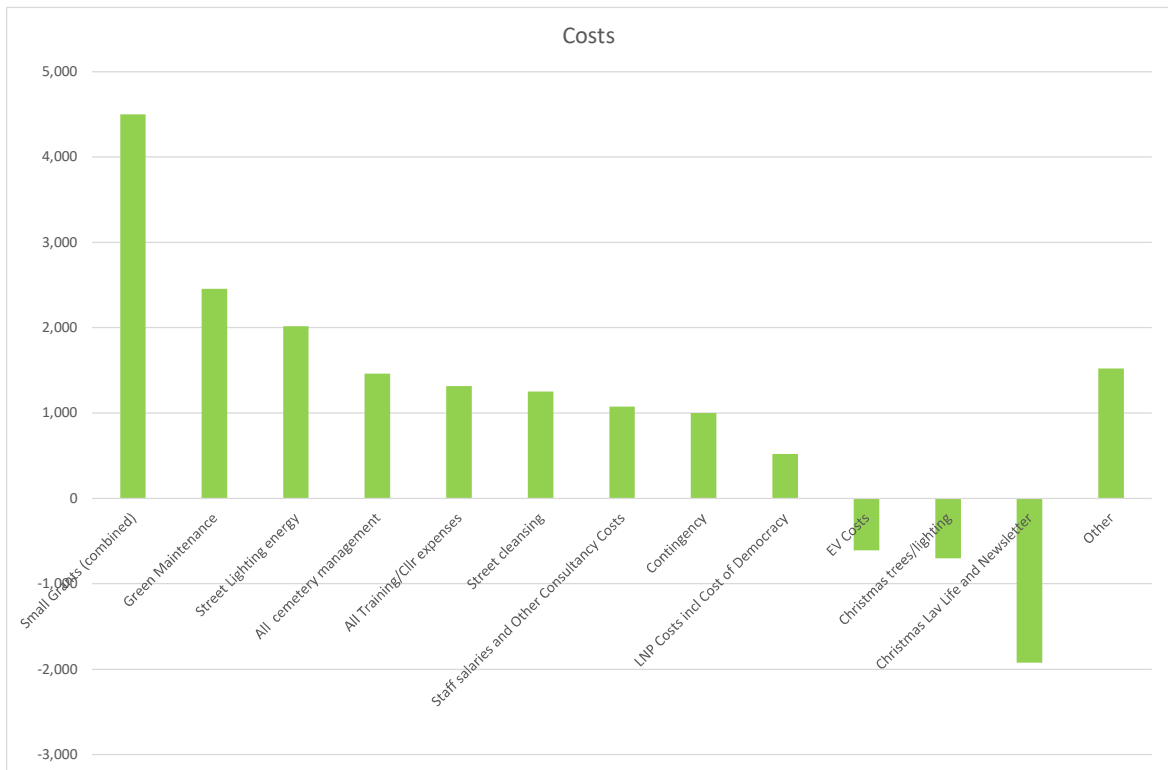
Income Variances compared to reforecast

	£
Burial Fees	2,216
Car Park and Toilet Donations	-1,361
Other Donations	97
EV Charging Income	50
Interest Received	793
	<hr/>
	1,795

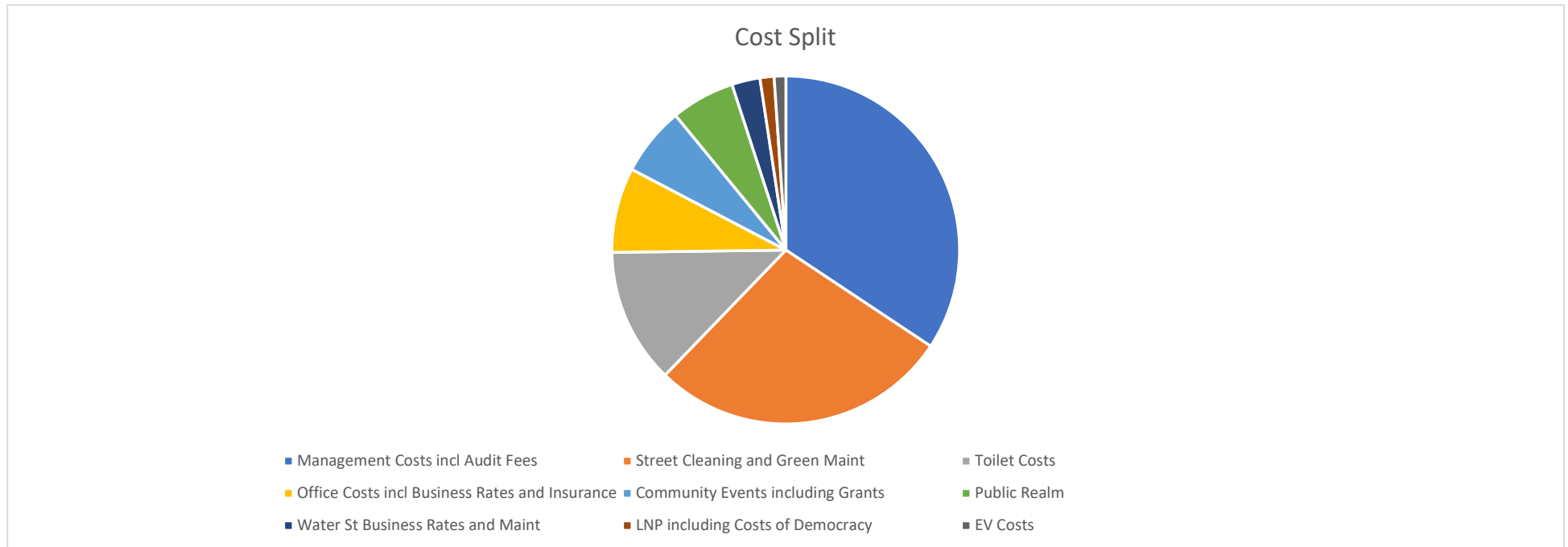


Cost Variances compared to reforecast

	£	
Small Grants (combined)	4,500	Favourable
Green Maintenance	2,455	Favourable
Street Lighting energy	2,018	Favourable
All cemetery management	1,461	Favourable
All Training/Cllr expenses	1,316	Favourable
Street cleansing	1,250	Favourable
Staff salaries and Other Consultancy Costs	1,077	Favourable
Contingency	1,000	Favourable
LNP Costs incl Cost of Democracy	519	Adverse
EV Costs	-609	Adverse
Christmas trees/lighting	-703	Adverse
Christmas Lav Life and Newsletter	-1,926	Adverse
Other	1,520	Adverse
	<hr/>	
	13,879	

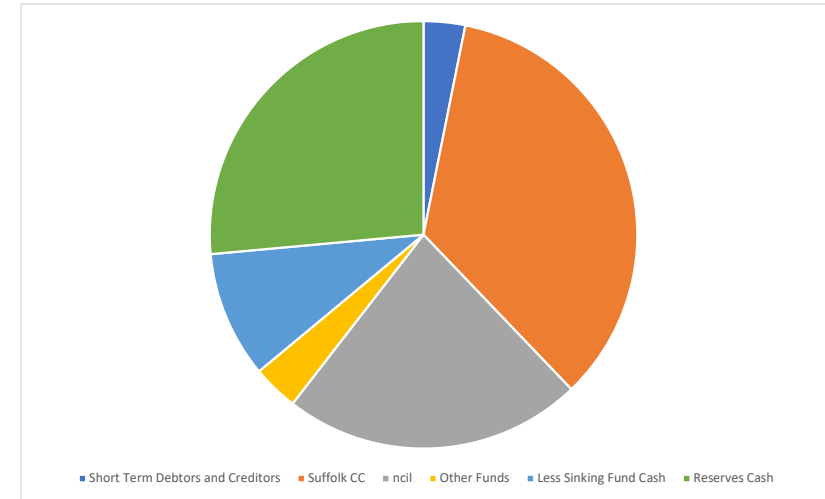


Cost Analysis:	£
Management Costs incl Audit Fees	43,601
Street Cleaning and Green Maint	35,393
Toilet Costs	15,967
Office Costs incl Business Rates and Insurance	10,012
Community Events including Grants	8,144
Public Realm	7,528
Water St Business Rates and Maint	3,313
LNP including Costs of Democracy	1,668
EV Costs	1,366
	<hr/>
	126,992



	Mar 23	Mar 24	Increase/ (decrease)	Notes
Fixed Assets	135,407.90	150,968.05	15,560.15	New bins £4k, Phone Box £6k, Kissing Gate £6k.
Debtors	0.00	0.00	0.00	None
Accrued Income	404.27	3,732.86	3,328.59	Babergh Cleaning Grant 4 months, interest and car park donation
VAT Refunds	1,585.76	2,091.70	505.94	Purchase dependent
	1,990.03	5,824.56	3,834.53	
Cash at Bank	325,883.44	377,684.76		
Bus Prem	1,971.91	7,223.42		
Current Acc	110.00	0.00		
Petty Cash	327,965.35	384,908.18	56,942.83	Precept received for year and £50k ncil money
Trade Creditors	0.00	-13,083.74	13,083.74	Minor trading items
Accruals	-9,726.01	-14,308.12	4,582.11	Business Rates accrual is a key driver
Deferred Income	0.00	0.00	0.00	Precept for whole year received.
Lights Creditor	-135,407.90	-133,633.91	-1,773.99	
	-145,133.91	-161,025.77	15,891.86	
Loans	-78,744.89	-72,452.44	-6,292.45	Capital Repayments made
Net Assets	241,484.48	308,222.57	66,738.09	
General Funds	143,776.98	159,753.32	15,976.34	
Ballot Fund	4,800.00	4,800.00	0.00	No change
Public Realm	5,000.00	869.09	-4,130.91	Spending on Bins and Notice Board
Number 2 Lady St	3,000.00	0.00	-3,000.00	Drawn down in July
NCIL	47,387.04	87,161.99	39,774.95	£50k received
Lavenham Funds in Trust	1,500.00	1,500.00	0.00	No change
Neighbourhood Plan Fund	4,173.51	0.00	-4,173.51	All spent
Cemetery Clean Up	0.00	5,000.00	5,000.00	Per Dec Precept Mtg
Telephone Box Maintenance	0.00	6,000.00	6,000.00	Per Dec Precept Mtg
Lighting Sinking Fund	27,081.58	36,872.80	9,791.22	In lieu of depreciation and to avoid overstating General Funds
Christmas Lights Fund	0.00	0.00	0.00	
Street Fair Fund	4,765.37	6,265.37	1,500.00	Loan/Grant repaid in full.
Total Reserves	241,484.48	308,222.57	66,738.09	
Imbalance	0.00	0.00	0.00	

Short Term Debtors and Creditors	12,057
Suffolk CC	133,634
ncil	87,162
Other Funds	13,434
Less Sinking Fund Cash	36,873
Reserves Cash	101,748
Less Sinking Fund Cash	384,908
Annual Spend incl Loan repays	150,000
Cover	8.1 Months



Motion: to approve Accounts for the year ended 31 March 2024.

	Jan Actual Month	Feb Actual Month	Mar Actual Mth	Mar Actual YTD	Mar Reforecast YTD	Favourable /(Adverse)	Notes
Staff salaries and Other Consultancy Costs	3,183.77	3,033.38	3,605.43	42,623.12	43,700.00	1,076.88	No clerk cover costs incurred £1,000 was forecast
Audit and Payroll bureau costs	136.00	136.00	136.00	978.00	918.00	-60.00	
Management Costs	3,319.77	3,169.38	3,741.43	43,601.12	44,618.00	1,016.88	
Telephone & broadband	83.52	88.52	88.52	1,049.42	1,104.37	54.95	Not material
Website Dev and .gov	84.68	98.40	59.40	1,073.28	959.00	-114.28	.Gov implementation and hosting of this and the website
Accounting software & computer	0.00	0.00	0.00	100.00	500.00	400.00	Computer Repair
Office Materials	245.82	31.66	9.99	816.70	754.24	-62.46	Fire extinguishers and Filing Cabinet purchased for Office.
Data Protection	0.00	0.00	0.00	0.00	0.00	0.00	No costs incurred
Subscriptions & Insurance	207.59	152.59	152.59	1,844.06	2,026.12	182.05	Insurance and SALC membership
All Training/Cllr expenses	0.00	120.00	64.00	403.22	1,719.22	1,316.00	Environmental Conference Cllr Mitchell and SALC Councillor Training
Room hire PC meetings	40.00	60.00	0.00	484.00	424.00	-60.00	Village Hall
Office Maintenance	0.00	0.00	0.00	0.00	250.00	250.00	No costs incurred, no accruals made, immaterial
Digital mapping	0.00	0.00	0.00	150.00	150.00	0.00	Pear Technology Annual Invoice
Parish Office business rates	101.05	101.05	101.05	3,058.43	3,058.43	0.00	All paid for year, 5 months have been prepaid.
Parish Office rent	83.33	83.33	83.33	1,000.00	1,000.00	0.00	Accrued to forecast
Office Miscellaneous	0.00	0.00	0.00	32.80	199.47	166.67	No costs incurred, no accruals made, immaterial
Office costs	845.99	735.55	558.88	10,011.92	12,144.85	2,132.93	
LNP Costs incl Cost of Democracy	55.00	280.00	55.00	1,667.82	2,186.73	518.91	Babergh DC Invoice
Green Maintenance	345.00	345.00	958.75	9,050.00	11,505.00	2,455.00	Charge is £958.75 per mth unchanged from prior yr
Tree Maintenance and Care	0.00	0.00	0.00	3,087.99	3,087.99	0.00	Bux Bush Maint
Street cleansing	1,278.40	1,278.40	1,278.40	15,340.80	16,590.80	1,250.00	Charge is £1278.40 per month unchanged from prior year
Refuse collection bins & dog bins	362.80	74.72	74.72	1,911.60	1,839.18	-72.42	Supply of dog poo bags purchased May and new bins installed June
Chapel Business Rates	135.15	135.15	135.15	2,534.72	2,532.97	-1.75	
All cemetery management	0.00	19.29	0.00	73.72	1,535.14	1,461.42	Water is only cost. No repairs
Play equipment	300.00	-32.00	23.00	3,393.75	3,402.75	9.00	Playquip
Street Cleaning and Green Maint	2,421.34	1,820.55	2,470.01	35,392.58	40,493.83	5,101.25	
Street furniture	0.00	0.00	496.48	2,031.48	2,285.00	253.52	Cleaning of Benches and other minor repairs
Street Lighting energy	500.00	500.00	-1,518.22	3,981.78	6,000.00	2,018.22	Accrual based on final electricity cost for 2022/2023
PWLB interest	96.00	96.00	96.00	1,513.13	1,527.69	12.55	Minor forecasting error
Public Realm	596.00	596.00	-925.74	7,528.39	9,812.69	2,284.30	
Church Street energy	136.80	143.91	90.90	1,107.68	1,292.36	184.68	Actual Costs
Church Street water	0.00	447.13	0.00	1,187.79	1,121.39	-66.40	Invoiced quarterly, not material, no accruals
Church St Toilets Business Rates	67.37	67.37	67.37	2,038.96	2,038.96	0.00	
Prentice St Water	0.00	168.63	0.00	672.14	321.48	-350.66	Invoiced quarterly, not material, no accruals
Prentice St non EV energy	36.60	29.66	41.27	210.98	276.69	65.71	Prentice St Non EV Energy refund £432 re estimated readings is key driver
Donation Points	35.90	35.90	35.90	430.80	430.80	0.00	£35.90 is regular monthly cost
Washroom Cleaning & Consumables	606.29	1,000.57	1,080.09	9,326.75	8,888.38	-438.37	Actual Costs
Minor Maintenance	0.00	0.00	0.00	991.61	1,491.61	500.00	NCIL Accounting Correction re 22/23 and County Wash Minor Repair
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	No costs incurred
Toilet Costs	882.96	1,893.17	1,315.53	15,966.71	15,861.67	-105.04	
Water Street green maintenance	0.00	0.00	0.00	262.88	762.88	500.00	Weed Kill carried out by JPB
Water Street Business Rates	254.17	254.17	254.17	3,050.00	3,050.00	0.00	Accrual
Water St	254.17	254.17	254.17	3,312.88	3,812.88	500.00	
Small Grants (combined)	0.00	0.00	500.00	1,500.00	6,000.00	4,500.00	Law Pre Sch
Christmas trees/lighting	0.00	0.00	0.00	3,202.94	2,500.00	-702.94	Festive Lights
Xmas Eve Community Carols	0.00	0.00	-267.50	332.50	500.00	167.50	Accrued
1st Meadow summer facilities	0.00	0.00	0.00	0.00	0.00	0.00	No costs incurred
Misc	0.00	-1.00	0.00	3,108.41	1,182.12	-1,926.29	Newsletter, Bellward Leaving
Bellward Award	0.00	0.00	0.00	0.00	0.00	0.00	No costs incurred
Community Events including Grants	0.00	-1.00	232.50	8,143.85	10,182.12	2,038.27	
EV Costs	43.90	36.27	35.36	1,366.47	757.77	-608.70	£288 Anglia Charging Backdated invoice relating to 2022/2023 received May 2023.
Contingency	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
Total Expenses	8,419.12	8,784.08	7,737.13	126,991.74	140,870.53	13,878.80	
Surplus/(deficit)	4,597.79	4,053.64	3,998.80	32,636.65	16,962.79	15,673.87	

12e Receipts and Payments

Current:

29/02/2024	Balance Brought Forward	9,650.00
04/03/2024	Car Parking Income Card Payments	107.35
04/03/2024	Supplier Payment: Anglian Water	-168.63
04/03/2024	Supplier Payment: Anglian Water	-447.13
05/03/2024	NEST Pension Contributions	-11.22
05/03/2024	Car Parking Income Cash Payments	80.00
08/03/2024	Supplier Payment: British Gas	-38.08
08/03/2024	Christmas Lights Donation	40.00
11/03/2024	Car Parking Income Card Payments	104.50
12/03/2024	Supplier Payment: British Gas	-151.10
12/03/2024	EV Income	42.31
13/03/2024	Transfer from Deposit Account	5,000.00
13/03/2024	Supplier Payment: Bartletts	-456.00
13/03/2024	Supplier Payment: Glasscubes	-66.00
13/03/2024	Supplier Payment: SALC Training	-76.80
13/03/2024	Andrew Smith Feb Net Wages	-2,202.33
13/03/2024	Supplier Payment: Infinity Cleaning	-870.69
13/03/2024	Supplier Payment: Modicum Planning	-225.00
13/03/2024	Supplier Payment: Zoom	-15.59
13/03/2024	Supplier Payment: Onsite IT	-71.28
13/03/2024	Supplier Payment: Village Hall	-60.00
13/03/2024	Supplier Payment: Community Action Suffolk	-39.00
13/03/2024	Supplier Payment: Drain Doctor	-330.00
13/03/2024	Donation Refund: Deacon	-100.00
13/03/2024	Supplier Payment: Andrew Cameron	-0.76
13/03/2024	Supplier Payment: Andrew Cameron	-3,371.00
14/03/2024	Supplier Payment: British Gas	-31.14
14/03/2024	Car Parking Income Cash Payments	110.00
14/03/2024	Christmas Lights Donation	30.00
18/03/2024	Car Parking Income Card Payments	85.50
18/03/2024	Christmas Lights Donation	30.00
20/03/2024	Supplier Payment: BT	-76.91
22/03/2024	Christmas Lights Donation	30.00
25/03/2024	Car Parking Income Card Payments	73.15
25/03/2024	Christmas Lights Donation	30.00
25/03/2024	Supplier Payment: BT	-13.73
25/03/2024	Car Parking Income Cash Payments	240.00
27/03/2024	Christmas Lights Donation	30.00
27/03/2024	Burial Income: Deacons	363.00

31/03/2024 Balance Carried Forward 7,223.42

31/03/2024 Per Bank Statement 7,223.42
0.00

Reserve:

29/02/2024	Balance Brought Forward	380,003.06
04/03/2024	Interest Received	1,452.76
13/03/2024	Transfer to Current Account	-5,000.00
21/03/2024	VAT Refund	1,228.94

31/03/2024 Balance Carried Forward 377,684.76

31/03/2024 Per Bank Statement 377,684.76
0.00

> Pending debit card transactions

Date	Description	Money In	Money Out	Balance
Wed, 3 Apr 24	GOCARDLESS		-£43.08	£7,265.25
Wed, 3 Apr 24	CHARITIES TRUST	£96.90		£7,308.33
Tue, 2 Apr 24	HPI INSTANT INK UK		-£11.99	£7,211.43
Wed, 27 Mar 24	POST OFFICE CREDIT	£363.00		£7,223.42

7,223.42

Recent transactions

Business Premium ME

20-83-50 20567116

£427,700.06

Last night's balance £427,700.06

Date	Description	Money in	Money out	Balance
Mon, 15 Apr 24	BABERGH PAYMENTS	+ £10,515.30		£427,700.06
Tue, 09 Apr 24	208350 00567094		-£20,000.00	£417,184.76
Mon, 08 Apr 24	BABERGH PAYMENTS	+ £59,500.00		£437,184.76
Thu, 21 Mar 24	HMRC VTR	+ £1,228.94		£377,684.76

[View all transactions](#)

377,684.76

12f Annual Governance and Accountability Return including Internal Auditor reports.

The Council is required to:

- a) Submit an Annual Governance and Accountability Return (AGAR) together with various supporting schedules
- b) Publish the AGAR
- c) Commission a review of the AGAR and the Councils underlying financial and accounting processes by an Internal Auditor.

List of Documents tabled:

- a) Annual Internal Audit Report which must be filed as part of AGAR
- b) Detailed Internal Audit Report.
- c) Section 1 of AGAR Return.
- d) Section 2 of AGAR Return.
- e) Confirmation of period for the exercise of Public Rights
- f) AGAR Support Schedule.
- g) Explanation of differences (variances) between 2022/23 AGAR and 2023/24 AGAR.
- h) Fixed Assets Register
- i) Reconciliation of Reserves per AGAR to Cash per AGAR.
- j) Bank Reconciliation. Reconciling AGAR to Bank Statements.

Executive Summary of Findings and Issues:

The Internal Auditor has made only one comment and it is that:

Fidelity Cover The insurance policy does not have Fidelity Cover within its schedule for the year of insurance.

Recommendation (1): *To ensure that the insurance cover includes Fidelity Cover in line with the recommended guidelines of year-end balances plus 50% of the precept.*

The only reason that this is not in place is that the Council's current insurers who have been in place for many years do not offer this cover. The Clerk will endeavour to find insurers who do offer this cover.

Motion: Council is asked to approve, to be voted on separately, the:

Internal Audit Reports

Section 1 of the AGAR

Section 2 of the AGAR

The Supporting schedules to the AGAR

The exercise period for public rights.

Annual Internal Audit Report 2023/24

Lavenham Parish Council

lavenham.onesuffolk.net PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ NOSE HELD
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

24/04/2024

Name of person who carried out the internal audit

D Crimmin (on behalf of Heelis & Lodge)

Signature of person who carried out the internal audit

SIG  RED

Date

24/04/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

HEELIS & LODGE

Local Council Services • Internal Audit

Internal Audit Report for Lavenham Parish Council – 2023/2024

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £228,839 Expenditure: £186,953 Ear Reserves: £148,469 Reserves £159,753

AGAR 2023 / 2024 Completion:

Section One: **Yes – unsigned**

Section Two: **Yes - unsigned**

Annual Internal Audit Report 2023 / 24: **Yes**

Certificate of Exemption: **No**

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

All were found to be in order. LGAs137 and VAT payments are tracked and identified within the year-end accounts.

The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: **Yes**

Reviewed: **1st June 2023 (Ref: 10b) & 7th March 2024 (Ref: 5).**

Financial Regulations in place: **Yes**

Reviewed: **1st June 2023 (Ref: 10c)**

VAT reclaimed during the year: **Yes**

Registered: **No**

General Power of Competence: **No**

There were no tenders during the year that exceeded the £30,000 Public Contract Regulations threshold.

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: Yes
Data Protection registration: Yes ZB424319 Expiry 27/10/2024

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.

Privacy Policy published: Yes

Insurance was in place for the year of audit. The Risk Assessment was reviewed at a meeting held on 27th April 2023 (Ref: 10d) and 7th March 2024 (Ref: 9g). Internal Controls were reviewed at a meeting held on 7th March 2024 (Ref: 9e).

The Council have good internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

The annual play area inspection has been undertaken during the year as per Playquip Invoice 9272 dated 13th February 2024.

Fidelity Cover *The insurance policy does not have Fidelity Cover within its schedule for the year of insurance.*

Recommendation (1): *To ensure that the insurance cover includes Fidelity Cover in line with the recommended guidelines of year-end balances plus 50% of the precept.*

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: **No**

Website: www.lavenham.onesuffolk.net

The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

Under **The Accounts & Audit Regulations 2015 13(1a&b)** councils must publish on their website:

Statement of Accounts, External Audit report and Annual Governance statement.
2023 Annual Return, Section One Published – Yes
2023 Annual Return, Section Two Published – Yes
2023 Annual Return, Section Three Published – Yes

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** a council is required to display AGAR's for the five years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 on their website. The council has complied with this requirement.

Under **The Accounts & Audit Regulations 2015 15(2b)** councils must publish on their website:

Notice of period for the exercise of public rights
Published – Yes

Period of Exercise of Public Rights

Published 2nd June 2023 Start Date 5th June 2023 End Date 14th July 2023

Budgetary controls

Verifying the budgetary process with reference to council minutes and supporting documents

Precept: £110,100 (2023 / 2024) Date: 5th January 2023 (Ref: 11b)

Precept: £119,000 (2024 / 2025) Date: 14th December 2023 (Ref: 13e)

Good budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls	<p>Precept and other income, including credit control mechanisms</p> <p><i>All were found to be in order. Income controls were checked and income received and banked cross-referenced with the Cash Book.</i></p> <p><i>Burial fees were increased by 10% at the meeting on 1st February 2024 (Ref: 11).</i></p>				
Petty Cash	<p>Associated books and established system in place</p> <p><i>A satisfactory expense system is in place with supporting paperwork. No Petty Cash held.</i></p>				
Payroll controls	<p>PAYE and NIC in place where necessary. Compliance with Inland Revenue procedures Records relating to contracts of employment</p> <p>PAYE System in place: Yes – Seago & Stopps Payroll Solutions Employer PAYE Reference: 475/KA60482 P60's issued: Yes</p> <p><i>The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. All supporting paperwork is in place and a P60 has been produced as part of the year-end process. The Council has joined the NEST pension scheme.</i></p> <p><i>It is noted that the Council did not undertake a review of salaries at a meeting during the year of Audit.</i></p>				
Asset control	<p>Inspection of asset register and checks on existence of assets Cross-checking on insurance cover</p> <p><i>A separate asset register is in place. Values are recorded at cost value. The total value of assets is recorded at £665,492. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.</i></p>				
Bank Reconciliation	<p>Regularly completed and cash books reconcile with bank statements</p> <p><i>All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.</i></p> <p><i>Reconciled Bank Balances as at 31st March 2024 were confirmed as:</i></p> <table border="0" style="margin-left: 40px;"> <tr> <td><i>Barclays Current</i></td> <td style="text-align: right;"><i>£ 7,223.42</i></td> </tr> <tr> <td><i>Barclays Premium</i></td> <td style="text-align: right;"><i>£377,684.76</i></td> </tr> </table>	<i>Barclays Current</i>	<i>£ 7,223.42</i>	<i>Barclays Premium</i>	<i>£377,684.76</i>
<i>Barclays Current</i>	<i>£ 7,223.42</i>				
<i>Barclays Premium</i>	<i>£377,684.76</i>				

- Reserves** General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified
- The Council have adequate general reserves of £159,753 and has identified earmarked reserves of £148,469 in their year-end accounts.*
- Year-end procedures** Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.
- End-of-year accounts are prepared on an Income & Expenditure basis. Creditors and Debtors are identified within the year-end accounts.*
- Sole Trustee** The Council has met its responsibilities as a trustee
- The Council is not a sole trustee.*
- Internal Audit Procedures**
- The 2023 Internal Audit report was considered by the Council at a meeting held on 1st June 2023 (Ref: 10e).*
- Heelis & Lodge were appointed as Internal Auditor at a meeting held on 7th March 2024 (Ref: 9f).*
- External Audit**
- The Council formally approved the 2023 AGAR at a meeting of the full Council held on 1st June 2023 (Ref: 10e), although no specific minute records the Council approving Section 1 and Section 2 of the AGAR.*
- The External Auditor's report was considered at a meeting held on 7th September 2023 (Ref: 8e).*
- The following matters were brought to the attention of the Council:*
- The external auditor noted that the response to Assertion 6 should have been "No" as the council had failed to appoint an Internal Auditor for 2022 -23.*

Additional Comments/Recommendations

- The Annual Parish Council meeting was held on 18th May 2023. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for his assistance during the course of the audit work and for the quality of documentation presented in the Audit File.

Dave Crimmin

Dave Crimmin PSLCC
Heelis & Lodge
24th April 2024

Contact details : 1 Hembling Terrace, Mill Lane, Campsea Ashe, Suffolk IP13 0PP
Tel: 07732 681125
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy PILCM
Lynne Lodge Dip HE Local Policy

HEELIS&LODGE

Local Council Services • Internal Audit

www.heelisandlodge.co.uk

INVOICE

To:

Lavenham Parish Council

Invoice No: HLD2314
Date: 24 th April 2024

Details	Quantity	Amount (£)	Total (£)
To carry out Year-end Internal Audit for Lavenham Parish Council for the year ended 31 March 2024.	1	400.00	400.00
Total			400.00

Please make cheques payable to: Heelis & Lodge

Bank Details: Account 02539349 Sort Code 72-00-00

Terms – 14 days

Thank you.

HEELIS&LODGE

Contact details : 1 Hembling Terrace, Mill Lane, Campsea Ashe, Suffolk IP13 0PP
Tel: 07732 681125
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy PILCM
Lynne Lodge Dip HE Local Policy

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

LAVENHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

lavenham.onesuffolk.net

Section 2 – Accounting Statements 2023/24 for

LAVENHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	104,780	184,821	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	87,433	110,100	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	155,324	118,739	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	21,323	40,702	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	7,520	7,520	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	133,873	135,731	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	184,821	229,707	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	327,965	384,908	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	649,932	665,492	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	78,745	72,452	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This form is only for use by smaller authorities subject to a review and should not be published on your website

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: LAVENHAM PARISH COUNCIL

County Area (local councils and parish meetings only): SUFFOLK

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on 3 JUNE 2024

and ending on 12 JULY 2024

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2024 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 3 June – Friday 12 July 2024 The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2024.)

Signed: AT Smith

Role: CLERK / CFO

Section 2 – Accounting Statements 2023/24 for

LAVENHAT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	104,780	184,821	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
2. (+) Precept or Rates and Levies	87,433	110,100	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
3. (+) Total other receipts	155,324	118,739	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
4. (-) Staff costs	21,323	40,702	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
5. (-) Loan interest/capital repayments	7,520	7,520	Total expenditure or payments made to end on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
6. (-) All other payments	133,873	135,731	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
7. (=) Balances carried forward	184,821	229,707	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
8. Total value of cash and short term investments	327,965	384,908	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
9. Total fixed assets plus long term investments and assets	649,932	665,492	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
10. Total borrowings	78,745	72,452	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
For Local Councils Only			
	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)			
11b. Disclosure note re Trust funds (including charitable)			✓

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments

I confirm that these Accounting Statements were approved by this authority on this date:

	2023	2024	Mvmt
Debtors	1,990.03	5,824.56	3,834.53
Cash	327,965.35	384,908.18	56,942.83
Creditors	-145,133.91	-161,025.77	-15,891.86
AGAR	184,821.47	229,706.96	44,885.49
	Bank	Debtors/Creds	
Precept	110,100.00		110,100.00
Cleaning Grant	8,533.98		
Car Parking Donations	16,249.00		
Other Donations	3,948.65		
Burial Fees	12,183.00		
Coronation Loan repaid	1,500.00		
EV Charging Income	863.65		
NCIL	50,703.34		
Interest Received	4,541.52		
Supplier Refund	432.34		
VAT Refund	15,922.48		
Wayleave Cash received	26.17		
Total	114,904.13	3,834.53	118,738.66
	225,004.13	3,834.53	228,838.66
Loan Repayments	-7,519.58		-7,519.58
Salaries Payments	-36,804.00	-3,898.09	-40,702.09
Supplier Payments	-120,262.72	-11,993.77	
Number 2 Lady St Grant	-3,000.00		
Donation Repaid	-475.00		-135,731.49
	-168,061.30	-15,891.86	-183,953.16
	56,942.83	-12,057.34	44,885.49
Per Bank Analysis	225,083.52	79.39	
Per Bank Analysis	-168,140.69	-79.39	
		0.00	

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]

County area (local councils and parish meetings only): [REDACTED]

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the

	2022/23 £	2023/24 £	Variance £	Variance %	Explanation Required?	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	104,780	184,821				
2 Precept or Rates and Levies	87,433	110,100	22,667	25.92%	YES	The main reason for this increase was hiring a full time clerk raising the costs of running the Council, including a short period of parallel running, by nearly £20,000. See staff costs variance explanation.
3 Total Other Receipts	155,324	118,739	-36,585	23.55%	YES	NCIL income was £105k in 22/23 but only £51k in 23/24 reflecting the desire of the community for less building. This reduction of £54k was offset by increases in Burial Fees of £6k, Car Park/Toilet Donations of £3k, other donations of £3k and interest received of £4k.
4 Staff Costs	21,323	40,702	19,379	90.88%	YES	A full time clerk was hired in April 2024 replacing the previous part-time clerk of 40 years service who retired. Hence wages nearly doubled.
5 Loan Interest/Capital Repayment	7,520	7,520	0	0.00%	NO	
6 All Other Payments	133,873	135,731	1,858	1.39%	NO	
7 Balances Carried Forward	184,821	229,707				
8 Total Cash and Short Term Investments	327,965	384,908				
9 Total Fixed Assets plus Other Long Term Investments and	649,932	665,492	15,560	2.39%	NO	
10 Total Borrowings	78,745	72,452	-6,293	7.99%	NO	

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

LAVENHAM PARISH COUNCIL – ASSETS REGISTER 2023/2024

Description of Asset	Date built/acquired	Purchase cost/ Proxy cost (2010)
Water Street: Car park EV charging units	Mar-22	£13,500
Water Street: Barriers, Fencing, Lighting and Brick Wall	Mar-22	£20,000
Water Street: Clearing of debris, installation of geotextile ground membrane, compacting of surface, gravel etc	Mar-22	£176,500
Prentice St: Car park EV charging units and Donation	Mar-22	£34,000 £1,000
Toilet Block, Prentice Street car park Concrete base, steel frame timber clad	Aug-21	£18,887.00
Church St: Toilet Block Fix and Fittings	County Wash £20,658 RD Lane £57,000. County Wash was largely replacement of various RD Lane items. RD Lane work also includes gutting and rebuilding whole building.	£70,000
Church St: Toilet and Office Building		
Church St Donation Card Reader		£1,000
No 2 Lady Street (ex TIC now community hub)	May-19	£40,000.00
Cemetery Chapel of Rest (fixtures & fittings) Bridge Street Road, Lavenham	Built 1896/97	£175.00
Solar panel	2018	£1,900
Storage shelving	2018	£632.00
Churchyard wall & gates Church Street, Lavenham	Part built part rebuilt 1999/00	£27,000.00
Bus shelter junction Water/Church/High Streets, Lavenham	Built 1975	£2,280.00
Street Furniture 13 fixed wooden bench seats various locations in Parish + 5 seats 5 noticeboards Seat	various dates 2015 - 2018 2015 - 2018 2019	£5,254.00 £1,357.00 £4,300.00 £207
SID speeding survey equipt.	2017	£3,500
Litter bins, dog waste bins, Grit bins	2015/16	£1,974.00
Litter bins, dog waste bins	2016/17/18/19	£2,842.00
Wooden Footbridge	2006	£1,792.00

Notes

£176,500 (Total cost Water st £220,000)

(remainder of project costs was improvement to a car park owned by Babergh DC)

over stream between The Common & First Meadow, Brent Eleigh Road, Lavenham		
Village sign, oak & wrought iron corner Preston Road/High Street, Lavenham	2008	£15,000.00
Village sign, oak grass area at Tenter Piece, Church Street, Lavenham	2008	£5,000.00
Commemorative bronze plaque, US 487th Bomb Group in brick wall, Market Place	unknown	£5,505.00
Commemorative heavy bronze plaque, 1257 Market Charter in brick wall, Market Place, Lavenham	2008	£2,000.00
Water Hydrants x9 various locations	acquired 2010	£2,114.00
Street Lights (127) various locations in Parish	2017-2022	£135,407.90
Christmas Lights		
Beacon	2018	£360.00
Children's Play Equipment First Meadow Playing Field Brent Eleigh Road, Lavenham	2000/2001/2008	£16,600.00
Additional play equipment & fencing	2015	£33,528.00
	2015	£3,000.00
IT kit Dell laptop/printer etc	2017	£2,000.00
Projector	2022	£1,000
	2018	£313.00
Kissing Gate	2024	£5,540
Phone Boxes	2024	£6,200
Notice Board	2024	£1,492
Bin resiting	2024	£161
Broxap: New Litter Bins	2024	£1,579
Glasdon: New Dog Bins	2024	£589
		£665,488.05
		4
		£665,492.05

Kissing Gate	5540
Phone Boxes	6200
Notice Board	1491.52
Bin resiting	160.76
Broxap: New Litter Bir	1578.9
Glasdon: New Dog Bin	588.97

The Cemetery, Bridge Street Road, Lavenham
The Recreation Ground, Bridge) all valued £1 each
First Meadow (Playing Field), B)
Market Cross, Market Place, Lavenham

The Recreation Ground and First Meadow are Community Assets and valued at nominal value.
The Market Cross is an Ancient Monument and may be considered irreplaceable.

Updated 15/04/2024

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Lavenham

County area (local councils and parish meetings only):

Suffolk

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		229,706.96
Deduct: Debtors (enter these as negative numbers)		
Accrued Income	(3,732.86)	
VAT Refund	(2,091.70)	
	3	
	(5,824.56)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
	1	
	2	
	-	
Total deductions		(5,824.56)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Trade Creditors	146,717.65	
Accruals	14,308.12	
	161,025.77	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
	1	
	2	
	-	
Total additions		161,025.77
Box 8: Total cash and short term investments		384,908.17

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Lavenham

County area (local councils and parish meetings only): Suffolk

Financial year ending 31 March 2024

Prepared by (Name and Role): Andrew Smith Clerk and RFO

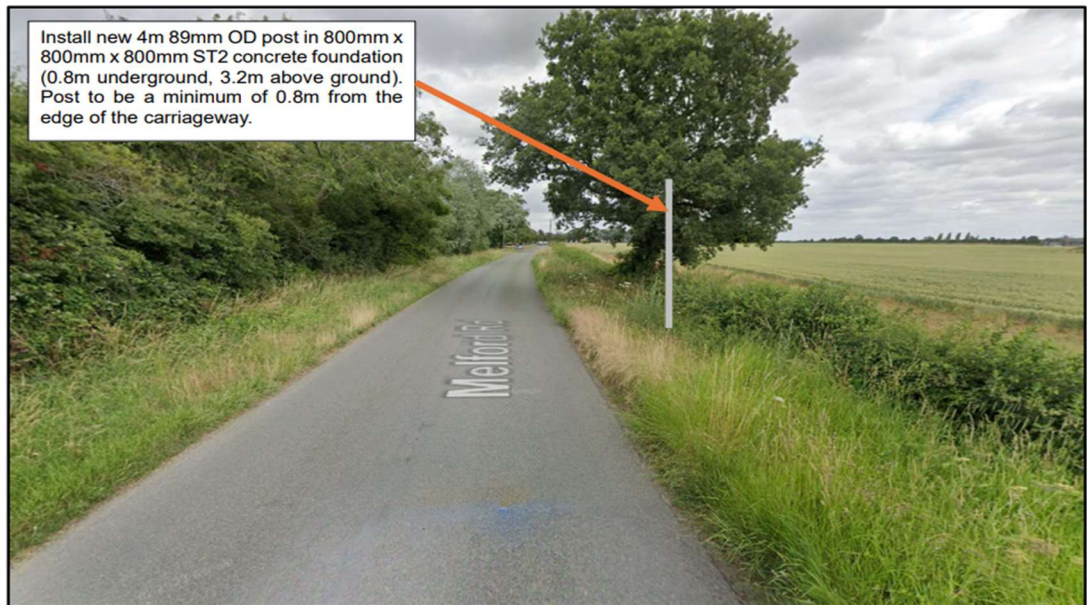
Date: 15/04/2024

	£	£
Balance per bank statements as at 31/3/24		
Current	7,223.42	
Deposit	377,684.76	
account 3		
account 4		
account 5		
account 6		
account 7		
account 8		
[add more accounts if necessary]		
		384,908.18
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/24 (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
item 5		
item 6		
item 7		
item 8		
[add more lines if necessary]		
Add: any un-banked cash as at 31/3/24		
		<u>384,908.18</u>
Net balances as at 31/3/24 (Box 8)		<u>384,908.18</u>

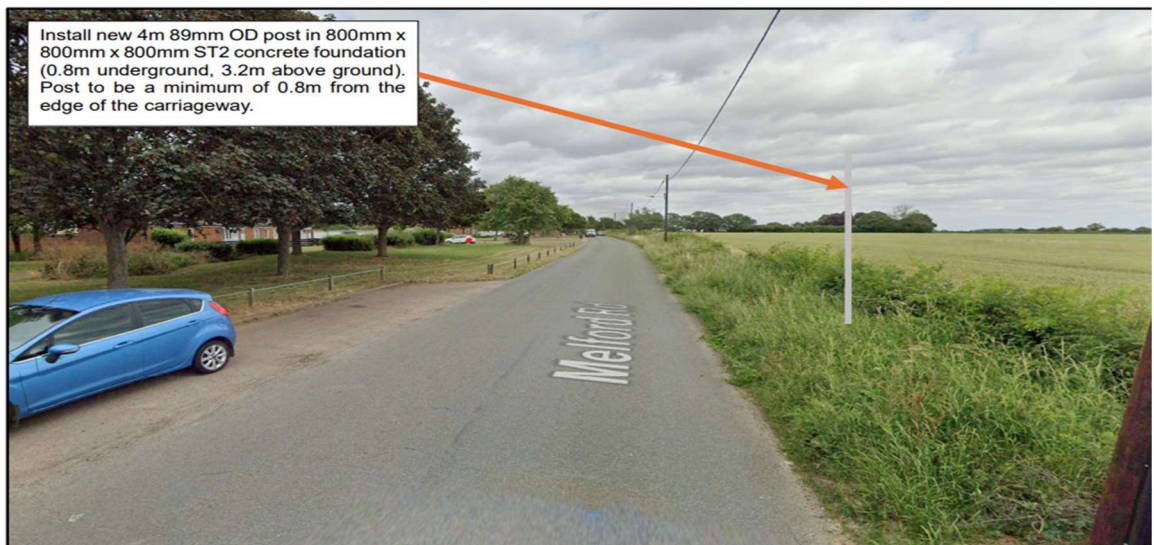
Consideration of the erection of additional SID posts on Melford Rd

Following discussions with Suffolk County Council the following two sites have been approved:

A) Between Green Willows and Peek Close facing towards Melford.



B) Opposite existing Sid post Facing towards Lavenham



LAVENHAM PARISH COUNCIL:

Please be advised that the cost to the Parish Council of providing these two posts will be £1,200 (£600 per post).

It will take a while for a works pack to be put together and for the works to be ordered. Once ordered we allow 14-weeks for the contractor to complete the works so I would work on 22 to 26 weeks timeframe.

Motion: to accept the quotation by Suffolk Highways to provide two extra SID posts at a total cost of £1,200 using Highways Act 1980, section 274A which gives Parish Councils the Power to contribute to the cost of traffic calming measures.

LAVENHAM PARISH COUNCIL:

Agenda Item 13b

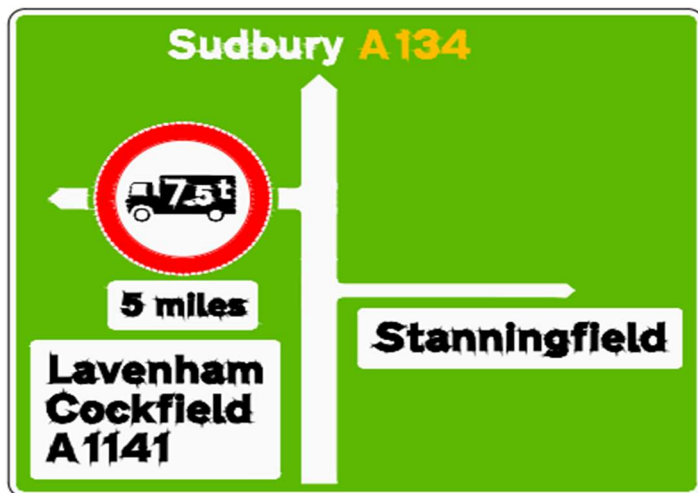
Report to Council: 9th May 2024

Lorry Signage

This report and motion were drafted prior to the meeting with James Cartlidge MP and Suffolk County Council.

The Parish Council asked Suffolk Highways to design and quote for improved signage to reduce the number of lorries on the A1141 Water St.

Sign 1: At Junction of A1141 and A134 north of Cockfield.



Scheme Ref.	Lavenham	
Sign Ref.	RS1	x-height 100.0
Letter colour	WHITE	SIGN FACE
Background	DARK GREEN	Width 3065mm
Border	WHITE	Height 2495mm
Material	Class RA2 (12899-1:2007)	Area 7.65sq.m

Post and foundation details to be confirmed.

Passively safe posts to be installed in accordance with manufacturers instructions.

LAVENHAM PARISH COUNCIL:

Sign 2: On High St near Ropers Ct.



Black backed

Scheme Ref.	Lavenham		
Sign Ref.	RS2	x-height	80.0
Letter colour	WHITE	SIGN FACE	
Background	BLUE	Width	1140mm
Border	WHITE	Height	1465mm
Material	Class RA2 (12899-1:2007)	Area	1.67sq.m

Post and foundation details to be confirmed.
ERECT ON BLACK RECTANGULAR POST

Sign 3: On Church St near Bears Lane Junction



Black backed

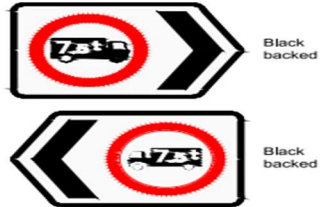
Scheme Ref.	Lavenham		
Sign Ref.	RS3	x-height	80.0
Letter colour	WHITE	SIGN FACE	
Background	BLUE	Width	1140mm
Border	WHITE	Height	1465mm
Material	Class RA2 (12899-1:2007)	Area	1.67sq.m

Post and foundation details to be confirmed.
ERECT ON BLACK RECTANGULAR POST

LAVENHAM PARISH COUNCIL:

Sign 4 (X2) on High St at the Junction with Water St

DIRECTION SIGNS (TO BE MOUNTED BACK TO BACK)



Scheme Ref.	Lavenham	x-height	100,0
Sign Ref.	RS4 x2	SIGN FACE	
Letter colour	BLACK	Width	1205mm
Background	WHITE	Height	800mm
Border	BLACK	Area	0,96sq,m
Material	Class RA2 (12899-1:2007)		

Erect to top of existing post (back to back) pointing along Water Street
MOUNTING HEIGHT TO BE CHECKED ON SITE

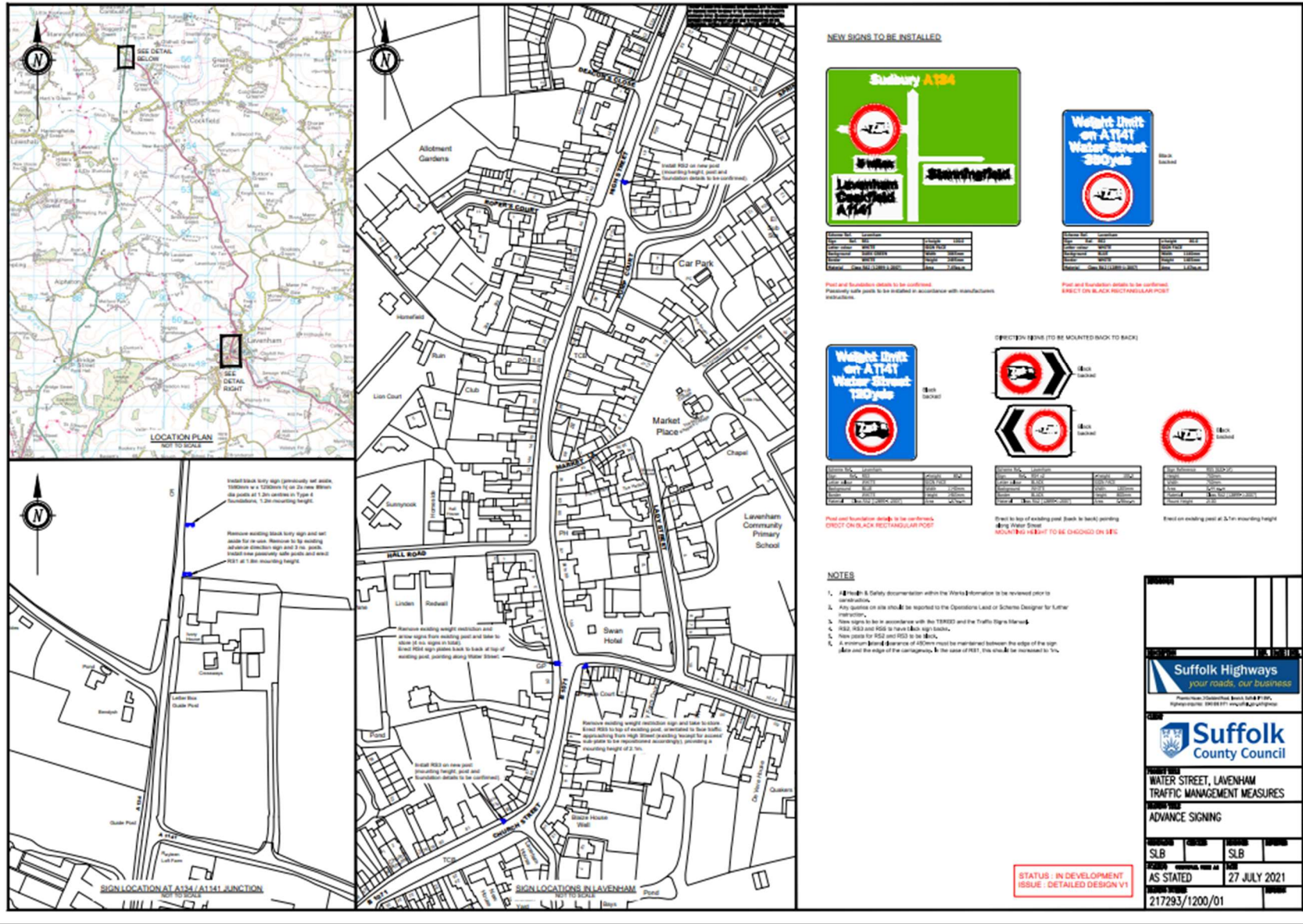
Sign 5 at entrance to Water St



Sign Reference	RS5 (622-1A)
Height	750mm
Width	750mm
Area	0,44 sq,m
Material	Class RA2 (12899-1:2007)
Mount Height	2100

Erect on existing post at 2.1m mounting height

LAVENHAM PARISH COUNCIL:



LAVENHAM PARISH COUNCIL:

Good afternoon Andrew,

Thank you for your email, I hope you're well.

I'm pleased to advise that we have secured enough internal funding to finish off any remaining design work, therefore the only estimate Lavenham PC need to consider is the budgetary figure provided on 15th April - £7816.00 (inc. VAT).

If you could let us know as soon as you're happy to proceed, we will progress the project for you.

Kind regards,

Luke Merton

Community Works Project Lead

Suffolk Highways | 3 Goddard Road, Ipswich, IP1 5NP

Motion: to commission signage at a cost of £7,816 incl VAT to be paid for by Neighbourhood CIL funds using Road Traffic Regulation Act 1984, section 72 which permits Parish Councils the 'Power to provide traffic signs and other notices'.

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 9th May 2024

DC/24/01943

Listed Building Consent - Removal of existing cement render to all elevations and replacement with lime render.

Dyers Hall 95 High St Lavenham Sudbury Suffolk CO10 9PZ

This proposal conforms to Policy LAV 33 of the emergent Lavenham Neighbourhood Development 2024 issued by the Examiner. The proposal seeks to enhance and preserve the heritage asset by restoring traditional breathable Lime Render.

Recommend Approval

DC/24/01687

Householder Application - Erection of garden room/office (following removal of shed).

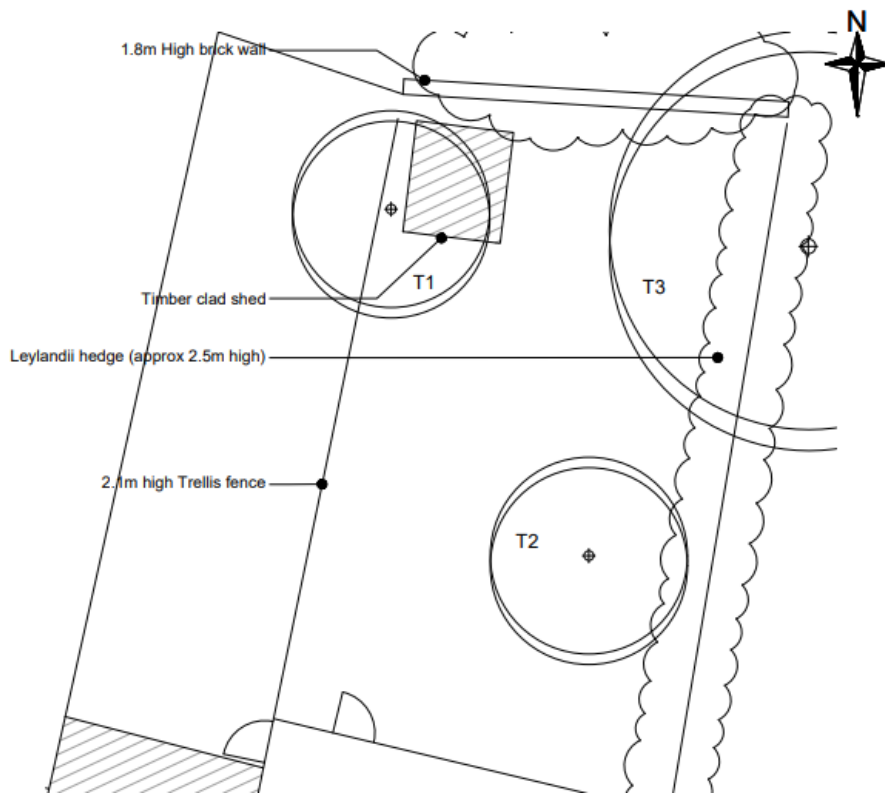
The Sparrows, 21 - 22 Water Street, Lavenham, Sudbury Suffolk CO10 9RW

This application requires the shed & Tree T1 to be removed. T1 is a small tree, so not necessarily an issue but no details have been provided. Application form states no Trees are being removed.

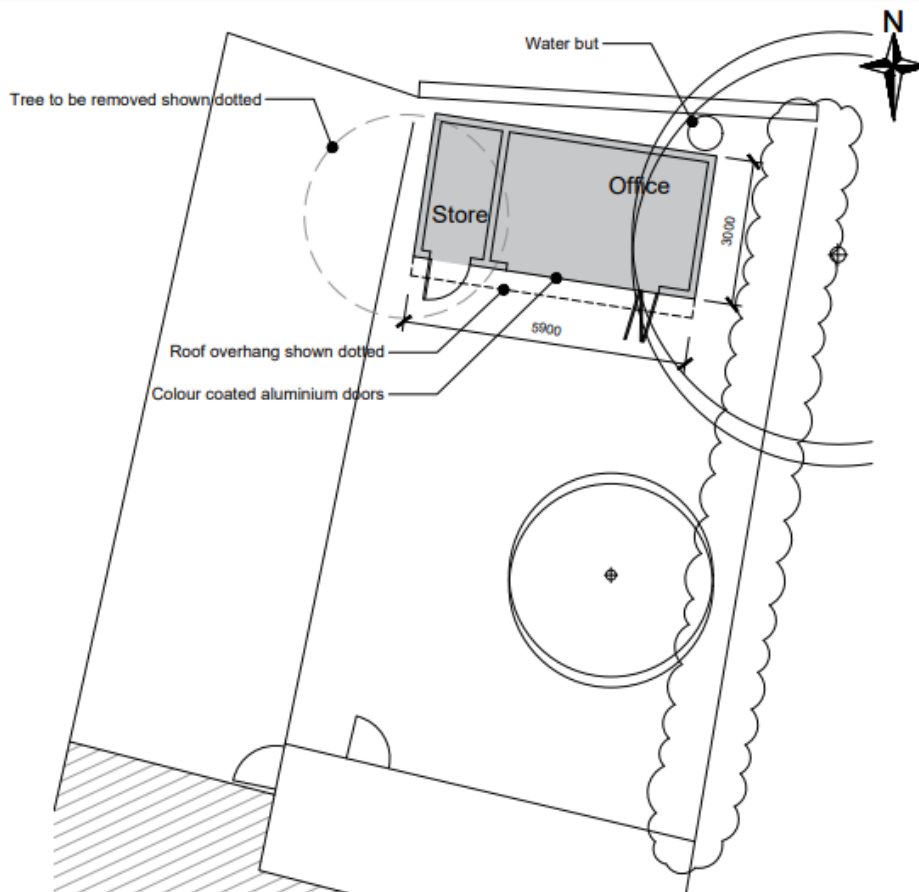
However the garden room is a temporary structure. It is 2.5m high, so will be visible over the rear garden wall which is 1.8m, but not significantly so.

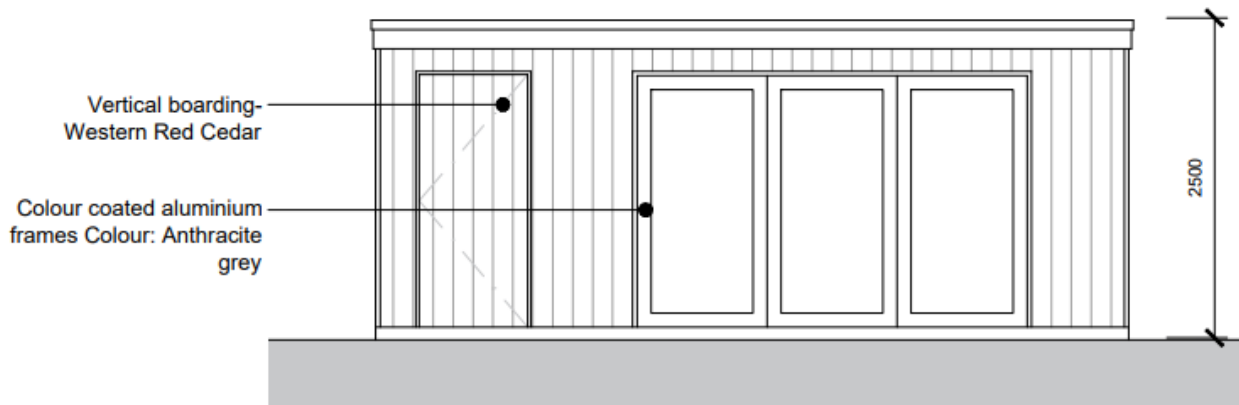
Recommend Approval

Existing Site Plan

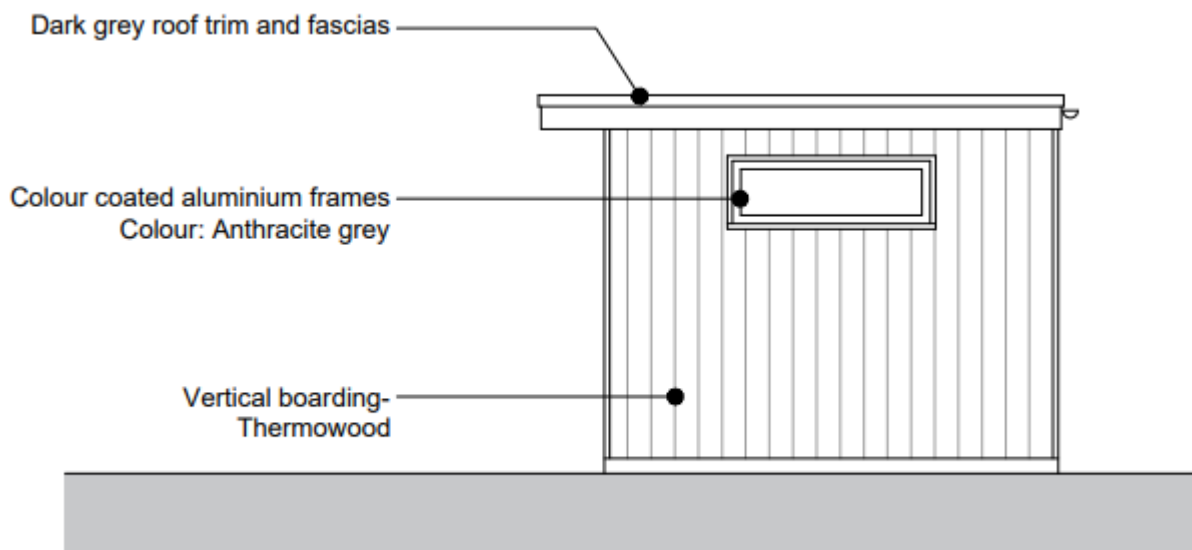


Proposed Site plan





Front Elevation



Side Elevation

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

- Yes
- No

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings.

Refer to drawing 0724/PA02

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

- Yes
- No