

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 7pm on Thursday 14th May 2026 at Lavenham Village Hall, Church Street, Lavenham.

Public Attendance

Members of the public and press are welcome to attend. At item 8 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 Chair**
- 2. To elect a Vice-Chair**
- 3. Apologies and approval of absences**
- 4. Declarations of Interest**
- 5. To consider requests for dispensations**
- 6. To approve as accurate minutes of the Council meeting held on April 2nd 2026**
- 7. Chair's Announcements**
- 8. Public participation session (10 minutes)**
- 9. Local Authority Councillors' Reports**
- 10. Clerk/RFO report**
 - 10.a Motion to approve Accounts for month ending 31st March 2026 including Neighbourhood CIL claim for 2025/26 of £10,456.66.**
 - 10.b Motion to approve Receipts and Payments for month ending 31st March 2026**
 - 10.c Report concerning use of RFO powers to procure services necessary for the proper functioning of the Council.**
 - 10.d Motions to approve the Annual Governance and Accountability Returns and Internal Auditors Reports**

11. Planning

11a Planning Register: Report

11b Planning Group: To receive reports and recommendations

12. Lavenham Neighbourhood Plan 3: Minutes, Report and Motion concerning applying for a BMSDC Grant

13. Motion concerning Clay Lane to Whelp Street - Restricted Byway Surface Improvement Scheme

14. Motion to request applications for Grants

15. Motion concerning Bullying and Harassment Policy

16. Motion concerning possible improvements to local bus services

17. Motion to consider excluding the public and press for item 18 because of the confidential nature of the material to be discussed.

Part 2 Closed Session of the Council – Public will be asked to leave the meeting

18. Report and Motion concerning Land Boundary.

Date of next meeting – Thursday 5th June 2025



Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 8th May 2026

PARISH COUNCIL MEETING

Held on Thursday 2nd April 2026, commencing at 7. pm in the Village Hall.

All supporting documents can be found on the Parish Council website under Meetings, April 2026.

Present:

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

Opening Statement by the Chair:

The Chair welcomed everyone and introduced herself explaining to all present that this meeting is being recorded. The Chair reminded all that this is not a public meeting, but a meeting of the Council held in public. Members of the Public were respectfully asked to maintain silence during the Council's deliberations and not to approach the Councillors. Councillors were requested not to engage with Members of the Public when Council is in session. All were asked to ensure that their mobile phone was on silent and were reminded to treat all present with respect.

1. Apologies and approval of Absences

The Clerk reported that Cllrs Domoney, Falconer and Ranzetta had sent their apologies. No absences required approval.

2. Declarations of Interest and item 3 Requests for Dispensations

The Clerk said that he had received no updates to Interests or Requests for Dispensations. He asked whether Councillors had any further interests or updates to their interests that they wished to declare. No Councillor said that they did. He reminded Cllrs that they have 28 days from any change to update Babergh District Council.

The Clerk told Councillors that the Monitoring Officer at Babergh Council had that day updated him with respect to his progress.

He will shortly be convening meetings of the Suffolk Joint Standards Board. That Board will likely receive reports concerning the behaviours of two Lavenham Parish Councillors. As previously advised it is likely that this Board will be comprised of elected Councillors from Mid Suffolk District Council.

The Monitoring Officer also advised that:

- a) He has been in dialogue with the Police.
- b) There are a variety of other complaints, largely related to interests, that his Office is still working through.
- c) He is confident that your Clerk has a solid understanding of the issues related to interests.
- d) He understands that SALC are drafting guidance notes for Parish Councils and an upcoming one relates to interests. He will ensure that this guidance is shared with the Clerk so that it can be shared with Councillors in due course.

The Chair explained to Cllrs that she was amending the order of items on the Agenda and that the next item would be Chairs Announcements.

6. Chair's Announcements

The Chair told Cllrs that she considered that during the meeting of 5th March we witnessed behaviour from a Cllr that she considered to be disorderly and disruptive. She said that she understood that complaints from Cllrs and Members of the Public have been submitted to the authorities.

The Chair explained that Cllrs must be held accountable and adopt the behaviours and responsibilities associated with the role saying that our conduct as individual councillors affects the reputation of all councillors and the Council itself.

She reminded Cllrs that they are expected to act with integrity and honesty, act lawfully, treat all fairly and with respect, lead by example and act in a way that secures public confidence in the role of Cllr.

She reminded Cllrs that they are expected to abide by the Code of Conduct which was developed by the Local Government Association and had been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

She reminded Cllrs that:

Regarding Respect, Cllrs undertake to treat other Cllrs and Members of the Public with respect. This includes other local authority employees and their representatives.

Regarding Disrepute, Cllrs undertake to not bring their role or Council into disrepute. Their actions and behaviour are subject to greater scrutiny than that of ordinary Members of the Public, and may adversely impact on themselves, other Cllrs or the Council as a whole.

Regarding Bullying and Harassment, the Code of Conduct is clear that Cllrs undertake to not bully or harass any person and are expected to promote equalities and not discriminate unlawfully against any person.

The PC, she said, does not tolerate bullying or harassment although it needs to be noted that Council itself has no powers of sanction regarding the behaviour of Cllrs or Members of the Public.

She reminded Cllrs that should a Cllr not comply with the Code of Conduct they are answerable to Babergh Council Monitoring Officer or the Police if it is considered that their behaviour may be unlawful.

She concluded her Chairs Announcements saying that the position of Chair does not give her any additional general authority over her fellow Cllrs however, whilst facilitating healthy debate, that she is required to ensure meetings are conducted properly. Should improper or disorderly conduct occur in meetings the following course of action will be followed:

If a person or persons disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting.

This motion, if seconded, shall be put to the vote without discussion. If this vote is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or indeed closing the meeting.

4. Approval of Minutes

To approve as accurate minutes of the 5th March 2026 meeting of the Council.

Motion to approve. Proposed: Cllr Sherman **Seconded:** Cllr Mawford **Decision:** Approved. Cllr Robinson abstained.

Cllr Mitchell apologised for having used the word 'commercial' in relation to item 13 when she should have used the word 'private'.

5. Public Participation Session

The Chair reminded Members of the Public of the protocol for this session.

A Member of the Public expressed his concern about the overgrown vegetation on Lower Rd. The Chair urged the Member of the Public to report his concerns to Suffolk Highways saying that the more people report their concerns the higher priority the matter will be given by Suffolk Highways. The Clerk said that he would do the same. Cllr Norman agreed expressing concern about the potholes on Lower Rd. The Clerk replied that the local Highways Inspector was aware of them and that they were being monitored against the repair criteria.

A Member of the Public expressed his concern about Item 11 on the Agenda asking whether other Parish Councils have similar policies. He asked whether should the policy be implemented Cllrs should not have the dispensations they currently have. The Chair replied that dispensations are carefully worded to ensure that Cllrs are perceived to be 'doing the right thing' and that she would try and ensure that the question of whether other Parish Councils have similar policies was discussed during Item 11.

7. Local Authority Councillors' Reports

The Clerk presented County Cllr Lindsay's report.

County Cllr Lindsay had advised that the Government has chosen the three unitaries option for Suffolk as advocated by the leaders of the all five District Councils, rather than one single unitary authority, promoted by Suffolk Conservatives.

Lavenham will be in Western Suffolk Council, which will stretch from just west of Hadleigh all the way to Newmarket and Brandon. He predicts that there will be a lot of noise about how much money the change will cost adding that both options are expensive and both predicted a four or five year timescale before those costs are clawed back in savings.

He considers the three councils option to be the smallest councils the Government would permit and gives the opportunity for an effective administration more responsive to people than Suffolk ever was. There will be fewer Councillors than before, but not as few as contained in the one unitary proposal.

The other two areas are Ipswich & Southern Suffolk (including Hadleigh and Felixstowe) and Central and Eastern Suffolk (including Stowmarket).

From June to November Bildeston High Street will be closed whilst Anglian Water replace a water main.

Suffolk has been allocated £1.7m by the Government in emergency funding for people unable to afford heating oil due to 'Trump's war on Iran'. The County Council will administer this through its existing Local Welfare Assistance Scheme which already provides funding for residents experiencing a "financial shock or crisis" – including spiking heating oil prices.

A new bus service between Hadleigh and Stowmarket is due to start on April 13th. This five day a week, six services a day route has received funding from Government Bus Service Improvement Fund.

He is pleased that it appears a reasonable agreement has been reached between the County and the Allotments Group and the PC for access for vehicles over the Railway Walk to the planned allotments.

District Cllr Clover noted that the new Councils will come into operation in April 2028 with elections next year for the new Cllr positions who will work with existing Cllrs to oversee the transition period.

He told Cllrs that at a recent meeting Babergh had briefed Parish Councils on the process to be expected under the new Call for Sites. Following evaluation, the first list of accepted sites is expected to be published in May 2026. This list will then be refined to sites that are suitable for development alongside the content of adopted and emerging Neighbourhood Development Plans (NDP's).

He informed Cllrs that funding of up to £20,000 funding is available in 2026-27 to support NDP's. When considering the merits or otherwise of a particular site Parish Councils will need to do this with reference to the overall new housing target set for the parish. Indicative housing requirements for NDP's will continue to evolve in 2026. It will probably be 2029-30 before the final list of sites is agreed.

Better Recycling Bins will begin to be delivered in late April/May. Excluding the brown garden waste bin, in a standard household, alongside the existing black and blue 240 litre bins there will be a black green lidded bin. Bins will be emptied on a three week rotational basis. The Black bin will be for general waste but not food. The Blue bin will take clean, dry glass bottles, jars, tetrapak cartons, plastics of all types and aluminium products including foil. The Green lidded bin will take paper and card. Additionally, residents will receive two food caddies, one small one for kitchen surface and one larger external one for emptying on a weekly basis.

Should additional storage of bins be a problem, the Council will evaluate properties to determine their suitability for the Standard Waste Collection Service based on criteria including the lack of a garden front and back.

If a property is deemed unsuitable for the Standard Waste Collection Service, residents will be contacted and informed about the wheeled bins or containers they will receive as part of the Non-Standard Collection Service. The Council's assessment decision is final.

Where refuse collections are made using authorised single use sacks for refuse, the Council will supply and deliver these upon request (maximum of once a year). Where collections for recycling cannot be achieved using wheeled bins, the Council will make provision by supplying sacks or smaller containers for the relevant waste stream. Recycling materials will still be required to be separated as per the Standard Waste Collection Service requirements.

He noted that despite escalating fuel prices, the Government has so far refused to delay the forthcoming tax hike in fuel duty in direct contrast to other European countries. He noted that it may also be possible to apply for a grant from the Suffolk Local Welfare Assistance Scheme. Further advice can be sought from Sudbury Citizens Advice on 01787 321400.

He reported that the owner of Clay Hill Lane undertook to commence repairs by the end of March. A site visit on April 1st showed that wood chips had been deployed in order to firm up the ground underfoot. This is unlikely to be sufficient and therefore the matter has been reported to SCC.

He continues to chase County Cabinet Member Paul West's Office for progress concerning the Lavenham Butchers culvert.

8. Clerks Report

The Clerk told Cllrs that following Cllrs decision to publish and retain the recordings of Council Meetings and most importantly the successful implementation of that decision that there is no need for the minutes to be as lengthy as they previously have been as the comments of Cllrs are now captured on the recordings.

Future minutes will include the announcements made, the contributions of Members of the Public and the actual decisions made.

This will bring this Council completely in line with best practice which is that Parishioners should not be named, comments made by Parishioners should be recorded very generally and Minutes should be a record of decisions made and little else.

He quoted from the Guidance: ' Minutes should never be a verbatim record of what individual Cllrs have said, and rarely is it necessary to record details of debate. Examples of when it would be material to do so would be in evidencing that appropriate advice had been considered, or risks assessed in relation to decisions'.

Public Realm:

The tree survey has been received and sent to the Council's retained Tree Surgeon requesting the development of a prioritised action plan. This has been chased and is expected shortly. The replacement EV chargers have been installed in Water St and it is expected that the new owners will switch these on very shortly. The Clerk has chased them for a date. The Speed Indicator Device on Bury Rd is now operating properly.

Daily cleaning of the toilets and twice weekly emptying of a number of litter bins has restarted with the incidents of there being no toilet paper in a loo much reduced. No minor repairs have been required in the last few weeks,

The Chair of the Hub has advised the Clerk that they expect to hear in several months' time whether their application to become a charity has been approved. Should it be approved then Council will need to decide what to do concerning the lease.

Cllr Bourne has been in contact with the residents of Church St concerning the replacement streetlight. Placing the light on a wall has been suggested.

Accounts:

He reminded Cllrs that last month he had advised them that the February Accounts will show a deficit for the eleven months of some £7,000, a reduction of approximately £10,000 compared to the forecast deficit of £17,000. That update had been accurate. The actual deficit for the eleven months to 28 February is £6,668. The expected deficit for the whole year is about £5,000 which will be £11,500 less than the Forecast.

The further improvement of £1,500 is because £1,000 of burial income was received in March which is an abnormally high amount and the legal costs concerning the Subject Access Requests have finally been received and paid. The lawyers were encouraged to double check that all their recorded time was chargeable and in the end their costs were £7,360, a £640 reduction on the £8,000 previously accrued.

The Streetlights have been paid for and the VAT Reclaimed. Consequentially at the end of March Councils cash was £239,000 of which £123,000 is held on behalf of Others e.g. (Neighbourhood Cil) or is the Sinking Fund. Councils own cash is therefore £116,000 which represents about 8.5 months reserves. This would have been 7.5 months without the unanticipated savings previously discussed.

It is planned to hold the Annual Parish Meeting on May 21st.

Motions: To approve Accounts and Receipts and Payments for month ending 28th February 2026
Proposed: Cllr Bourne **Seconded:** Cllr Lamont **Decisions:** Approved unanimously.

9a. Planning Register

The Clerk reported that he had one update to the Planning Register. The application to revert the space above the tea room at 6 Market Place to residential use had been approved without any condition being added. Councillors had suggested adding a condition that the residential use must be by and for the business owner.

9b. Planning Applications

Application DC/26/01173: 30 High St. Notification of Works to Trees in a Conservation Area - Raise the lower crown of 1 No. Ash (T1) by 2m, remove the lower epicormic growth and branches at ground level and slightly reduce the overhang to the Car Parking Area by approximately 1m.

Motion: Recommend Approval
Proposed: Cllr Lamont **Seconded:** Cllr Mitchell **Decision:** Approved unanimously.

Applications DC/26/00941 and 2: 1 Bakers Mill, Prentice St. Installation of an electric vehicle charging point on the internal wall of the garage.

Motion: Recommend Approvals
Proposed: Cllr Norman **Seconded:** Cllr Bourne **Decision:** Approved unanimously

Application DC/26/00924: 24 The Paddocks Erection of home gym/music room. To vary Condition 2 (Approved Plans and documents) As per plans/documents submitted.

Motion: Recommend Approval
Proposed: Cllr Robinson **Seconded:** Cllr Mitchell **Decision:** Approved unanimously

Application DC/26/00674: Land north east of Briarside, Bridge St Rd. Erection of a single storey dwelling and garage using existing vehicular access.

Motion: Recommend Approval
Proposed: Cllr Robinson **Seconded:** Cllr Bourne **Decision:** Approved unanimously

Applications DC/26/01137 and 8: Blaize Barn, 5 Bears Lane. Creation of off street parking space and erection of new boundary screen walls.

Motion: Recommend Approvals
Proposed: Cllr Mitchell **Seconded:** Cllr Sherman **Decision:** Approved unanimously

10. Lavenham Neighbourhood Plan Group: Report by The Chair of the Group

The Chair of the Group presented his report and explained that the Group was considering applying for Grant Funding from Babergh Council. He reported that over 120 people had attended the drop in sessions and that 300 completed Questionnaires had already been completed. Concern was expressed that people outside Lavenham may complete the Questionnaire online.

11. Motion concerning Councillor volunteering and non-endorsement of Private Businesses

Cllr Mitchell presented her motion commenting that such policies exist in other Parish Councils and that Cllrs can volunteer but not from the Council Table.

Motion: Amendment to change Motion to read 'Council adopts the Councillor Volunteering and Non Endorsement of Private Businesses policy'

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

Motion: Council adopts the Councillor Volunteering and Non-Endorsement of Private Businesses policy'

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

12-14. Motions to approve revised Communications, Expenses and Privacy policies.

The Clerk presented his paper outlining the history of these policies explaining that regular review is appropriate and that no significant changes were proposed.

All three motions **Proposed:** Cllr Mawford **Seconded:** Cllr Sherman **Decision:** Approved unanimously.

15. Motion concerning Bus Improvements

Cllr Mawford presented his report.

Motion: The Clerk is instructed to advertise an invitation to people living in or near to Lavenham to send him – by letter or email no later than 30th April 2026 – their ideas for improving local bus services. Those responding to this invitation are asked to say whether they live or work in Lavenham parish – and, if not, the area where they live.

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

16. Report concerning possible move of First Meadow Gate

The Clerk explained that in late 2025 a number of Cllrs ranked moving the pedestrian gate on First Meadow as a priority. The existing gate on the corner of First Meadow and Water St is in a dangerous position for users of First Meadow being on a three way corner and purports to be the start of a Public Right of Way but that Public Right of Way actually begins 55 metres further down Brent Eleigh Rd.

The Clerk has been in contact with Suffolk Public Rights of Way (PROW) and Suffolk Highways. Suffolk PROW will shortly reply concerning the chicane or similar arrangement which will need to be built to enable safe use of the new entry point as a gate is unacceptable. Suffolk Highways have been asked what will need to be constructed to enable safe access to the proposed new entrance from the pavement on the other side of Brent Eleigh Rd.

Cllr Robinson advised that works take care to avoid the internet cable which may not be deeply buried.

17. Report concerning First Meadow Boundary

Councillors Robinson and Sherman left the room.

The Clerk presented his report explaining that the landowner had rejected the offer made by Council consequent of its last meeting. The Boundary Dispute is therefore unresolved. The Clerk agreed to organise a meeting of the Finance and Strategy Working Group to further discuss the matter.

Cllr Sherman returned to the room

18. Report concerning The Paddocks Allotments

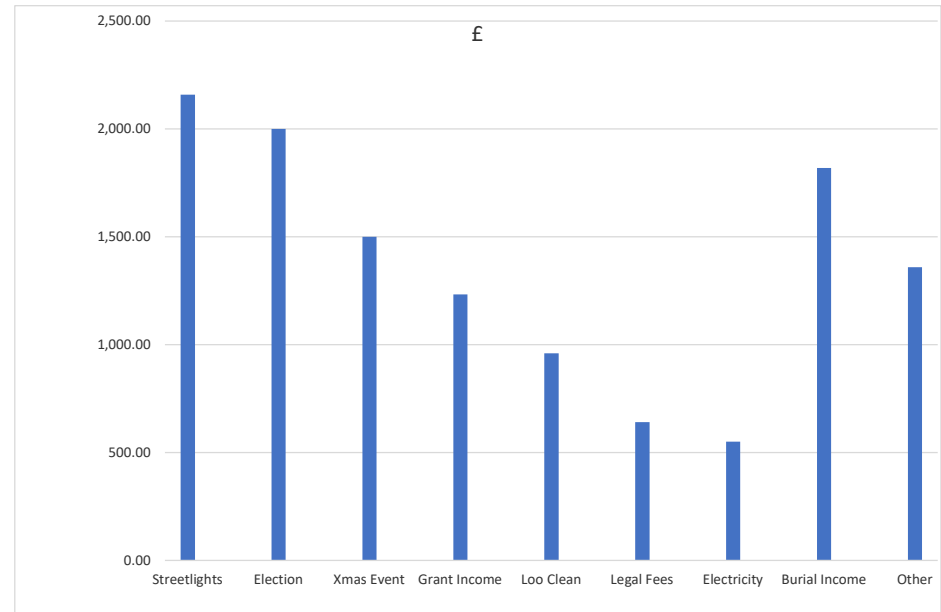
The Clerk shared with Cllrs the letter from Suffolk Public Rights of Way concerning vehicular access to The Paddocks Allotments telling Cllrs that he will now approach solicitors to move the legal agreements forward. Cllr Mawford suggested that the Allotments Association may need to contribute to maintenance costs of the Railway Path.

Cllr Robinson returned to the Room. Meeting ended 9.30pm.

Date of next meeting – Thursday 14th May 2026 7pm

Precept	0.00
Babergh Cleansing Grant	0.00
Burial Fees	1,818.00
Car Park and Toilet Donations	185.07
Other Donations	85.95
EV Charging Income	-300.00
Interest Received	299.20
Management Costs	917.58
Office costs	-454.86
Costs of Democracy	2,000.00
Street Cleaning and Green Maint	517.60
Public Realm	2,346.14
Toilet Costs	2,192.58
Water St	0.00
Community Events including Grants	1,720.69
EV Costs	58.40
Contingency	<u>833.33</u>
	12,219.68
Per Accounts	12,219.68
Check	0.00

Type	£
Streetlights	2,159.13
Election	2,000.00
Xmas Event	1,500.00
Grant Income	1,233.50
Loo Clean	960.51
Legal Fees	640.00
Electricity	549.77
Burial Income	1,818.00
Other	1,358.77
	12,219.68
	0.00



	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Oct Actual Mth	Nov Actual Mth	Dec Actual Mth	Jan Actual Mth	Feb Actual Mth	Mar Actual Mth	Actual YTD	Reforecast 2 YTD	Favourable / (Adverse)	Notes
Precept	10,194.33	10,194.33	10,194.33	10,194.33	10,194.33	10,194.33	10,194.33	10,194.33	10,194.33	10,194.33	10,194.33	10,194.33	122,332.00	122,332.00	0.00	No variance
Babergh Cleansing Grant	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	1,111.11	13,333.32	13,333.32	0.00	No variance
Fixed Income	11,305.44	11,305.44	11,305.44	11,305.44	11,305.44	11,305.44	11,305.44	11,305.44	11,305.44	11,305.44	11,305.44	11,305.44	135,665.32	135,665.32	0.00	No variance
Burial Fees	92.00	1,397.00	37.00	725.00	1,255.00	360.00	0.00	835.00	275.00	440.00	1,735.00	967.00	8,118.00	6,300.00	1,818.00	Variable depending on number of deaths
Car Park and Toilet Donations	233.97	271.05	221.80	276.55	257.70	300.55	226.30	118.95	157.05	109.20	120.40	191.55	2,485.07	2,300.00	185.07	Not significant
Other Donations	0.00	0.00	94.95	0.00	0.00	300.00	0.00	0.00	190.00	0.00	1.00	0.00	585.95	500.00	85.95	Not significant
EV Charging Income	247.90	165.87	248.76	265.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	928.04	1,228.04	-300.00	EV Inactive. Lease Signed November 2025
Interest Received	400.00	548.06	400.00	400.00	530.06	400.00	400.00	400.00	483.78	400.00	185.36	200.00	4,747.26	4,448.06	299.20	Not significant
Variable Income	973.87	2,381.98	1,002.51	1,667.06	2,042.76	1,360.55	626.30	1,353.95	1,105.83	949.20	2,041.76	1,358.55	16,864.32	14,776.10	2,088.22	Burial Income
Total Income	12,279.31	13,687.42	12,307.95	12,972.50	13,348.20	12,665.99	11,931.74	12,659.39	12,411.27	12,254.64	13,347.20	12,663.99	152,529.64	150,441.42	2,088.22	Burial Income
Management Costs	7,813.04	6,813.04	3,903.04	3,607.04	4,184.04	3,895.04	3,954.04	3,914.04	3,996.04	3,458.94	4,320.15	3,180.15	53,038.60	53,956.18	917.58	£640 over accrual of legal fees
Office costs	733.32	818.14	976.68	649.68	724.68	711.26	906.26	691.62	691.26	621.26	1,396.26	1,107.91	10,028.32	9,573.46	-454.86	Largely Clerk Training
Costs of Democracy	0.00	0.00	2,073.00	-727.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,345.30	3,345.30	2,000.00	Election not contested, small invoice expected and not accrued for admin of uncontested election
Street Cleaning and Green Maint	3,163.84	3,000.51	2,984.13	5,487.47	3,199.47	6,172.47	2,987.47	3,774.95	4,590.19	2,889.55	7,784.93	3,689.55	49,724.52	50,242.12	517.60	Grants Received £1,233.50 but repairing Churchyard wall cost £895.
Public Realm	1,017.53	971.52	617.53	613.24	613.24	613.24	613.24	613.24	469.24	536.92	-1,164.21	78.92	5,593.68	7,939.82	2,346.14	Street light Electricity Saving £2,159
Toilet Costs	1,266.61	3,066.28	1,119.69	947.37	1,958.73	1,408.05	916.94	1,975.51	976.48	991.08	1,182.12	931.93	16,740.74	18,933.32	2,192.58	Reduction in cleaning and cheaper electricity costs.
Water St	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	3,174.30	3,174.30	0.00	Not significant
Community Events including Grants	375.00	500.00	0.00	0.00	350.00	1,500.00	0.00	513.17	2,750.00	75.00	-1,500.00	0.00	4,563.17	6,283.86	1,720.69	Recovery of £1,500 loan to Christmas Event Group
EV Costs	179.72	76.14	138.77	113.34	12.64	12.64	12.47	12.24	12.47	12.87	-5.17	11.44	589.57	647.97	58.40	EV Inactive. Lease Signed November 2025
Sinking Fund	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00	12,000.00	0.00	No variance
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	833.33	833.33	Contingency
Total Costs	15,813.58	16,510.15	13,077.36	11,954.96	12,307.32	15,577.22	10,654.94	12,759.29	14,750.20	9,850.14	13,278.60	10,264.43	156,798.20	166,929.66	10,131.46	Uncontested Election, Suffolk Streetlighting, Christmas Grant, Locality Grants
Surplus/(Deficit)	-3,534.27	-2,822.73	-769.41	1,017.54	1,040.89	-2,911.23	1,276.80	-99.90	-2,338.93	2,404.50	68.60	2,399.56	-4,268.56	-16,488.24	12,219.68	
LNP	124.00	0.00	0.00	30.00	1,000.00	16.00	40.00	0.00	96.00	0.00	101.10	4,599.72	6,006.82	5,000.00	-1,006.82	

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Oct Actual Mth	Nov Actual Mth	Dec Actual Mth	Jan Actual Mth	Feb Actual Mth	Mar Actual Mth	Actual YTD	Reforecast 2 YTD	Favourable / (Adverse)
Staff salaries and Other Consultancy Costs	7,674.04	6,774.04	3,774.04	3,474.04	3,774.04	3,795.04	3,774.04	3,774.04	3,781.04	3,318.94	3,680.15	3,040.15	50,633.60	52,039.28	1,405.68
Audit and Payroll bureau costs	139.00	39.00	129.00	133.00	410.00	100.00	180.00	140.00	215.00	640.00	140.00	140.00	2,405.00	1,916.90	-488.10
Management Costs	7,813.04	6,813.04	3,903.04	3,607.04	4,184.04	3,895.04	3,954.04	3,914.04	3,996.04	3,458.94	4,320.15	3,180.15	53,038.60	53,956.18	917.58
Telephone & broadband	83.93	78.04	78.04	78.04	78.04	78.04	78.04	78.04	78.04	78.04	78.04	78.04	942.37	942.37	0.00
Website Dev and .gov	104.80	184.80	64.80	64.80	64.80	154.80	119.80	64.80	64.80	64.80	64.80	64.80	1,082.60	1,082.60	0.00
Accounting software & computer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.85	36.85	0.00	-36.85
Office Materials	9.99	20.70	11.24	11.24	11.24	11.24	11.24	81.60	11.24	11.24	11.24	11.24	213.45	186.89	-26.56
Data Protection	0.00	0.00	0.00	0.00	0.00	0.00	47.00	0.00	0.00	0.00	0.00	0.00	47.00	47.00	0.00
Subscriptions & Insurance	278.22	278.22	278.22	278.22	278.22	282.80	282.80	282.80	352.80	282.80	282.80	282.80	3,440.68	3,414.98	-25.71
All Training/Clr expenses	0.00	0.00	288.00	33.00	36.00	0.00	35.00	0.00	0.00	0.00	667.00	331.00	1,390.00	642.00	-748.00
Room hire PC meetings	72.00	72.00	72.00	0.00	72.00	0.00	108.00	0.00	0.00	0.00	108.00	118.80	622.80	756.00	133.20
Office Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Digital mapping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00
Parish Office Business Rates	101.05	101.05	101.05	101.05	101.05	101.05	101.05	101.05	101.05	101.05	101.05	101.05	1,212.57	1,212.58	0.01
Parish Office rent	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	1,000.00	999.98	-0.02
Office Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	40.00	139.06	99.06
Office costs	733.32	818.14	976.68	649.68	724.68	711.26	906.26	691.62	691.26	621.26	1,396.26	1,107.91	10,028.32	9,573.46	-454.86
Cost of Democracy	0.00	0.00	2,073.00	-727.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,345.30	3,345.30	2,000.00
Green Maintenance	1,178.86	1,137.23	1,137.23	1,137.23	1,337.23	1,137.23	1,137.23	1,137.23	1,637.23	1,137.23	1,174.19	1,137.23	14,425.35	13,888.39	-536.96
Tree Maintenance and Care	0.00	0.00	0.00	2,550.00	0.00	3,200.00	15.00	0.00	1,200.00	0.00	3,946.50	800.00	11,711.50	12,765.00	1,053.50
Street cleansing	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	1,478.84	17,746.06	17,746.06	0.00
Refuse collection bins & dog bins	371.00	232.92	232.92	186.25	221.25	221.25	221.25	221.25	138.97	138.33	138.33	138.33	2,462.08	2,473.09	11.01
Chapel Business Rates	135.15	135.15	135.15	135.15	135.15	135.15	135.15	135.15	135.15	135.15	135.15	135.15	1,621.75	1,621.75	0.00
All cemetery management	0.00	16.38	0.00	0.00	27.00	0.00	0.00	24.48	0.00	0.00	911.92	0.00	979.78	293.38	-686.40
Play equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	778.00	0.00	0.00	0.00	0.00	778.00	1,454.45	676.45
Street Cleaning and Green Maint	3,163.84	3,000.51	2,984.13	5,487.47	3,199.47	6,172.47	2,987.47	3,774.95	4,590.19	2,889.55	7,784.93	3,689.55	49,724.52	50,242.12	517.60
Street furniture	400.00	353.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	753.99	941.01	187.02
Street Lighting energy	530.00	530.00	530.00	530.00	530.00	530.00	530.00	530.00	386.00	458.00	-1,243.13	0.00	3,840.87	6,000.00	2,159.13
PWLB interest	87.53	87.53	87.53	83.24	83.24	83.24	83.24	83.24	83.24	78.92	78.92	78.92	998.82	998.81	-0.01
Public Realm	1,017.53	971.52	617.53	613.24	613.24	613.24	613.24	613.24	469.24	536.92	-1,164.21	78.92	5,593.68	7,939.82	2,346.14
Church Street energy	83.29	141.91	80.00	71.17	65.98	81.33	63.84	94.91	100.09	115.14	96.54	93.55	1,087.75	1,637.52	549.77
Church Street water	0.00	399.03	0.00	0.00	444.71	0.00	0.00	435.30	0.00	0.00	209.03	0.00	1,488.07	1,578.74	90.67
Church St Toilets Business Rates	67.37	67.36	67.37	67.37	67.36	67.37	67.37	67.37	67.37	67.37	67.37	67.37	808.38	808.38	0.00
Prentice St Water	0.00	180.35	0.00	0.00	218.44	0.00	0.00	246.72	0.00	0.00	110.01	0.00	755.52	818.79	63.27
Prentice St non EV energy	40.45	37.27	44.17	26.32	28.51	30.49	29.50	29.90	26.51	27.91	29.77	27.91	378.71	446.71	68.00
Donation Points	194.05	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	588.95	597.93	8.98
Washroom Cleaning & Consumables	771.45	843.95	892.25	746.61	792.83	917.99	720.33	825.41	746.61	744.76	343.50	659.21	9,004.90	9,965.41	960.51
Washroom Minor Maintenance	110.00	1,360.50	0.00	0.00	304.99	274.97	0.00	240.00	0.00	0.00	290.00	48.00	2,628.46	3,079.84	451.38
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Toilet Costs	1,266.61	3,066.28	1,119.69	947.37	1,958.73	1,408.05	916.94	1,975.51	976.48	991.08	1,182.12	931.93	16,740.74	18,933.32	2,192.58
Water Street green maintenance	48.29	48.29	48.29	48.29	48.29	48.29	48.29	48.29	48.29	48.29	48.29	48.29	579.50	579.50	0.00
Water Street Business Rates	216.23	216.23	216.23	216.23	216.23	216.23	216.23	216.23	216.23	216.23	216.23	216.23	2,594.80	2,594.80	0.00
Water St	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	264.53	3,174.30	3,174.30	0.00
Small Grants (combined)	375.00	500.00	0.00	0.00	350.00	1,500.00	0.00	0.00	0.00	0.00	-1,500.00	0.00	1,225.00	2,725.00	1,500.00
Christmas trees/lighting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	513.17	2,750.00	75.00	0.00	0.00	3,338.17	3,500.00	161.83
Xmas Eve Community Carols	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1st Meadow summer facilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Misc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58.86	58.86
Bellward Award	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Events including Grants	375.00	500.00	0.00	0.00	350.00	1,500.00	0.00	513.17	2,750.00	75.00	-1,500.00	0.00	4,563.17	6,283.86	1,720.69
EV Costs	179.72	76.14	138.77	113.34	12.64	12.64	12.47	12.24	12.47	12.87	-5.17	11.44	589.57	647.97	58.40
Sinking Fund	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00	12,000.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	833.33	833.33
Total Expenses	15,813.58	16,510.15	13,077.36	11,954.96	12,307.32	15,577.22	10,654.94	12,759.29	14,750.20	9,850.14	13,278.60	10,264.43	156,798.20	166,929.66	10,131.46
Surplus/(deficit)	-3,534.27	-2,822.73	-769.41	1,017.54	1,040.89	-2,911.23	1,276.80	-99.90	-2,338.93	2,404.50	68.60	2,399.56	-4,268.56	-16,488.24	12,219.68
Check	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LNP Costs	124.00	0.00	0.00	30.00	1,000.00	16.00	40.00	0.00	96.00	0.00	101.10	4,599.72	6,006.82	5,000.00	-1,006.82

	Actual YTD	Budget	Favourable /(Adverse)
Precept	122,332.00	122,332.00	0.00
Babergh Cleansing Grant	13,333.32	13,117.10	216.22
Fixed Income	135,665.32	135,449.10	216.22
Burial Fees	8,118.00	5,760.00	2,358.00
Car Park and Toilet Donations	2,485.07	2,250.00	235.07
Other Donations	585.95	720.00	-134.05
EV Charging Income	928.04	600.00	328.04
Interest Received	4,747.26	2,400.00	2,347.26
Variable Income	16,864.32	11,730.00	5,134.32
Total Income	152,529.64	147,179.10	5,350.54
Management Costs	53,038.60	48,000.03	-5,038.57
Office costs	10,028.32	9,275.53	-752.79
Costs of Democracy	1,345.30	0.00	-1,345.30
Street Cleaning and Green Maint	49,724.52	42,174.81	-7,549.71
Public Realm	5,593.68	9,780.00	4,186.33
Toilet Costs	16,740.74	17,809.65	1,068.91
Water St	3,174.30	3,466.45	292.15
Community Events including Grants	4,563.17	12,139.26	7,576.09
EV Costs	589.57	600.00	10.43
Sinking Fund	12,000.00	12,000.00	0.00
Contingency	0.00	2,000.00	2,000.00
Total Costs	156,798.20	157,245.73	447.54
Surplus/(Deficit)	-4,268.56	-10,066.63	5,798.07
LNP	6,006.82	0.00	-6,006.82

Notes

No variance	Budgeted Deficit	-10,066.63
Insignificant	Burial Income	2,358.00
Insignificant	Interest Received	2,347.26
Variable depending on number of deaths	Tree Maintenance	-6,355.70
Not significant	DSAR this year	-6,160.00
Not significant	20 Mph Ballot	-1,345.30
EV Inactive. Lease Signed November 2025	Grants	4,775.00
Higher Interest rates persisted	Street Light Electricity	2,519.13
Burial Income and Interest	Contingency	2,000.00
Burial Income and Interest	Christmas	1,761.83
DSAR £6,160 in this Financial Year	Street Furniture	1,646.01
Largely Clerk Training	Toilet Costs	1,068.91
20 mph Ballot	Other	1,182.93
Tree Maintenance £6,356	Actual Deficit	<u><u>-4,268.56</u></u>
Street Light Electricity £2,500 and Street Furniture £1,600	Check	0.00
Reduction in cleaning and cheaper electricity costs.		
Not significant		
Grants £4,800, Christmas £1,800		
EV Inactive. Lease Signed November 2025		
No variance		
Contingency		

	Mar 25	Mar 26	Increase/(decrease)
Fixed Assets	146,934.44	145,797.03	-1,137.41
Debtors	0.00	0.00	0.00
Accrued Income	1,821.01	234.25	-1,586.76
Prepayments	1,095.98	6,931.20	5,835.22
VAT Refunds	3,926.07	4,785.94	859.87
	<u>6,843.06</u>	<u>11,951.38</u>	<u>5,108.33</u>
Cash at Bank	394,845.94	231,455.49	
Bus Prem			
Current Acc	<u>3,242.82</u>	<u>7,367.83</u>	
	<u>398,088.76</u>	<u>238,823.32</u>	<u>-159,265.44</u>
Trade Creditors	-21,393.91	-5,938.03	-15,455.88
Accruals	-16,511.59	-15,493.41	-1,018.18
Deferred Income	0.00	0.00	0.00
Lights Creditor	-129,600.30	0.00	-129,600.30
	<u>-167,505.80</u>	<u>-21,431.44</u>	<u>-146,074.36</u>
Loans	-66,059.55	-59,564.60	-6,494.95
Net Assets	<u>318,300.91</u>	<u>315,575.69</u>	<u>-2,725.22</u>
General Funds	195,927.66	193,631.40	-2,296.26
Ballot Fund	4,800.00	3,527.70	-1,272.30
Lavenham Funds in Trust	1,500.00	1,500.00	0.00
Street Fair Fund	6,265.37	5,565.37	-700.00
Sinking Fund	46,995.64	58,995.64	12,000.00
NCIL	62,812.24	52,355.58	-10,456.66
Total Reserves	<u>318,300.91</u>	<u>315,575.69</u>	<u>-2,725.22</u>
Imbalance	0.00	0.00	0.00

Notes
Spring St Cancellation
No change
Burial Income Accrued of £1,060 at March 2025
Business Rates paid in March rather than April
No significant change
Streetlights paid
Playquip and Suffolk Street Lights were in creditors at March 2025
No significant change
No change
Paid
Capital Repayments made
The deficit YTD
20 mph scheme Parish Poll Cost
No change
VE Day and VJ Day
Being increased by £1,000 per month
LNP and Green Willows Streetlight

Closing Cash	238,823.32
Less Ncil	-52,355.58
Less Sinking Fund Cash	-58,995.64
Less Other Funds	-10,593.07

Our Cash 116,879.03

Total I and E incl LNP and Sinking Fund	184,037.44
Less Sinking Fund	-12,000.00
Less LNP	-15,000.00
Add Loan Repayments	7,000.00

Annual Spend excl Sinking Fund 164,037.44

Cover 8.6
Months

	Received	Available
NCIL 24/25	20,967.20	20,967.20
NCIL 23/24	50,703.34	<u>31,388.38</u>
		52,355.58

LNP spend to go -27,328.18
Unallocated 25,027.40

	B/F	Per I and E	VE Day and VJ Day	20 mph Poll	Green Willows NCIL	LNP NCIL	Other	C/F	
General Funds	195,927.66	-4,268.56	700.00	1,272.30	0.00	0.00	0.00	193,631.40	0.00
Ballot Fund	4,800.00	0.00	0.00	-1,272.30	0.00	0.00	0.00	3,527.70	0.00
NCIL	62,812.24	0.00	0.00	0.00	-4,449.84	-6,006.82	0.00	52,355.58	0.00
Lavenham Funds in Trust	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
Sinking Fund	46,995.64	12,000.00	0.00	0.00	0.00	0.00	0.00	58,995.64	0.00
Street Fair Fund	6,265.37	0.00	-700.00	0.00	0.00	0.00	0.00	5,565.37	0.00
Total Reserves	318,300.91	7,731.44	0.00	0.00	-4,449.84	-6,006.82	0.00	315,575.69	0.00

LAVENHAM PRESS LIM	126300 BBP	-124.00
LAVENHAM PRESS LIM	117002 AND 3 BBP	-30.00
PLACES4PEOPLE LIMI	545 BBP	-1,016.00
COMMUNITY ACTION S	6991 AND 7100 BI	-40.00
LAVENHAM PRESS LIM	117953 BBP	-96.00
LAVENHAM PRESS LIM	118541 BBP	-101.10
HANNAH LAZARUS	25017 BBP	-2,000.00
Lavenham Press Accrual		-1,127.00
Places 4 People		-1,166.72
Wendy Bowman		-270.00
Village Hall		-36.00
		<u>-6,006.82</u>

0.00

Current

28/02/2026	Balance Brought Forward	4,280.24
02/03/2026	Supplier Payment: Lavenham Village Hall	-108.00
02/03/2026	Supplier Payment: Paul Holland	-215.00
02/03/2026	Supplier Payment: Anglian Water	-16.92
02/03/2026	Supplier Payment: HP Inks	-13.49
02/03/2026	Toilet Donations: Card	5.70
03/03/2026	Transfer from Deposit Account	10,000.00
03/03/2026	Toilet Donations: Cash	65.00
03/03/2026	Supplier Payment: Anglian Water	-209.03
03/03/2026	Supplier Payment: Anglian Water	-110.01
04/03/2026	Supplier Payment: Onsite IT	-77.76
04/03/2026	Supplier Payment: Lavenham Press	-121.32
04/03/2026	Supplier Payment: TMA Tree Survey	-2,856.00
04/03/2026	Supplier Payment: JPB Landscapes	-3,197.23
04/03/2026	Supplier Payment: Infinity Cleaning	-412.20
04/03/2026	Andrew Smith: Net Wages Feb	-2,487.84
04/03/2026	Supplier Payment: Amazon	-0.99
05/03/2026	Supplier Payment: Amazon	-43.63
05/03/2026	Supplier Payment: Paul Holland	-48.00
09/03/2026	Supplier Payment: Amazon	0.50
09/03/2026	Toilet Donations: Card	7.60
13/03/2026	Supplier Payment: British Gas	-101.39
16/03/2026	Supplier Payment: British Gas	-31.27
16/03/2026	Supplier Payment: SLCC Membership	-331.00
16/03/2026	Toilet Donations: Card	4.75
16/03/2026	Christmas Lights Donation: Hollibells	30.00
17/03/2026	Christmas Lights Donation: Pickles and Lillies	30.00
19/03/2026	Supplier Payment: EE	-12.96
20/03/2026	Supplier Payment: BT	-80.69
20/03/2026	Transfer from Deposit Account	20,000.00
23/03/2026	Toilet Donations: Card	16.15
24/03/2026	Transfer from Deposit Account	10,000.00
26/03/2026	Supplier Payment: Birketts	-8,832.00
26/03/2026	Supplier Payment: Hannah Lazarus	-2,000.00
26/03/2026	Supplier Payment: Babergh District Council	-2,298.40
26/03/2026	Supplier Payment: Babergh District Council	-1,878.50
26/03/2026	Supplier Payment: Babergh District Council	-1,635.40
26/03/2026	Supplier Payment: Command Pest Control	-87.00
26/03/2026	Supplier Payments: Bartletts	-960.00
26/03/2026	Supplier Payment: Suffolk County Council	-4,609.05
26/03/2026	Supplier Payment: Suffolk County Council	-5,339.81
26/03/2026	Supplier Payment: Go Paya Cardless	-43.08
30/03/2026	Supplier Payment: HP Inks	-13.49
30/03/2026	Toilet Donations: Card	12.35
31/03/2026	Toilet Donations: Cash	120.00
31/03/2026	Burial Income: Hanchetts	242.00
31/03/2026	Burial Income: Deacons	725.00
31/03/2026	Balance Carried Forward	7,367.83
31/03/2026	Per Bank Statement	7,367.83
		0.00
Premium		
28/02/2026	Balance Brought Forward	242,724.79
02/03/2026	Bank Interest Received	985.36
03/03/2026	Transfer to Current Account	-10,000.00
09/03/2026	HMRC: VAT Refund	27,745.34
20/03/2026	Transfer to Current Account	-20,000.00
24/03/2026	Transfer to Current Account	-10,000.00
31/03/2026	Balance Carried Forward	231,455.49
31/03/2026	Per Bank Statement	231,455.49
		0.00

Today: 02 Apr 2026



LAVENHAM PARISH COUNCIL

Transactions

COMMUNITY 20-83-50 00567094

Available balance	£7,125.83
Last night's balance	£7,367.83
Overdraft limit	£0.00

Showing 15 transactions between 26/03/2026 and 01/04/2026 from 26/03/2026 to 02/04/2026

Date	Description	Money in	Money out	Balance
01/04/2026	Remittance POST OFFICE CREDIT REM POST OFFICE CREDIT R EM	£242.00		£7,367.83
31/03/2026	Counter Credit W.A. Deacon Funera FEE . INT M. LONG BGC	£725.00		£7,125.83

		7,125.83
Hanchetts Burial cheque banked March 31 on Bank Stmt on April 1		242.00
		7,367.83

Today: 01 Apr 2026



LAVENHAM PARISH COUNCIL

Transactions

Business Premium ME 20-83-50 20567116

Available balance	£231,455.49
Last night's balance	£231,455.49
Overdraft limit	n/a

Showing 5 transactions between 02/03/2026 and 24/03/2026 from 02/03/2026 to 01/04/2026

Date	Description	Money in	Money out	Balance
24/03/2026	Funds Transfer 208350 00567094 FT 208350 00567094 FT		£10,000.00	£231,455.49

		231,455.49
--	--	------------

Use of RFO Powers

On Saturday 11th April 2026 Council received a Freedom of Information Request concerning the LNP.

This FOI request was wide-ranging in nature and so the Clerk informed the Chair that he needed to obtain legal advice to ensure that the FOI request was appropriately answered.

The Clerk exercised his power contained within Standing Financial Order 5.16

'In cases where expenditure is required for the safety of the public or proper functioning of the Council the RFO may authorise revenue expenditure on behalf of the Council which in the his/her judgement it is necessary to carry out subject to a monthly limit of £1,500.00 excluding VAT. The RFO shall, where practicable, seek the prior approval of the Chair for such expenditure and report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter with the matter included in the minutes of the next Council meeting'

Annual Governance and Accountability Return including Internal Auditor reports.

Background:

Council is required to:

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

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 2024/25 and 2025/26 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 no comments. The previous years comment by the Internal Auditor that Council should spread its cash held between different Banks is being actioned and an Account is in the progress of being opened with HSBC.

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

- a) **Internal Audit Reports**
- b) **Section 1 of the AGAR (The Governance Statement)**
- c) **Section 2 of the AGAR (The Accounting Statement)**
- d) **The Supporting schedules to the AGAR**
- e) **The exercise period for public rights.**

Annual Internal Audit Report 2025/26

Lavenham Parish Council

www.lavenham-pc.gov.uk

During the financial year ended 31 March 2026, 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 2025/26 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. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
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 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
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 <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Name of person who carried out the internal audit

24/04/2026

D Crimmin on behalf of Heelis & Lodge

Signature of person who carried out the internal audit



Date

24/04/2026

***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 – 2025/2026

The following Internal Audit was carried out on the adequacy of systems of control in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2025. The following recommendations/comments have been made:

Income: £203,102 Expenditure: £211,186 Reserves: £238,823

2026 AGAR Completion:

Section One: Yes – to be approved by council

Section Two: Yes – to be approved by council

Annual Internal Audit Report 2025/2026: Yes

Certificate of Exemption: No

Proper book-keeping Cash Book and reconciliation of financial transactions in Cash Book with 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 an audit trail. Supporting documentation is in place.

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 May 2025 (Ref: 15) & 5th March 2026 (Ref: 8)
Financial Regulations in place: Yes
Reviewed: 5th March 2026 (Ref: 8)

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.

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

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

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 27/10/2026

Data Protection

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

Insurance was in place for the year of the audit (valid 01/9/2025 to 31/08/2026). The Risk Assessment was reviewed at a full Council meeting held on 5th March 2026 (Ref: 8).

Statement of Internal Controls in place: Yes

The Council have effective 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.

Fidelity Cover: £500,000

The level of Fidelity cover is within the recommended guidelines of year-end balances plus 50% of the precept.

Transparency

Compliance with **Assertion 10**:
Website link: www.lavenham-pc.gov.uk

Privacy Policy published: Yes
Link: <https://www.lavenham-pc.gov.uk/the-council/procedures/>

IT Policy in place: Yes
IT Policy published: Yes
Link: <https://www.lavenham-pc.gov.uk/the-council/procedures/>

Data Protection Policy in place: Yes
Data Protection Policy published: Yes
Link: <https://www.lavenham-pc.gov.uk/the-council/procedures/>

Accessibility Statement in place: Yes
Accessibility Statement published: Yes
Link:
<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.lavenham-pc.gov.uk%2Fassets%2FAccessibility-statement-for-Lavenham-Parish-Council-Sept-2025.docx&wdOrigin=BROWSELINK>

Generic Council email addresses for officials in place: Yes

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

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

Under **The Accounts & Audit Regulations**, councils must publish on their website:

Audited AGAR:

2025 Annual Return, Section One Published – Yes
2025 Annual Return, Section Two Published – Yes
2025 Annual Return, Section Three Published – Yes

Notice of period for the exercise of public rights (2025)

Published – Yes

Period of Exercise of Public Rights

Publication Date: 09/06/2025 Start Date: 10/06/2025 End Date: 21/07/2025

Notice of Conclusion of Audit (2025)

Published – Yes

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** the council is required to display AGARs for the five years 2020-21, 2021-22, 2022-23, 2023-24 and 2024-2025 on their website.

	Section 1	Section 2	Section 3 (Audited)
2020 - 2021	Yes	Yes	Yes
2021 - 2022	Yes	Yes	Yes
2022 - 2023	Yes	Yes	Yes
2023 - 2024	Yes	Yes	Yes
2024 - 2025	Yes	Yes	Yes

The Council have met the publication requirements.

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure over £200,000 should publish on their website from 1 April 2015:

Expenditure items over £500 (quarterly) published: **Yes**

Link: <https://www.lavenham-pc.gov.uk/the-council/finance/new-page-4/>

Procurement data published (contracts exceeding £5,000): **Yes**

Link: <https://www.lavenham-pc.gov.uk/assets/Contracts-Disclosure.pdf>

Grants awarded to voluntary, community or external bodies published: **Yes**

Link: <https://www.lavenham-pc.gov.uk/the-council/finance/new-page-4/>

Senior salaries (over £50,000) published: **NA**

Land and car parks published: **Yes**

Link: <https://www.lavenham-pc.gov.uk/assets/Assets-Register-February-2026.pdf>

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Publication Scheme published: Yes

Link: <https://www.lavenham-pc.gov.uk/the-council/procedures/>

The Council have met the requirements of the Transparency Code for smaller councils with income/expenditure exceeding £200,000.

Budgetary controls

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

Precept: £122,332 (2025-2026) Date: 5th December 2024 (Ref: 9)

Precept: £134,565 (2026-2027) Date: 4th December 2025 (Ref: 12)

Effective budgetary procedures are in place. The precept was agreed in full council, and the precept decision and amount have 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

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked, and a sample of income received and banked was cross-referenced with the Cash Book and bank statements.

Cash

Associated books and established system in place

There have been no cash payments made during the year of audit.

Payroll controls

PAYE and NIC in place where necessary.

Compliance with Inland Revenue procedures

Records relating to contracts of employment and pensions

PAYE System in place: Yes – Seago & Stopps

Employer's Reference: 475/KA60482

P60s issued: Yes

The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. Supporting paperwork is in place, and a P60 has been produced as part of the year-end process.

Eligible employee has joined the nominated pension scheme. The last date of re-declaration of compliance was 1st February 2023.

It is noted that the Council conducted a salary review at a meeting held on 8th January 2026 (Ref: 14).

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place. Values are recorded at cost value. The total value of assets are recorded at £692,942. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

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.

Bank Balances at 31 March were confirmed as:

<i>Barclays Community</i>	<i>£ 7,125.83</i>
<i>Barclays Premium</i>	<i>£231,455.49</i>

The Council had outstanding (PWLB) loans with the UK Debt Management Office (DMO) of £59,565 at the year end.

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council has adequate general reserves (£116,879) and has identified earmarked reserves of £121,944 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 and expenditure basis. Creditors and Debtors are identified in 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 2024-2025 Internal Audit report was considered by the Council at a meeting held on 5th June 2025 (Ref: 10).

A review of the effectiveness of the Internal Audit was carried out on 5th March 2026 (Ref: 8).

Heelis & Lodge were appointed as Internal Auditor at a meeting held on 5th March 2026 (Ref: 8)

External Audit


The Council formally approved the 2025 AGAR at a meeting of the full Council held on 5th June 2025 (Ref: 10).

The External Auditor's report was considered at a meeting held on 2nd October 2025 (Ref: 14).

There were no matters arising from the External Audit.

Additional Comments/Recommendations

- The Annual Parish Council meeting was held on 1st May 2025. 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.



Dave Crimmin
Heelis & Lodge
24th April 2026

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

LAVENHATI 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 2026, 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 have assured 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 <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***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

Section 2 – Accounting Statements 2025/26 for

LAVENHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	229,707	237,426	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	119,000	122,332	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	83,823	80,770	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	41,936	44,271	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	145,648	159,395	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	237,426	229,342	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	398,089	238,823	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	694,079	697,392	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	66,060	59,565	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?		<input checked="" type="checkbox"/>	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 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

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
 - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
 - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Wednesday 3 June – Tuesday 14 July 2026. (The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Where the authority has answered 'No' to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be published with the AGAR on the authority's website.

Smaller authority name: **Lavenham Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement: 15 May 2026 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) Andrew Smith, Parish Clerk and Responsible Financial Officer, Lavenham Parish Council. 01787 247041 andrew.smith@lavenham-pc.gov.uk</p> <p>commencing on (c) <u>Wednesday 3 June 2026</u></p> <p>and ending on (d) <u>Tuesday 14 July 2026</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE sba@pkf-l.com</p> <p>5. This announcement is made by: Andrew Smith, Parish Clerk and Responsible Financial Officer (e)</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2026 for 2025/26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return</i> .
--	--

	2025	2026	Mvmt
Debtors	6,843.06	11,951.38	5,108.33
Cash	398,088.76	238,823.32	-159,265.44
Creditors	-167,505.80	-21,431.44	146,074.36
AGAR	237,426.02	229,343.26	-8,082.76

	Bank	Debtors/Creds	
Precept	122,332.00		122,332.00
Cleaning Grant	13,333.32		
Car Parking Donations	2,554.57		
Other Donations	585.95		
Burial Fees	9,178.00		
Bavergh Grant	1,233.50		
EV Charging Income	1,185.30		
NCIL	0.00		
Interest Received	4,947.26		
Supplier Refund	484.99		
VAT Refund	41,763.47		
Xmas Event	395.66		
Total	75,662.02	5,108.33	80,770.35
	<u>197,994.02</u>	<u>5,108.33</u>	<u>203,102.35</u>

Loan Repayments	-7,519.58		-7,519.58
Salaries Payments	-42,970.62	-1,300.01	-44,270.63
Supplier Payments	-302,969.26	147,374.37	
Grants	-3,800.00		-159,394.90
	-357,259.46	146,074.36	-211,185.11
	-159,265.44	151,182.68	-8,082.76

Per Bank Analysis	199,494.02	1,500.00	Grant Given and recovered £1500
Per Bank Analysis	-358,759.46	-1,500.00	
		<u>0.00</u>	

Explanation of variances – pro forma

Name of smaller authority:

Lavenham Parish Council

County area (local councils and parish meetings only):

Suffolk

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 green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards:** variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	229,707	237,426					Explanation of % variance from PY opening balance not required - Balance brought forward agrees
2 Precept or Rates and Levies	119,000	122,332	3,332	2.80%	NO		
3 Total Other Receipts	83,823	80,770	-3,053	3.64%	NO		
4 Staff Costs	41,936	44,271	2,335	5.57%	NO		
5 Loan Interest/Capital Repayment	7,520	7,520	0	0.01%	NO		
6 All Other Payments	145,648	159,395	13,747	9.44%	NO		
7 Balances Carried Forward	237,426	229,343				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	398,089	238,823				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	694,079	697,392	3,313	0.48%	NO		
10 Total Borrowings	66,060	59,565	-6,495	9.83%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

LAVENHAM PARISH COUNCIL – ASSETS REGISTER

Description of Asset	Date built/acquired	Purchase cost/	Balance Sheet
		Proxy cost (2010)	
Water Street: Car park EV charging units	Mar-22	£13,500	Prior to PC having a Balance Sheet
Water Street: Barriers, Fencing, Lighting and	Mar-22	£20,000	Prior to PC having a Balance Sheet
Water Street: Clearing of debris, installation	Mar-22	£176,500	Prior to PC having a Balance Sheet
Prentice St: Car park EV charging units and	Mar-22	£34,000	Prior to PC having a Balance Sheet
		£1,000	Prior to PC having a Balance Sheet
Toilet Block, Prentice Street car park Concrete base, steel frame timber clad	Aug-21	£18,887.00	Prior to PC having a Balance Sheet
			Prior to PC having a Balance Sheet
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	Prior to PC having a Balance Sheet
Church St Donation Card Reader		£1,000	Prior to PC having a Balance Sheet
No 2 Lady Street	May-19	£40,000.00	Prior to PC having a Balance Sheet
Cemetery Chapel of Rest	Built 1896/97	£175.00	Prior to PC having a Balance Sheet
Solar panel	2018	£1,900	
Storage shelving	2018	£632.00	
Churchyard wall & gates	Part built/part rebuilt 1988/89	£27,000.00	Prior to PC having a Balance Sheet
Bus shelter	Built 1975	£2,280.00	Prior to PC having a Balance Sheet
Street Furniture	various dates	£5,254.00	
13 fixed wooden bench seats various locations in Parish			
+ 5 seats	2015 - 2018	£1,357.00	
5 noticeboards	2015 - 2018	£4,300.00	
Seat	2019	£207	
SID speeding survey equipt.		£3,500	Prior to PC having a Balance Sheet
Litter bins, dog waste bins,	2015/16	£1,974.00	Prior to PC having a Balance Sheet
Litter bins, dog waste bins	2016/17/18/19	£2,842.00	
Wooden Footbridge First Meadow	2006	£1,792.00	Prior to PC having a Balance Sheet
Village sign, oak & wrought iron corner Preston Road/High Street,	2008	£15,000.00	Prior to PC having a Balance Sheet
Village sign, oak grass area at Tenter Piece, Church Street, Lavenham	2008	£5,000.00	Prior to PC having a Balance Sheet
Commemorative bronze plaque, US 487 th Bomb Group, Market Place	unknown	£5,505.00	Prior to PC having a Balance Sheet
Commemorative heavy bronze plaque, 1257 Market Charter, Market Place	2008	£2,000.00	Prior to PC having a Balance Sheet
Water Hydrants* 9 various locations	acquired 2010	£2,114.00	Prior to PC having a Balance Sheet
Beacon	2018	£360.00	
Children's Play Equipment First Meadow Playing Field Brent Leigh Road, Lavenham	2000/2001/2008	£16,600.00	Prior to PC having a Balance Sheet
Additional play equipment	2015	£33,528.00	
& fencing	2015	£3,000.00	
IT kit Dell laptop/printer etc	2017	£2,000.00	Prior to PC having a Balance Sheet
Projector	2022	£1,000	
	2018	£313.00	
Street Lights (127)	2020	£130,236.88	£130,236.88
Kissing Gate	2024	£5,540	£5,540
Phone Boxes	2024	£6,200	£6,200
Notice Board	2024	£1,492	£1,492

Bin resiting	2024	£161	£161
Broxap: New Litter Bins	2024	£1,579	£1,579
Glasdon: New Dog Bins	2024	£588.97	£588.97
Stock Signs 2 SIDs Melford Rd	2025 NCIL	£8,200	
Playquip 1st Meadow Bridge Replacement	2025 NCIL	£9,423	
Phone Box Refurbishment Cost	2025 NCIL	£6,200	
Suffolk CC contribution towards larger Lorry Sign on A1141	2025 NCIL	£8,797.95	
Green Willows Street Light	2026 NCIL	£4,449.84	
		£697,387.82	£145,797.03
	See Below	4	
		£697,391.82	

The Cemetery, Bridge Street Road, Lavenham

The Recreation Ground, Bridge Street Road, Lavenham

all valued £1 each

First Meadow (Playing Field), Brent Eleigh Road, Lavenham

Total 4

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 23 Jan 2026

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		229,343.26
Deduct: Debtors (enter these as negative numbers)		
Accrued Income	(234.25)	
VAT Refunds	(4,785.94)	
	(5,020.19)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Prepayments	(6,931.20)	
	(6,931.20)	
Total deductions		(11,951.38)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Trade Creditors	5,938.03	
Accruals	15,493.41	
	21,431.44	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
1		
2		
	-	
Total additions		21,431.44
Box 8: Total cash and short term investments		<u>238,823.32</u>

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 2026" 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 Parish Council**

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

Financial year ending 31 March 2026

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

Date: **15/04/2026**

	£	£
Balance per bank statements as at 31/3/2026:		
Current Account	7,125.83	
Deposit Account	231,455.49	
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		
		238,581.32
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/2026 (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
		0.00
Add: any un-banked cash as at 31/3/2026		
Cheque received deposited March 31 cleared April 1	242.00	
		242.00
Net balances as at 31/3/2026 (Box 8)		<u>238,823.32</u>

Today: 02 Apr 2026



LAVENHAM PARISH COUNCIL

Transactions

COMMUNITY 20-83-50 00567094

Available balance	£7,125.83
Last night's balance	£7,367.83
Overdraft limit	£0.00

Showing 15 transactions between 26/03/2026 and 01/04/2026 from 26/03/2026 to 02/04/2026

Date	Description	Money in	Money out	Balance
01/04/2026	Remittance POST OFFICE CREDIT REM POST OFFICE CREDIT R EM	£242.00		£7,367.83
31/03/2026	Counter Credit W.A. Deacon Funera FEE . INT M. LONG BGC	£725.00		£7,125.83

Today: 01 Apr 2026



LAVENHAM PARISH COUNCIL

Transactions

Business Premium ME 20-83-50 20567116

Available balance	£231,455.49
Last night's balance	£231,455.49
Overdraft limit	n/a

Showing 5 transactions between 02/03/2026 and 24/03/2026 from 02/03/2026 to 01/04/2026

Date	Description	Money in	Money out	Balance
24/03/2026	Funds Transfer 208350 00567094 FT 208350 00567094 FT		-£10,000.00	£231,455.49

11			BDC	LPC	
Apr-26					
04033/4	Hall, Hall Rd	Planning Permission and Listed Building Consent Proposed replacement entrance gates	Refusal. Appealed, Allowed	Approval	
00924	24 The Paddocks	Erection Gym and Music Room Variation of Condition	Approval	Approval	
01173	30 High St	Reducing size of an Ash tree	Approval	Approval	
00941/2	1 Bakers Mill	Installation of an electric vehicle charging point on the internal wall of the garage	Approval	Approval	
May-26					
01137/8	Blaize Barn, 5 Bears Lane	Off street parking space and new boundary screen walls	Approval	Approval	
Open items:					
05426	Chilton Woods, Sudbury	Reserved Matters 269 dwellings	Ongoing	No Comment	
05163	Pegtile Court	Installation of an Air Source Heat Pump	Ongoing	Need Listed Bldg Application	
00674	Land north east of Briarside	Single storey dwelling and garage	Ongoing	Approval	
01566	Woolstaplers	Fell Goat Willow and Alder	Ongoing	Ongoing	
01509	De Vere House Water St	Listed Building Consent: Replacement render and insulation	Ongoing	Ongoing	
01057/1060	40 Prentice St	Demolition of garage and excavation of garden area to form parking spaces	Ongoing	Ongoing	
01302	Second Meadows Stables	Erection of a Wellness Centre	Ongoing	Ongoing	
04172	41 Water St	Rear Extension	Ongoing	Ongoing	
01594	The Angel Hotel	Listed Building Consent: Refurbishment	Ongoing	Ongoing	
01738/9	Barn Cottage, Barn St	Retrospective permission re refurbishment works	Ongoing	Ongoing	
01475	Pegtile Court	Installation of Air Source Heat Pump	Ongoing	Ongoing	
01076	23 Prentice St	Listed Building Consent: Repairs	Ongoing	Ongoing	27th May

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 14th May 2026 Part 1

Discharge of Conditions Application for DC/25/04034 - Condition 2 (Materials and Finishes)

The Hall, Hall Road, Lavenham Sudbury Suffolk CO10 9QX

Application. No: DC/26/01627 | Received: Thu 16 Apr 2026 | Validated: Thu 16 Apr 2026 | Status: Awaiting decision

This application is to satisfy a condition in the Appeal to supply details of the material and finishes of the Entrance Gates. The application form has this information.

The precise finishes of the gates are as follows: Metal frame colour to be Anthracite (RAL ref 7016). The gates will be sandblasted after production and a zinc primer applied follow by a smooth thick top coat The timber slats to be Rosewood colour. An actual sample is being sent to the planning department of Babergh District Council.

No further comment to add

Application for Listed Building Consent - The restoration of the Grade 2* listed Angel Hotel in Lavenham. Works as detailed within the Design and Access Statement, Schedule of Works and Historic Impact Assessment.

Show more description 

The Angel Market Place Lavenham Sudbury Suffolk CO10 9QZ

Application. No: DC/26/01594 | Received: Tue 14 Apr 2026 | Validated: Wed 15 Apr 2026 | Status: Awaiting decision

The new owners of the Angel wish to refurbish the building. For at least the past 30 years the pub has been let on a repairing lease. There was a major refurbishment undertaken in the late 1980's. However, since then only patch repairs.

As a result, the works seek to repair damage as well as to upgrade the fabric of the building including new electrical and mechanical installations as well as new bathrooms to the nine bedrooms. Retaining the character of the building is a clear priority, and much work has already gone into understanding the structure, the history and the performance of the building. Overall, there are minimal changes to the layout, with the most effort being spent on restoring the fabric of the building.

There are significant details of the Heritage Features shown in the various reports and the works required. This list is long and it difficult to summarise in this document – see planning portal SCHEDULE OF WORKS ANGELHOTEL.HISTORICFEATURES

There is a full set of existing and proposed drawings including an outline of works in the Design and Access statement.

The Exteriors, Roof, Render, Ground Floor, First Floor, Cellar and boundary walls are having significant repairs and replacements – these are all detailed in the report, with pictures of every issue, door and window repairs/replacements etc. Care is being shown to use traditional methods and materials and to preserve heritage assets.

This building is a critical heritage asset in Lavenham but is also important from a contemporary economic and social perspective in providing employment and providing a hospitality venue for local people and visitors. It is a credit to the new owners the amount of preparatory work that has been included in the application, and the determination they are showing to restore this building to the highest standards for the future and to re-open it as a thriving Pub, Hotel and Restaurant.

Recommend Approval

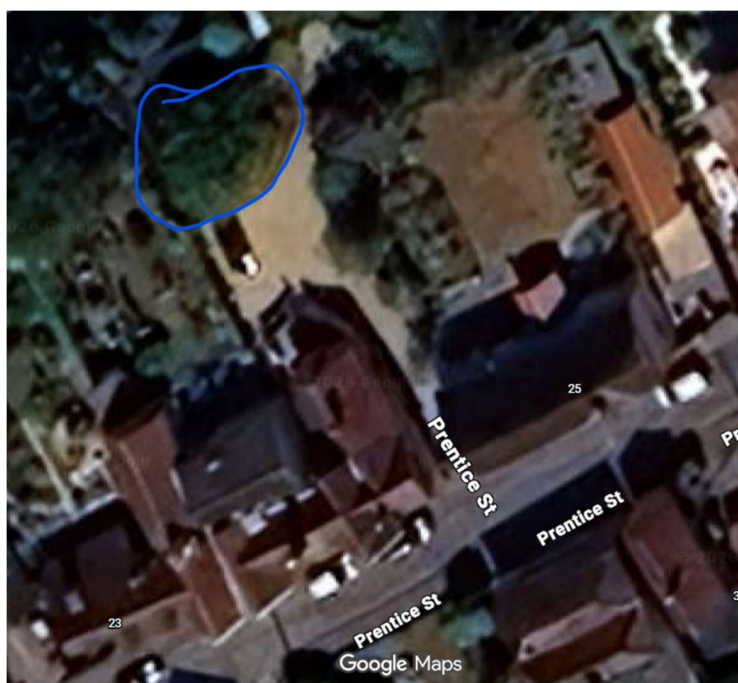
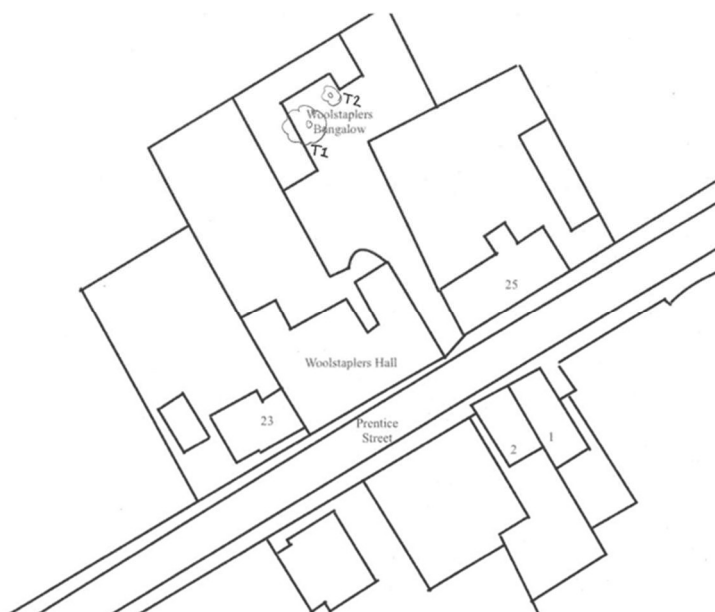


Application for works to trees in a Conservation Area - T1 Goat Willow to fell to ground level. T2 Alder to fell to ground level. Both trees are the wrong type for where they are and are now too close to the buildings.

Show more description 

Woolstaplers Bungalow Prentice Street Lavenham Sudbury Suffolk CO10 9RD

Application. No: DC/26/01566 | Received: Mon 13 Apr 2026 | Validated: Tue 14 Apr 2026 | Status: Awaiting decision



The aerial photos show that these two trees are completely overpowering the Bungalow.

Recommend Approval


Application for Listed Building Consent - Demolition of existing garage, Excavation of garden area to form parking spaces, construction of brick retaining walls and existing brick wall to be angled back.

Show more description 

40 Prentice Street Lavenham Sudbury Suffolk CO10 9RD

Application. No: DC/26/01060 | Received: Wed 11 Mar 2026 | Validated: Mon 13 Apr 2026 | Status: Awaiting decision

Householder Application - Demolition of existing garage, Excavation of garden area to form parking spaces, construction of brick retaining walls and existing brick wall to be angled back.

Show more description 

40 Prentice Street Lavenham Sudbury Suffolk CO10 9RD

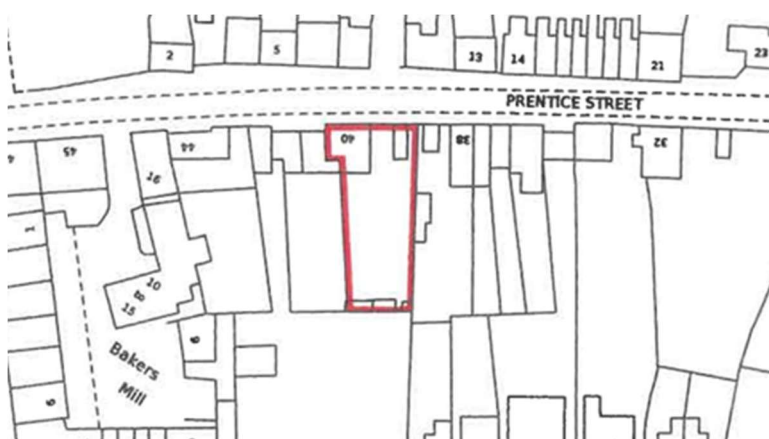
Application. No: DC/26/01057 | Received: Wed 11 Mar 2026 | Validated: Mon 13 Apr 2026 | Status: Awaiting decision

This application demolishes a poor quality pre-fabricated concrete garage in the curtilage of a Grade II listed building, located inside the Conservation Area and widens the entrance and excavates part of the Garden to create 2 parking spaces.

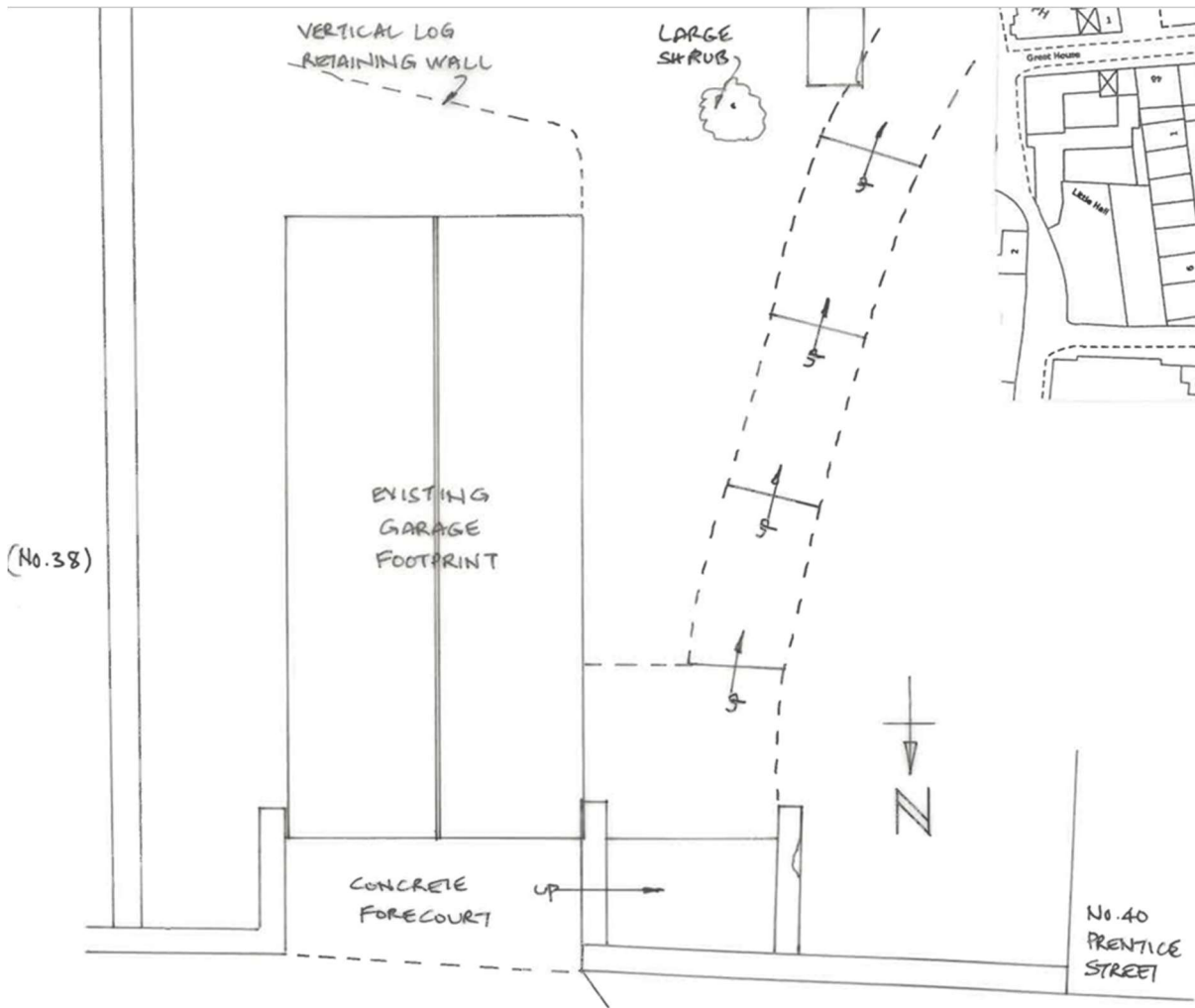
The proposal does however demolish part of a historic boundary wall. Consideration needs to be given to the loss of this and the change in the street scene

Application DC/24/01662 further down Prentice St. was refused, due to the proposal to demolish a similar wall to make a car parking space. This application proposes that part of the wall is demolished, hence this application should also be refused to ensure fairness and consistency in planning decisions.

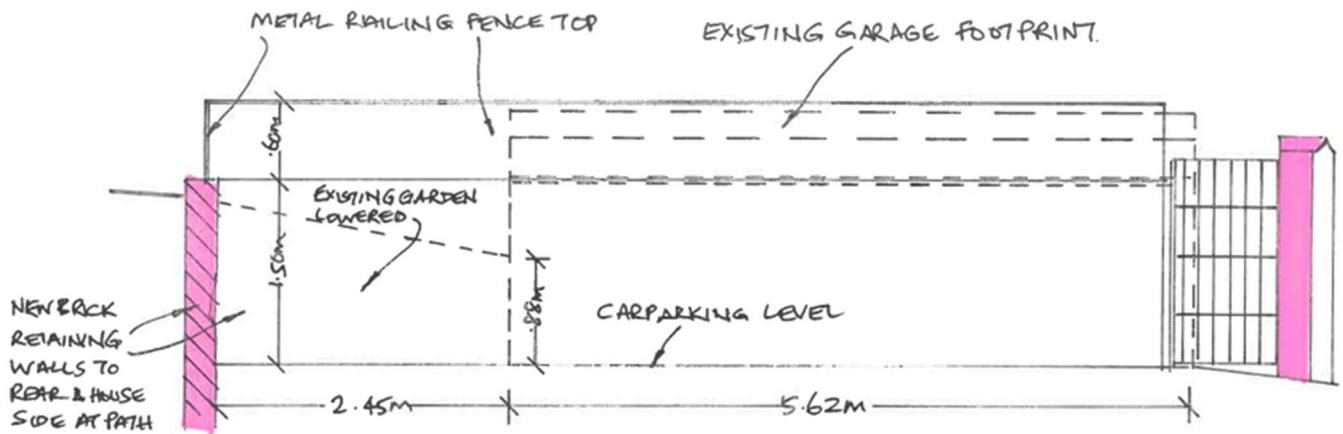
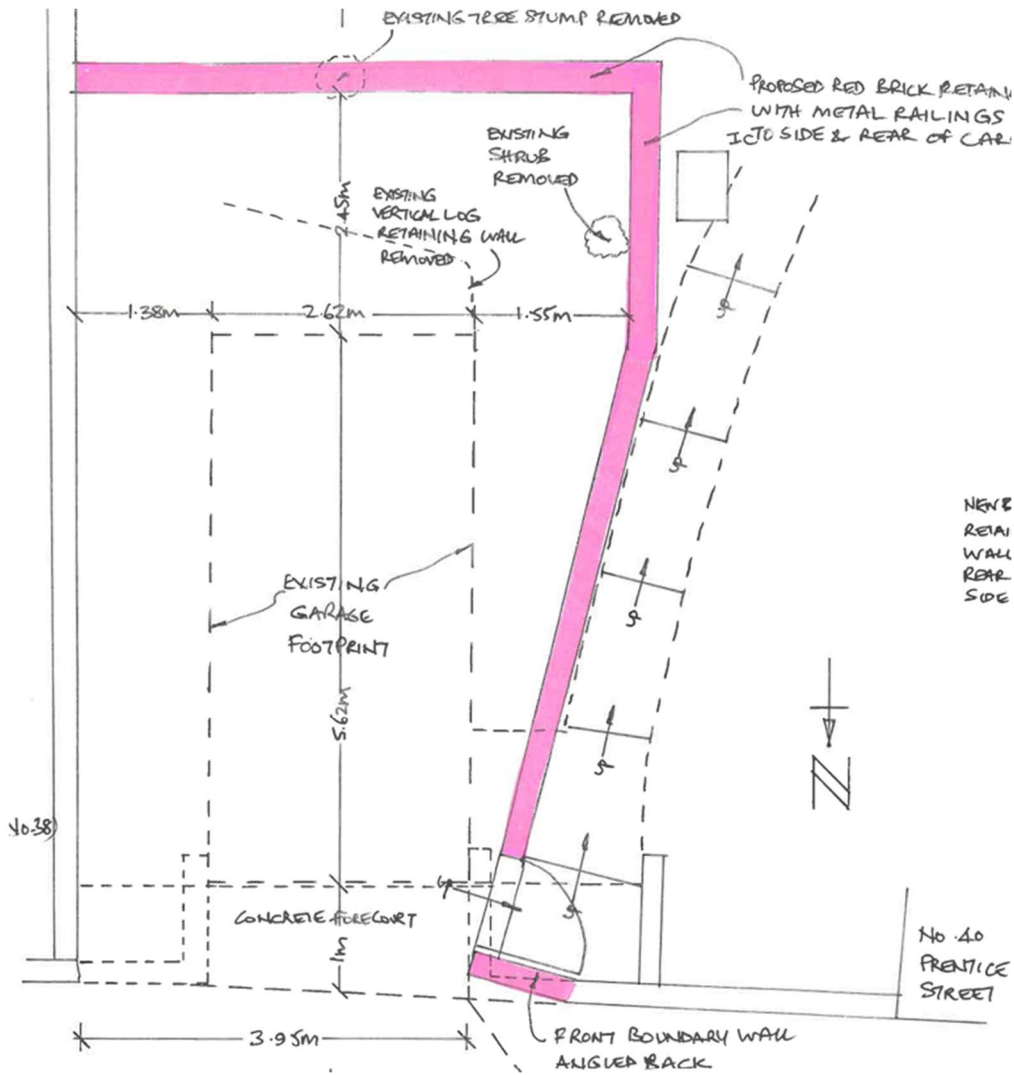
Recommend Refusal



Existing Garage



Proposed Parking Area



• TYPICAL CROSS SECTION A-A •

Householder Application. Erection of two-storey and single storey rear extension



41 Water Street Lavenham CO10 9RN

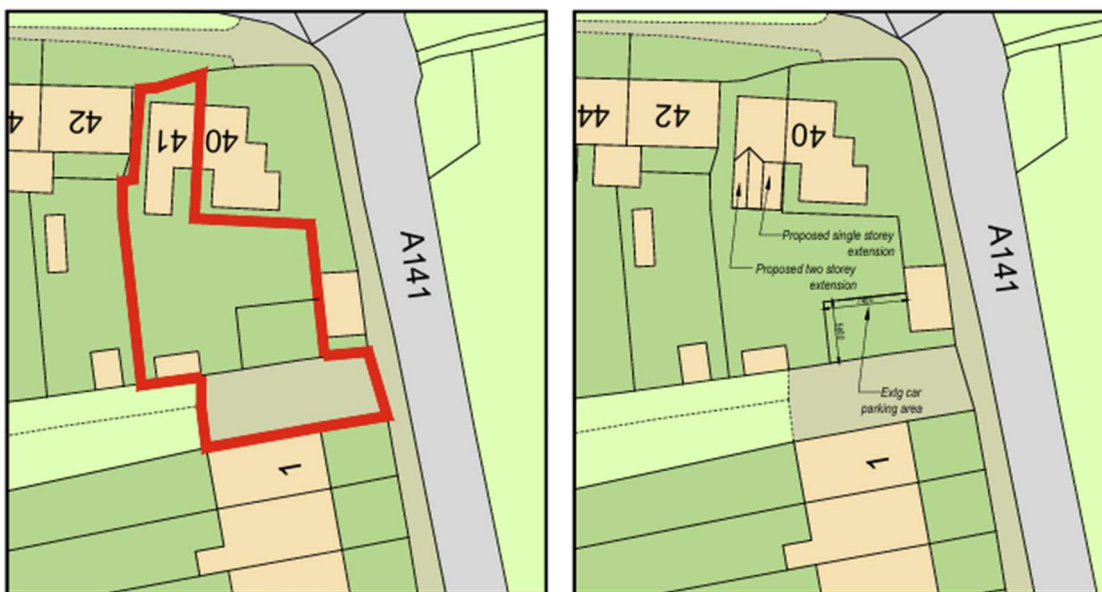
Application. No: DC/25/04172 | Received: Fri 19 Sep 2025 | Validated: Thu 02 Apr 2026 | Status: Awaiting decision

The proposed extension is to the rear of No 41 so would not be visible from Water St

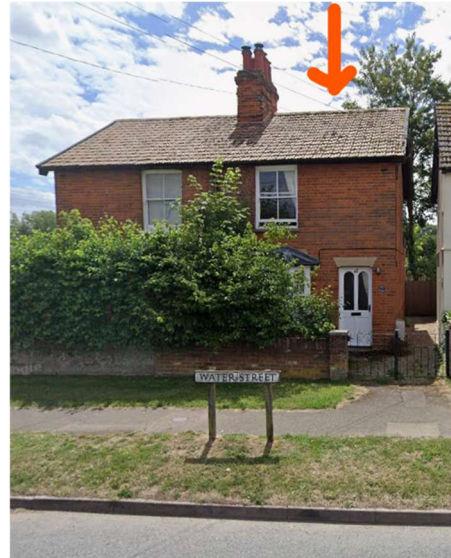
It replaces a single storey extension with a larger 2-storey one. This will only be partially visible as there is already a 2-storey rear extension to the neighbouring property no 40.

Recommend Approval

Existing and Proposed Site Plan



View of 2 story extension to no 40 from Brent Eleigh Road and view from Water Street



Side Elevation
Existing Elevations

Rear Elevation

Side Elevation

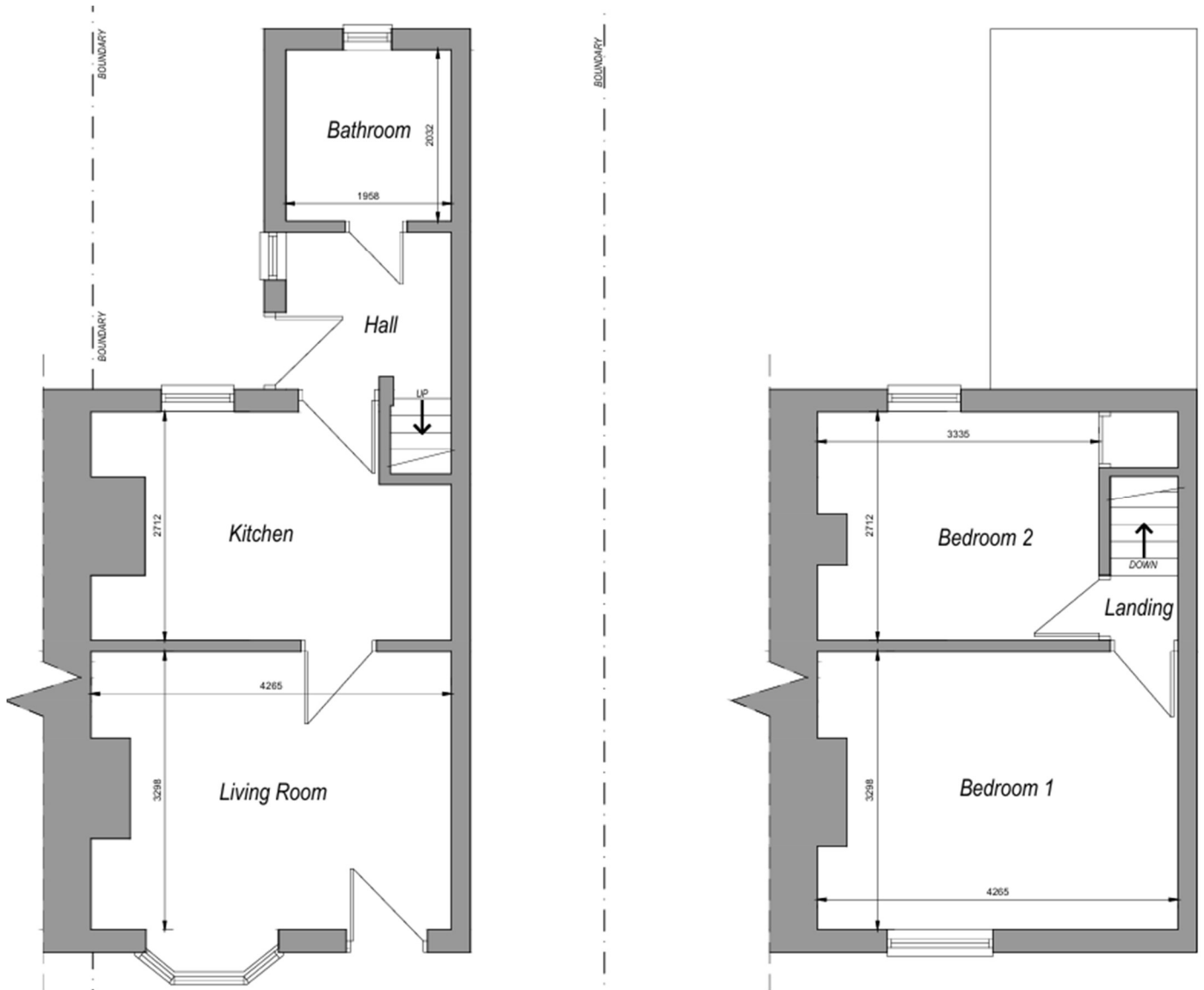


Side Elevation
Proposed Elevations

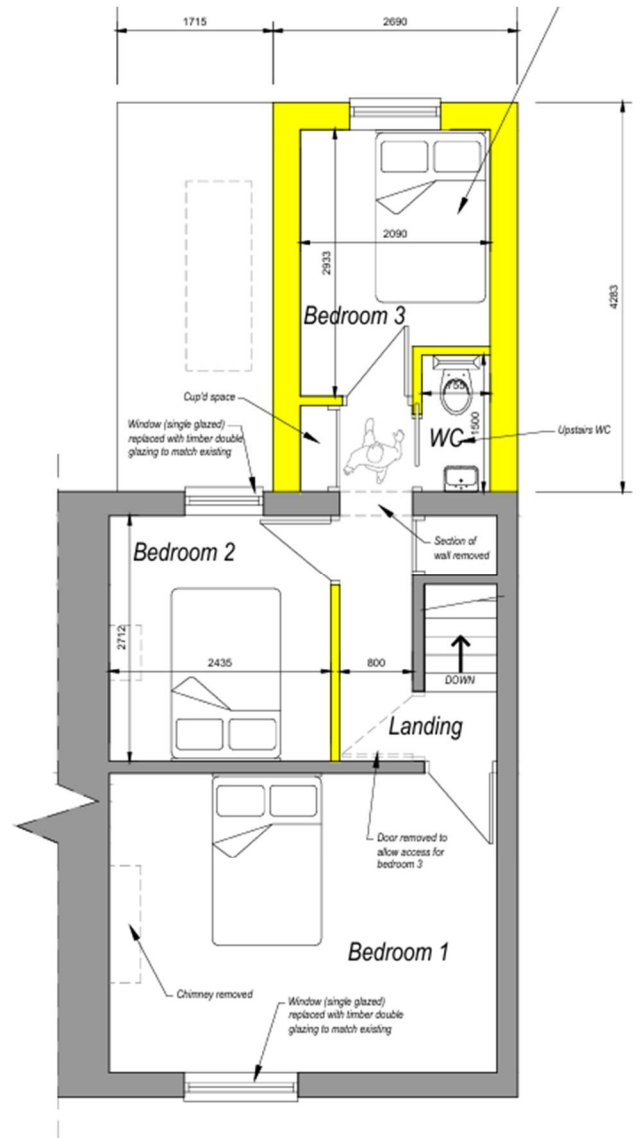
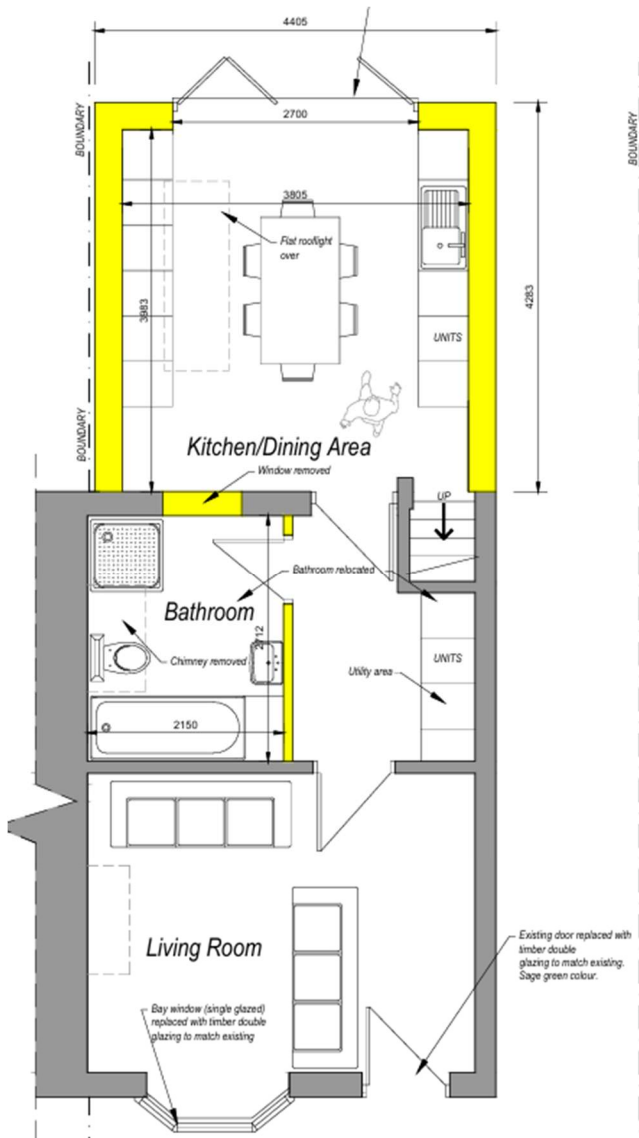
Rear Elevation

Side Elevation

Existing floor plan



Proposed floor plan



Application for Listed Building Consent - Installation of an Air Source Heat Pump



Pegtile Court 3 Church Street Lavenham Sudbury Suffolk CO10 9QT

Application. No: DC/26/01475 | Received: Tue 07 Apr 2026 | Validated: Mon 20 Apr 2026 | Status: Awaiting decision

We previously considered a Planning Application on this site for the same installation - DC/25/05163.

This was reviewed and our comments at the time were that the works were in the curtilage of a listed building so a Listed Building Consent application was required in order for us to make a recommendation. This application serves this purpose.

This application is located inside the Conservation Area and the building affected is in in the curtilage of a Grade II listed building.

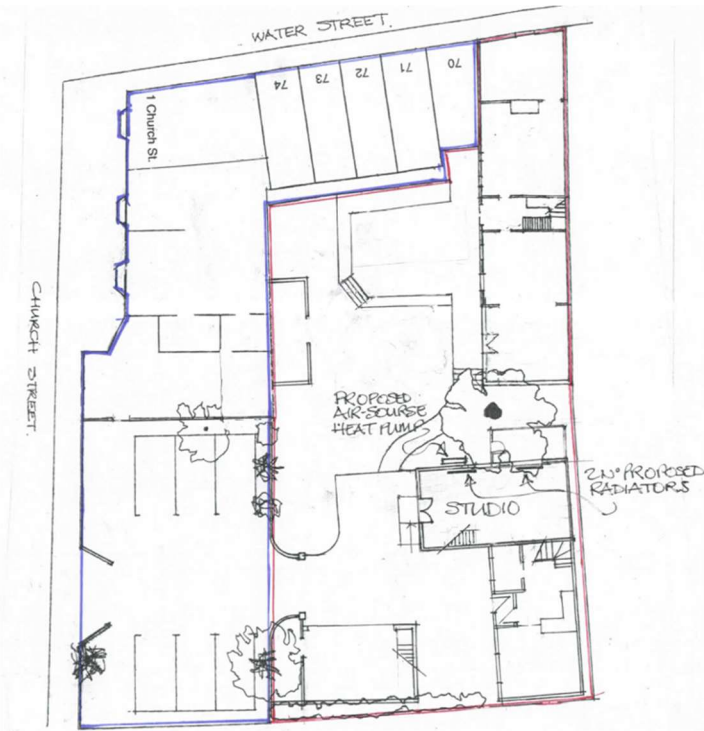
The Heat Pump proposed is to be attached to the Studio Annexe Building shown in the drawings. Although this building is made of an old timber structure it was erected in 1985 and is not listed. The heat pump is to provide heating for this Studio Annexe Building. The Heat Pump will not be visible from the street, will be visible from Pegtile Court but not impact the view of the listed building.

Details of a timber screen are included in the application which will hide the actual heat pump unit from view

The heat pump is a standalone unit 1100mm W x 869mm H x 46mm D with a large cooling fan and compressor, both which could generate some noise. The noise analysis of the nearest room is attached and is shown as a PASS.

Recommend Approval of this application and of DC/25/05163

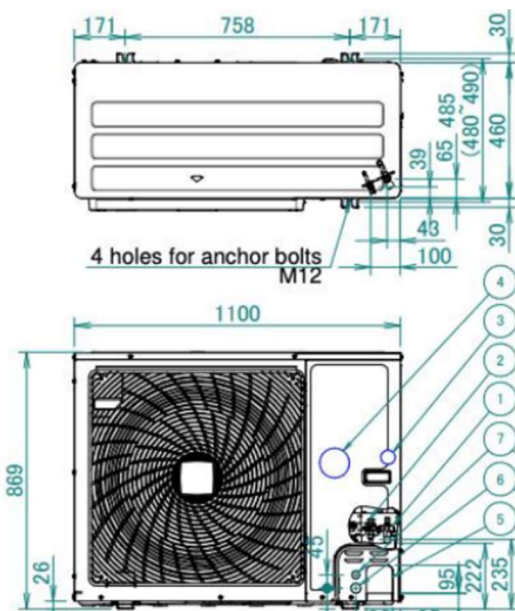




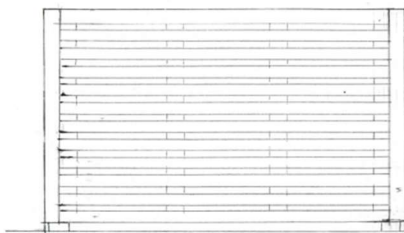
PROPOSED HEAT PUMP AT 3 REGTILE COURT
line of garage beyond



Heart pump unit



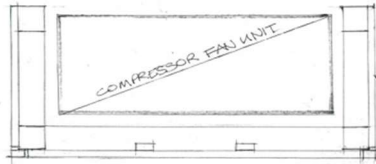
TIMBER SCREEN AROUND AIR-SOURCE HEAT PUMP AT
 PEGTILE COURT, 3 CHURCH STREET, LAVENHAM



ELEVATION 1:10



AXO NORTH ELEV



PLAN 1:10



Free standing timber screen allowing ease of for maintenance

Fit & miss roofing battens forming screen allowing ventilation



SIDE ELEV 1:10

FOR: Mr & Mrs HODGES
 SCALE: 1:10
 DATE: MARCH 26
 DWG: GMH 08

Sound Level Assessment Data

POSITION	HP NAME	SOUND POWER (DB)	DIRECTIVITY (Q)	DISTANCE (M)	BARRIER (DB)	FINAL LEVEL
P1	HP1	66	4	20	0	35.01 PASS
P2	HP1	66	4	20	0	35.01 PASS

Assessment Summary

Positions Assessed: 2
 Positions Passed: 2
 Compliance Rate: 100%

Pass
 Overall Result

Position 1



RZAG100 On Wall bracket/Pad, in this location, pipework to travel through wall via core drilled hole, once internal, pipework and associated electricals to travel along internal walling to each concealed floor standing unit x 2
 Nearest possible habitable room is other side of court yard at Attic height.....see position 2

Position 2



Nearest habitable room in attic above restaurant, this is 20+ meters away, and is high up in the roof (Attic)

Application for Listed Building Consent - Retrospective application for works to refurbish parts of the house and for works within the domestic garden

Show more description 

Barn Cottage Barn Street Lavenham Sudbury Suffolk CO10 9RB

Application. No: DC/26/01739 | Received: Thu 23 Apr 2026 | Validated: Mon 27 Apr 2026 | Status: Awaiting decision

Householder Application - Retrospective works to refurbish parts of the house and for works within the domestic garden



Barn Cottage Barn Street Lavenham Sudbury Suffolk CO10 9RB

Application. No: DC/26/01738 | Received: Thu 23 Apr 2026 | Validated: Mon 27 Apr 2026 | Status: Awaiting decision

Barn Cottage is Grade II* listed and in the Conservation Area.

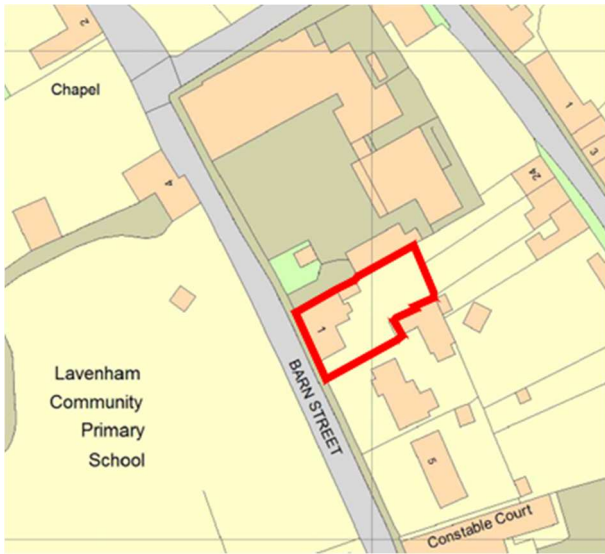
The specific works that affect the listed building are details in The Design and Heritage report on the planning portal – some excerpts have been repeated below – these show care has been taken to undertake repairs, replacing modern materials with breathable heritage materials such as lath and lime plaster, lime-based paints etc. Excerpts from the report are on later pages. No 1st floor plans are included, as would be normally expected with applications – no changes are mentioned in the reports.

We need the Heritage Officer to comment on the suitability of the materials, but experience from other applications indicate appropriate care has been taken and the Heritage Assets have been improved by the replacement of modern inappropriate materials

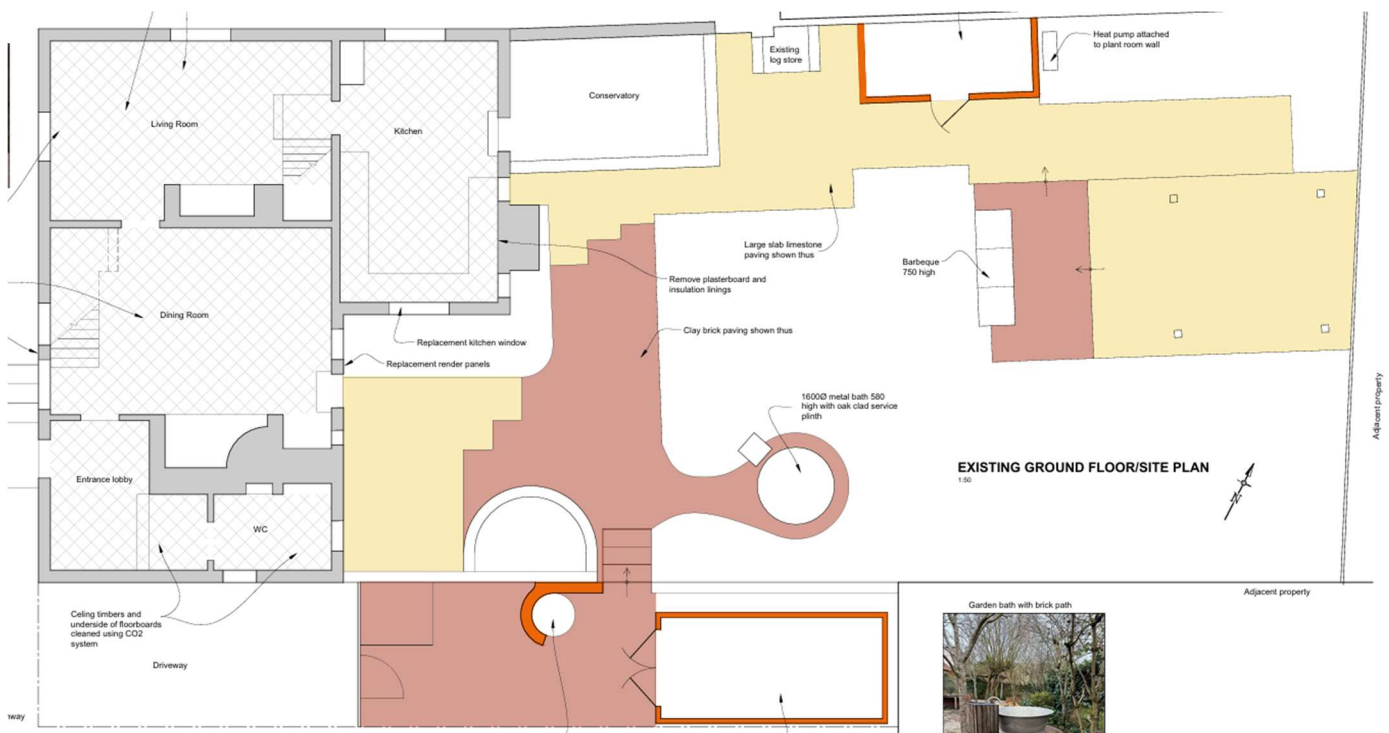
Changes are compliant with 2016 LNP Policy D1 (Design and Character) and D2 (High Quality Design)

Recommend Approval but Heritage Officer needs to advise on technical details and if they are acceptable...

Site Location Plan



Existing site plan following works undertaken.



Details from site plan – Living room and Gable



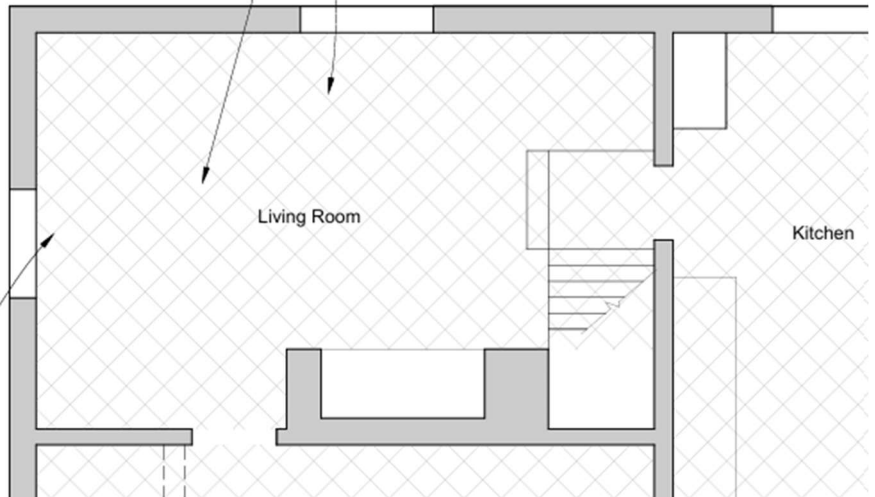
Ceiling timbers and underside of floorboards cleaned using CO2 system



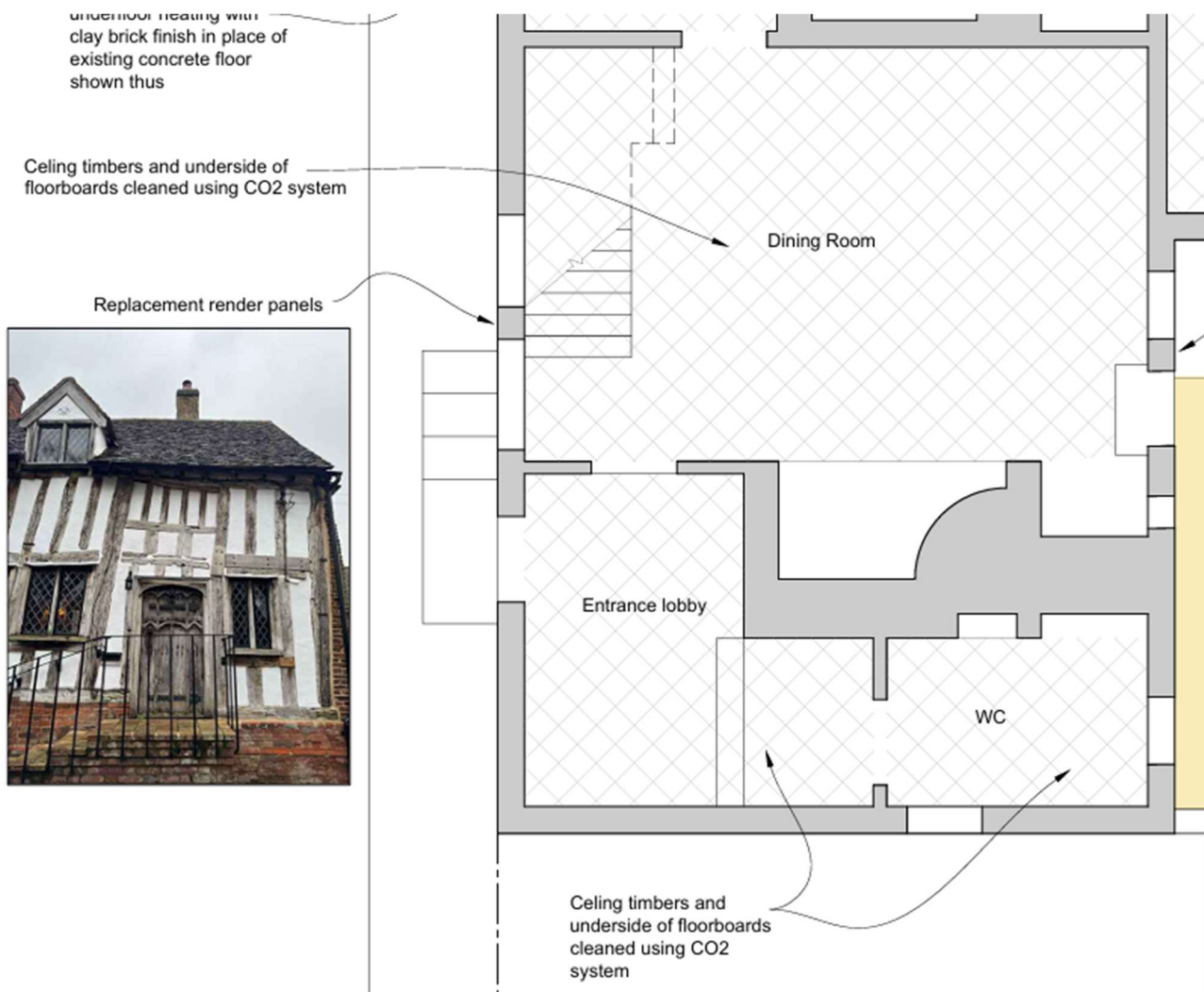
Remove hard cement render from gable. Replace with lime on lath.



New limecrete floor and underfloor heating with clay brick finish in place of existing concrete floor shown thus



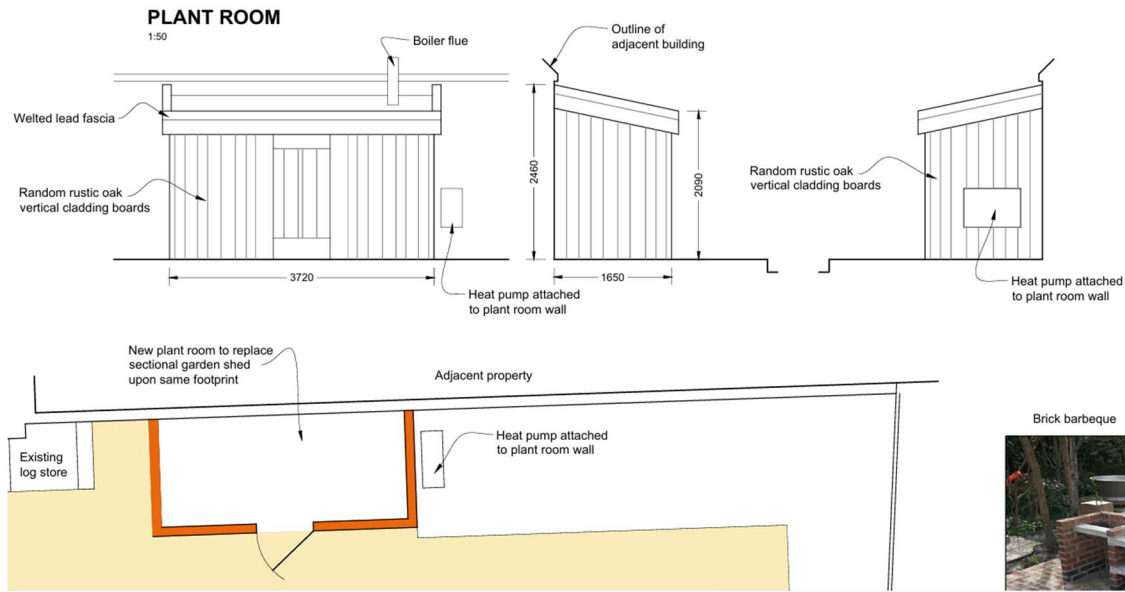
Details from Site Plan – Dining room and Entrance Lobby



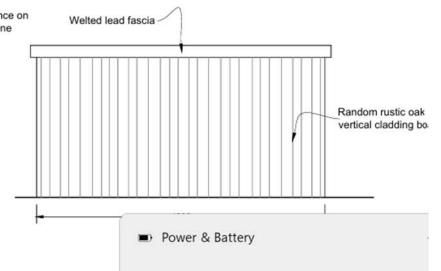
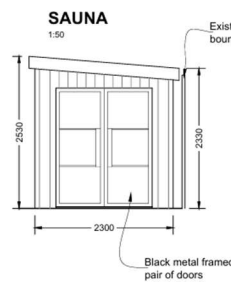
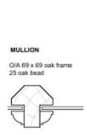
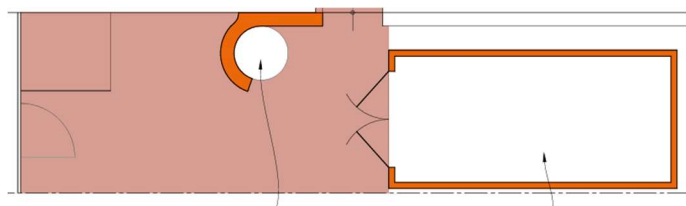
Details from Site Plan – Kitchen window replacement of modern uPVC windows



Heat pump and plant room replacing Garden Shed



Garaged replaced with Sauna, Garden Bath, Shower and Hard Landscaping



Cleaning of internal timbers

The existing ground floor ceiling beams and joists were white gloss painted, including the underside of the floorboards. A system of removing the paint was undertaken by a dry ice process by Arctic Fox Ltd.



The process has left the timber with a patina of age that matches the other timbers within the house.

Ground floor

The existing ground floor was a modern concrete slab which was encouraging moisture into the external walls. This was taken up and a new permeable limecrete floor laid upon a Foam Glass layer, with integral underfloor heating. The final finish is a Reclaimed Pale clay brick floor slip by Lubelska Ltd.



The work has incorporated natural undulations in the flooring to resist the finish being 'too level'.

Replacement kitchen window



The existing ground floor kitchen window had been replaced with an inappropriate plastic unit. The new unit is made from reclaimed oak and has been diamond lead glazed by a specialist. It was fitted into the existing structural opening.

Details are on drawing 260302/01.



Replacement external render and insulation

Parts of the external timber framed walls had been replaced with a hard cement render on mesh. This had deteriorated and cracking and differential movement was allowing moisture into the building frame.

The inappropriate render was carefully removed and replaced with Limecote plaster on straight grained Douglas fir laths, by Best of Lime. Any frame cavities were filled with sheeps wool insulation material supplied by Anglia Lime.

All of the external acrylic paint was removed from the render panels and replaced with natural limewash by Ingilby Paints.



The images left show the street elevation defective panels marked with red crosses, the panels removed, and the finished work.



The images left show the north gable above the lean-to roof, the panels removed, and the finished work.



The images left show the rear elevation defective panels marked with red crosses, and the finished work.

Details are on drawing 260302/01.

Internal plaster repairs and repainting

The existing ground and first floor internal walls were repaired in discrete areas where required and modern gypsum plaster removed. This was replaced with lime plaster.

Where it existed, the acrylic wall paint was carefully removed and replaced with natural limewash by Ingilby Paints.



Internal chimney repairs

The existing chimney had some areas which had been poorly repaired in the past and some minor cracking. This was carefully raked back and the brickwork repaired to match, set in NHL 2 lime mortar, supplied by Anglia Lime. This work is considered to be a repair.



Drainage improvements



The existing external drainage channels were improved and capped with a metal grille. The external paving already was separated from the building where the external levels are much higher than the internal floors. The paving was relaid to fall away from the building.

Application received May 6th 2026. No Recommendation.

Planning – Place Directorate



Andrew Smith
Lavenham Parish Council
The Parish Office 20
Church St
Lavenham
CO10 9QT

Please ask for	: Lucy Birch
Direct line	:
Our reference	: DC/26/01076
E-mail	: heritage@baberghmidsuffolk.gov.uk

6th May 2026

Dear Andrew Smith

APPLICATION FOR LISTED BUILDING CONSENT - DC/26/01076

Proposal: Application for Listed Building Consent - Works include removing around 16m2 of existing render and damaged laths carrying out minor framework repairs and installing 100mm sheeps wool insulation. New larch laths will be fixed with required counter battens, along with discreet lead dressing to the plinth and oak beading to corners. The area will then be finished with two coats of Fibre Chalk render, trowelled smooth to 20mm

Location: 23 Prentice Street, Lavenham, Sudbury, Suffolk CO10 9RD

We invite your comments on the application described above by **27th May 2026**. Full details of this application are available to view online by visiting <http://www.babergh.gov.uk/planning/development-management/application-search-and-comment/search-for-applications/>. Please submit your response using our online comments facility. Should you specifically wish to 'support' or 'object' to this application please state this in your response.

Please note that beyond the above date we cannot guarantee that your comments will be taken into account in the determination of this application. Should you wish to extend this deadline please call the Officer named above as soon as possible to establish whether the time period for your response can be extended.

Yours sincerely

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 14th May 2026 Part 2

Application for Outline Planning Permission (All Matters Reserved) - Erection of a Wellness Centre (Sui Generis Use) and removal of existing structures

Show more description 

Second Meadow Stables Brent Eleigh Road Lavenham Suffolk

Application. No: DC/26/01302 | Received: Thu 26 Mar 2026 | Validated: Thu 02 Apr 2026 | Status: Awaiting decision

This is a re-application for this development following **Application. No:** DC/24/04224, which was refused, and the appeal AP/25/00063, which was dismissed.

The Appeal conclusions stated the following (the full text is in the appeal decision document):

"Para 10. Policy LP28 of the Local Plan requires that proposals for new accessible local services and community facilities need to be well related and meet the needs of the local community. Policy LP28 goes on to state 'Proposals, particularly those located outside settlement boundaries, must demonstrate evidence of the community need for and/or the benefits of the new facilities and good accessibility to the community to be served'. The Lavenham Neighbourhood Development Plan 2016 (Neighbourhood Plan), though now a dated document encouraged new community facilities under Policy C1. The evidence provided by the appellant suggests that there is a moderate need for the proposed Wellness Centre. While the Council puts forward an argument that the appellant has not provided independent data; the appellant's reliance on data from Babergh District Council and Neighbourhood Plan is likely to have a high degree of accuracy. In addition, I have seen that many of the neighbour response letters are in support of this proposal, though not all the supporters are local to the area. I have also noted that the Council's Communities Major Development team have responded positively during the application process to the proposed Wellness Centre, though caveated this by commenting the appellant is likely overstating the benefits. Therefore, based on all the evidence provided the proposal would provide for an unmet community need."

"Para 13 – During my site visit I walked the PRow from Lavenham, past Lavenham Studios to the site and noted it was currently uneven ground, with its width narrowing significantly at certain points, is adjacent to a watercourse and there is inconsistent lighting. The PRow is also within Flood Zones 2 and 3. I have also noted that in a previous appeal where the Inspector concluded that it is unlikely that a lighting scheme would be acceptable for the PRow in this rural location. I have given this previous appeal significant weight."

"Para 14 - Brent Eleigh Road from the site towards the settlement of Lavenham is unlit, has a national speed limit and lacks either a footpath or cycle lane for a significant distance. This road therefore would not prioritise sustainable transport methods to the site, nor would it provide safe access of pedestrians to reach the site. The PRow is, therefore, fundamental in providing sustainable means to access the site."

"Para 15 - The PRow in its current state would not provide sustainable transport to all people, specifically those with mobility issues or those with a disability. I have significant concerns over the practicality of improving the PRow. These concerns are the impacts on biodiversity from any increase in lighting, the impact of potential lighting on the rural character and appearance of the

area, whether suitable width would be created for the length of the PRow, the impacts on the watercourse, impact on surface water run-off and long term maintenance of the PRow. "

"Para 16 - I am not convinced that a condition could be added to provide a sustainable transport option to the site. However, if there were to be any future re-application, this information should be submitted with the application."

"Para 17 - I therefore conclude that while there is policy support for this Wellness Centre to be located here in principle, the proposal has not yet demonstrated that the site could be accessed by sustainable methods of transport. On this basis, the proposal conflicts with Policies LP09, LP12, LP24, LP28 and LP29 of the Local Plan that in total require the site to be accessed by sustainable transport options. The proposal would also not comply with Chapter 9 of the National Planning Policy Framework, which seeks to ensure priority to pedestrian and cyclists as well as meeting the needs of people with disabilities or reduced mobility"

"Para 18. In addition, I am not convinced that the proposal would not lead to an increase in surface water run off or harm to biodiversity if the PRow was upgraded and on this basis it would not comply with Policies SP07, SP10, LP12 and LP27 of the Local Plan, that seeks to ensure mitigation for the lifetime of the development against potential flooding and protect and enhance biodiversity."

"Para 19. However, from the evidence provided I have concluded that the principle of the development is in line with the Council's spatial strategy, as it meets exceptions under Table 5 of Policy SP03 of the Local Plan, but this does not outweigh the harms that I have identified above."

The LPC objections to DC/24/04224 were on the grounds of:

1. Location 2. Accessibility and 3. Flood Risk.

1. **Location** - The Appeal Inspector concluded that the LPC previous objection to DC/24/04224 for the location of the site in association with LP28 has not been fully supported - see Para 10 & 19 of the Inspector's Report

- LP28 states: " Proposals, particularly those located outside settlement boundaries, must demonstrate evidence of the community need for and/or the benefits of the new facilities and good accessibility to the community to be served."
- The comment is made by the inspector is " *While the Council puts forward an argument that the appellant has not provided independent data; the appellant's reliance on data from Babergh District Council and Neighbourhood Plan is likely to have a high degree of accuracy.*" and concludes " *Therefore, based on all the evidence provided the proposal would provide for an unmet community need.*"
- We respect the Inspector's view; however, this conclusion is based on evidence gathered in LNP1 which was derived from data gathered in 2013. The questionnaire issued to all households in 2013 to inform the LNP did not seek opinion about a Wellness Centre (attached).

We therefore consider neither a historical or contemporary assessment of Community Need for a Wellness Centre above other types of recreational or community facility has been convincingly established. **An up-to-date assessment of Lavenham Community need is necessary and has not been provided as part of this application.**

2. **Accessibility** – The Appeal Inspector concluded in Para 17 that “*the proposal has not yet demonstrated that the site could be accessed by sustainable methods of transport. On this basis, the proposal conflicts with Policies LP09, LP12, LP24, LP28 and LP29 of the Local Plan that in total require the site to be accessed by sustainable transport options. The proposal would also not comply with Chapter 9 of the National Planning Policy Framework, which seeks to ensure priority to pedestrian and cyclists as well as meeting the needs of people with disabilities or reduced mobility*”. The LPC previous objection of the lack of suitable sustainable access was grounds for dismissal.

This application seeks to address the appeal decision of a lack of Sustainable Pedestrian Access.

Noted: There is a holding objection from SCC PROW team

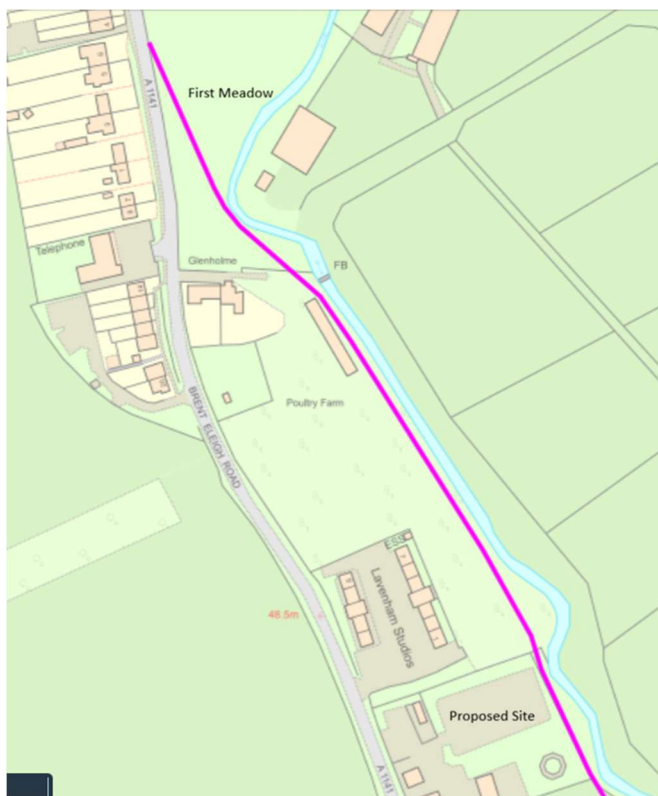
Note: The PROW Team define a footpath as being suitable for Pedestrians and Mobility Vehicles.

NPPF Para 102 states:

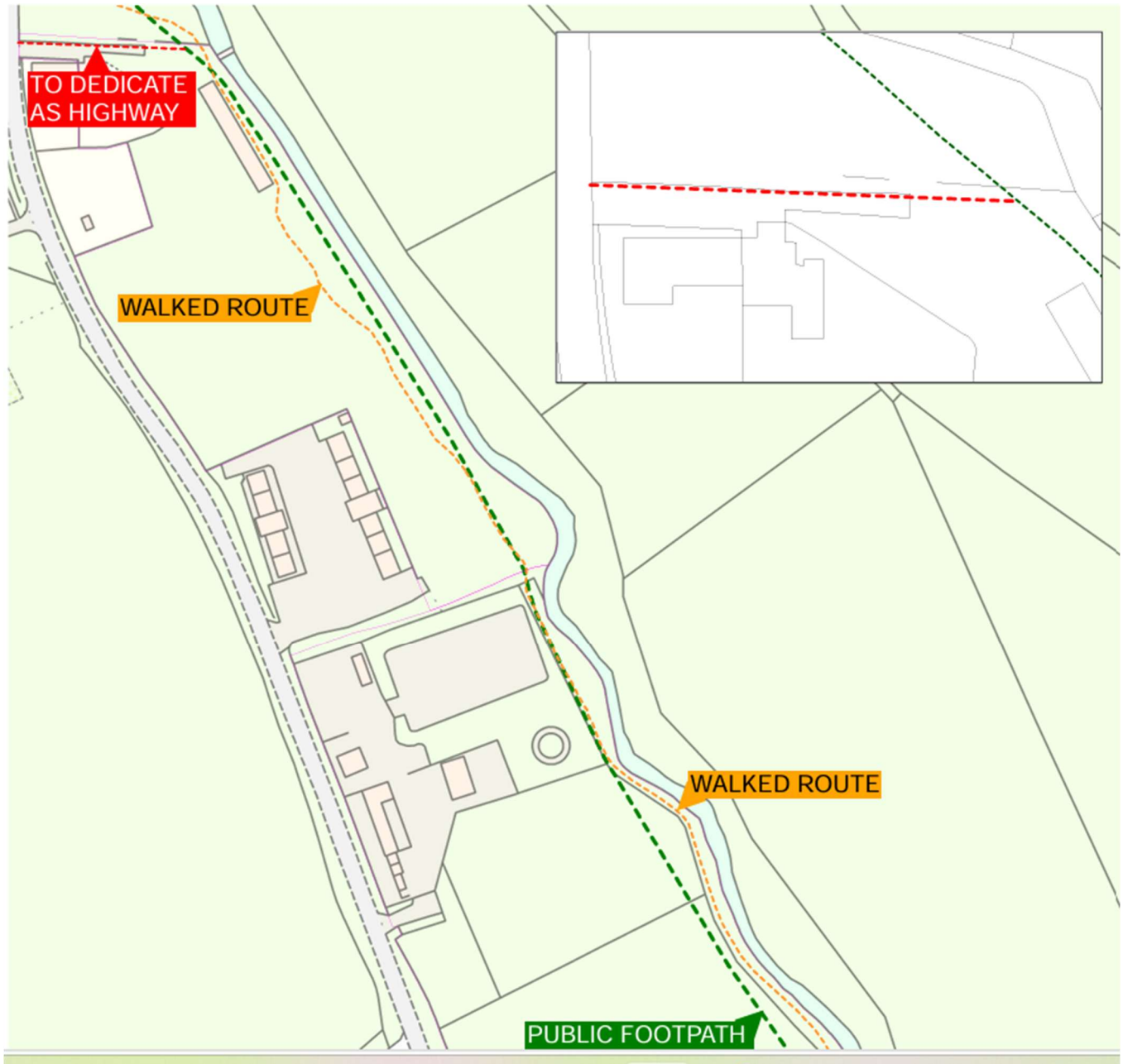
"Planning policies and decisions should promote public safety and take into account wider security and defence requirements by:

A) anticipating and addressing possible malicious threats and other hazards (whether natural or man-made.....This includes appropriate and proportionate steps that can be taken to reduce vulnerability, increase resilience and ensure public safety and security. The safety of children and other vulnerable users in proximity to open water,.....should be considered in planning and assessing proposals for development"

The application includes a proposal to re-surface PROW Footpath 001 to allow all weather access. The PROW is shown in purple on the map.



In Appendix 3 of the Transport Statement. It shows the path as running across 1st Meadow, past the Poultry Farm and along the River Brett to the proposed site. The section across First Meadow is over grassland, which is owned by the Parish Council. This map also shows access to PROW footpath 001 via a track running along the access to the Poultry Farm (Labelled "To Dedicate as Highway"). This additional access route is not described in the application, and there are no details how it would be surfaced.



The only reference to "Dedicate as Highway" is in Appendix 6 which is an undated email confirming the outcome of a discussion between the PROW Team and the applicant.

RESPONSE

The application is not clear about the precise pedestrian route being proposed.

There has been no application for creating an improved footpath on First Meadow to always enable all users' access. This land is grassland and is not suitable for cycles, mobility aids or pushchairs in wet weather, during the hours of darkness or months of winter.

Footpath 001 runs alongside the River Brett. The application is not proposing any lighting of Footpath 001. This path runs alongside the River Brett, which is by eye, assessed to be around 10 feet deep. Widths of this footpath vary along its course. There are no widths to the path explained.

The application does not address the requirements of NPPF(2024) para 102, in particular, ensuring the safety of children and other vulnerable users in proximity to open water.

The suitability of the final proposal for pedestrian access to this development will be the decision of the Local Authority & the PROW team, but the Parish Council cannot conclude that this route is suitable due to the lack of details provided and that a primary pedestrian route would require lighting and safety measures because of the proximity of open water

3. Flood Risk

The inspector has also commented on the continued Flood risks on the site as it is in a Flood Zone 2 & 3. This is an established fact based on the Flood Zone Maps.

In Para 18 the inspector states *"I am not convinced that the proposal would not lead to an increase in surface water run off or harm to biodiversity if the PROW was upgraded and on this basis it would not comply with Policies SP07, SP10, LP12 and LP27 of the Local Plan"*

There is a holding objection from SCC Flood Risk Management team which we note.

Whilst Council considers that it has insufficient technical expertise to make any comments with respect to flood risk, by observation, the area of the application site and surrounding land is subject to periodic flooding. Please see short video attached.

Recommend Refusal

Introduction and Guide to the Questionnaire

A fortnight ago we wrote to you to say that following a new Government initiative to encourage more local people to have a say about what goes on in their area, we want to put together a neighbourhood plan which will help us shape our housing, educational, commercial and leisure needs for the future.

Our **first** step in this process is to ask you a series of questions about how you live now and how you would like to see the future. The questionnaire is **anonymous** and the answers will be used to help us develop a neighbourhood plan based on the views of the entire community. Remember there are no right or wrong answers; we are simply interested in your opinion.

This is your opportunity to present your views; don't miss the chance to have your say. The questionnaire should take not take you too long to complete.

Please encourage all members of your family over the age of 11 to complete a **separate** questionnaire, **preferably online**, at www.lavenham-np.co.uk

You can complete the questionnaire in various ways:

1. If you have access to a computer, the questionnaire can be **most easily** completed online by going to www.lavenham-np.co.uk

If you do complete it online, you can return this blank copy to any of the drop off points listed in point 2) below for recycling.

2. You can also complete this paper copy of the questionnaire. You can leave your completed questionnaires at any of the following locations in the village: Lavenham Newsagents, Café Knit, the Village Hall, Sparling & Faiers and Heeks. *If you are unable to drop the completed questionnaire at any of these locations, please return it to us using the pre-paid envelope included in this pack.*
3. You can also access the survey using the terminals at the library during opening hours.

Help and additional copies of the survey:

1. If you require further paper copies of the questionnaire for other members of your family, please contact one of the people below.
2. If you need any help in filling in the questionnaire please contact one of the following and we will be happy to help you:

	Telephone Number		Telephone Number
Victoria Beech	249406	Bryan Panton	247893
Philip Gibson	248417	Carroll Reeve	247674
Lyn Gurling	247009	Tony Sheppard	248588
Moi Mathieson	07951 601569	Doreen Twitchett	247987
Jack Norman	249084	Roy Whitworth	248178

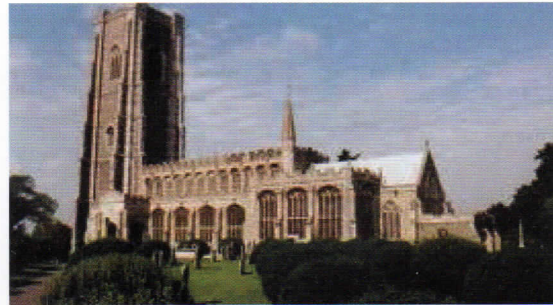
Please follow the instructions to each question and put a tick in the relevant box. Please try to answer all the questions. If you have any additional comments about a particular topic, please put them in the comments box at the end of each section.

Please complete this questionnaire by Sunday 20th October 2013.

Thank you for your time. The more people who get involved, the more influence we may have with Babergh District and Suffolk County Councils, so please let us know how you feel.



Wellbeing and Leisure



18. How important to you, individually or as a family, is preserving the following village facilities/amenities?

	Not at all important	Fairly important	Essential
Village Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Play equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports Pavilion & Playing Field	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public footpaths/bridleways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allotments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groceries/Food shops	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gifts/Cards/Books/Stationery shops	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clothing shops	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pubs / Restaurants	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Health and Beauty shops	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local tradesmen (electricians / builders / plumbers / gardeners etc)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Primary School	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Churches/places of worship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cemetery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Not at all important	Fairly important	Essential
Village groups, clubs & associations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doctor's Surgery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dyehouse Wood	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lavenham Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Practices	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pharmacy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

19. Bearing in mind the implications of potential new buildings, parking, traffic etc, which of the following shops, services and amenities would you like to see in the village? (Please tick)

	No Preference	No	Yes
Greengrocers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional family-friendly, affordable restaurants	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DIY shop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Opticians	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional takeaway restaurants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Day nursery for working parents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
More recycling facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More sports/exercise facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning centre for training courses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High speed internet access	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Public allotment plots	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 14th May 2026 Part 3

Application for Listed Building Consent - Replacement render and insulation



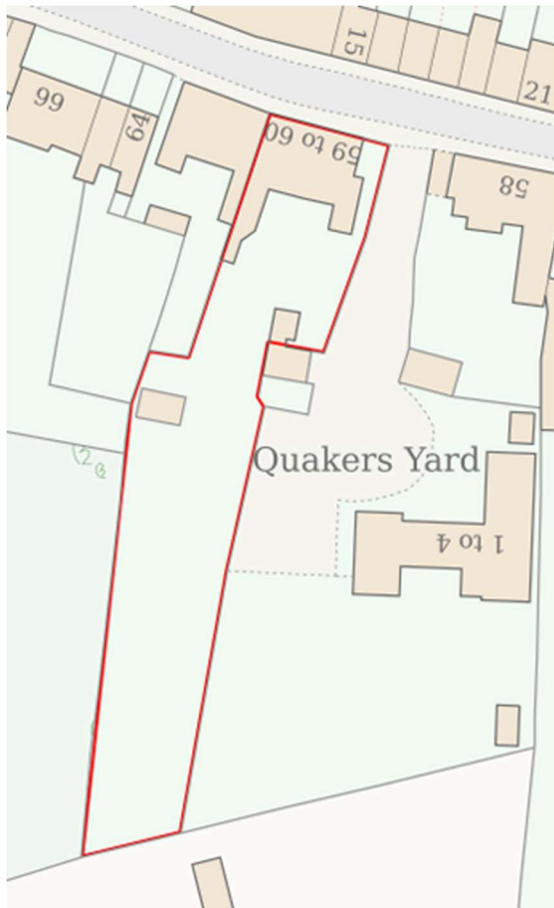
De Vere House Water Street Lavenham Sudbury Suffolk CO10 9RW

Application. No: DC/26/01509 | Received: Wed 08 Apr 2026 | Validated: Thu 09 Apr 2026 | Status: Awaiting decision

The render and insulation is to be replaced as in the detail shown below. The materials and construction are as recommended by Historic England in a pre-application site visit.

Recommend Approval

Site location plan



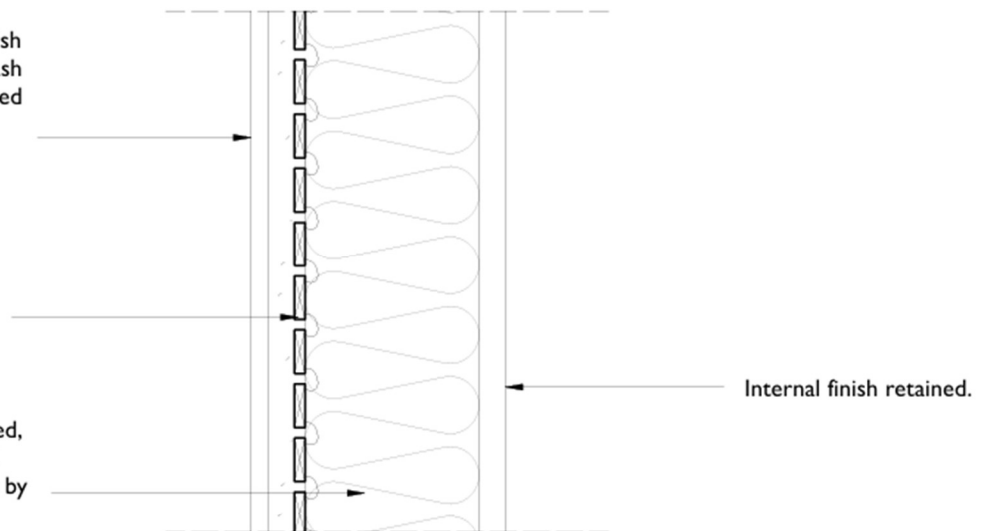
Rear Elevation showing area to be re-rendered



Warmcoat base coat and Limecote finish by Best of lime protected with llimewash to match existing adjacent (as completed under application no. DC/21/02449). Applied fully in accordance with manufacturers instructions. To match projection of existing render.

Traditional sawn larch laths fixed with stainless steel ring shank nails, and dampen to specialists provider instructions, supplied by Best of Lime.

Once existing lathes have been removed, timber frame to be brushed down and insulated between with Cosywool slab by Thermafleece installed between studs.



Amended Wall Construction - 1:5

(Grade I listed dwelling - min. u value exemption to retain historic detailing and ensure breathable construction).

Lavenham Neighbourhood Plan Revision Group

Steering group meeting 14th April 2026

Agenda and minutes

Attending: Michael Sherman, Alison Bourne, Savanna Bourne, Danielle Twitchen, Tracey Brinkley, David Theobald, Charles Posner and Carroll Reeve.

Apologies: Jack Norman, due to illness.

Minutes of previous meeting: agreed.

Matters arising: None

Parish council feed-back: Confirmation sought from all attending that no potential conflicts or pecuniary interests appertain to this agenda: confirmed.

Feed-back from Residential Survey: The survey completion date only closed yesterday, so it is too soon to ascertain any detailed feedback. The return rate appears to be over 50 per cent however. This appears to be a good rate. We are told that current return rates elsewhere are rarely exceed 40 per cent. A more complete rate should be available for our next meeting. Thanks should go to all helpers who distributed the survey and the preceding newsletter.

Demographic and Socio-Economic Report: This had been distributed to members in advance of the meeting. Charles Posner presented the report. Charles considered this to be a very high-quality review of the situation and would be a prime piece of evidence from which certain aspects of the NP can evolve. He ran through the headings and considered that as a group we needed to digest particular aspects and report further. A suggested review list is:

Area Profile	Danielle
Demography	Carroll
Housing	Tracey
Economic Activity	Alison
Deprivation	Savanna and David

This is aimed to be ready for our June meeting.

Business survey: The survey document can be drafted with the help of existing businesses that either generate footfall, including tourism and services such as builders and allied trades. This will require a specification and will be scheduled for either our June or July meeting.

AoB:

A Freedom of Information Act request had been received.

BDC had announced a new grant scheme. The relevant Expression of Interest Form had now been issued. A draft was discussed and this was to be forwarded to our lead advisor for comment. The form is to be submitted by the close of 14th May.

Next meeting: 12th May, at 6 o'clock, Tenter Piece.

Lavenham Neighbourhood Plan Group Report

The meetings of the Neighbourhood Plan Group now include asking whether they have any potential conflicts or pecuniary interests appertain to the agenda for the meeting which they wish to declare.

The following members have declared interests:

Carroll Reeve: long standing associate with the community land trust

Tracy Brinkley: associations with the Lavenham Community Allotments Association, the Hub and the Guildhall.

Danelle Twitchen, association with The Hub.

Cllr Michael Sherman
Chair of the LNP Group

Babergh District Council: Application for Grant to assist with preparation of Neighbourhood Plan

Background:

On 14th April 2026 Babergh District Council wrote to your Clerk as follows:

Dear Town / Parish Clerk,

In late March, Babergh and Mid Suffolk District Councils announced that they would be stepping in to offer financial assistance to groups wishing to prepare Neighbourhood Plans, subject to certain conditions being met. This offer follows on from the withdrawal of central government grant funding and technical support in June 2025.

Our first step is to gauge what the level of financial commitment may be.

The attached letter provides more detail and advises that groups wishing to apply for assistance should first complete our 'Expression of Interest' form, a copy of which is also attached.

All received forms will then go through an assessment process which will involve, in part, separate input from your ward councillor(s). If possible, please can you return your form to us by no later than Friday 15th May 2026. Expression of Interest forms returned to us after this date will still be considered, subject to funding availability.

Your completed forms should be sent by email to communityplanning@baberghmidsuffolk.gov.uk, or simply attach it in a reply to this message.

Motion:

The Clerk is instructed to lodge the attached 'Expression of Interest' form with Babergh District Council.

(Sent by e-mail).

Date: 14th April 2026

Dear Town / Parish Clerk,

Neighbourhood Development Plan Funding Support

Further to our previous correspondence, Babergh and Mid Suffolk District Councils are pleased to announce that funding has been made available to support the preparation of Neighbourhood Development Plans, subject to certain requirements.

The Councils are producing a new Babergh and Mid Suffolk Joint Local Plan which will cover the plan period 2026 to 2045. Alongside the Joint Local Plan, Neighbourhood Development Plans and the Suffolk Minerals and Waste Local Plan comprise the Development Plan for each district, which guides future development decisions.

We wrote to you on 21st March 2025 explaining the district-wide housing requirement position set by the Government for both Babergh and Mid Suffolk District Councils over the next 20 years. In Babergh, this requirement has risen from 416 to 779 new homes a year (up 87%) and in Mid Suffolk from 535 to 748 (up 40%).

We also included an indicative position whereby the district-wide figure was apportioned across each Town and Parish to provide a guide for the preparation of Neighbourhood Development Plans. These housing numbers will evolve throughout 2026 as a draft spatial strategy is developed through the emerging Joint Local Plan.

The Councils recognise the 'added value' that Neighbourhood Development Plans can bring and support their preparation – there are already 50 adopted in Babergh and Mid Suffolk, with others under way.

We continue to encourage those Town and Parish Councils, which have Neighbourhood Community Infrastructure Levy monies or alternative means, to self-fund their Neighbourhood Development Plans where they can.

The Councils already provide support for the preparation of Neighbourhood Development Plans through officer assistance, a financial contribution to the Strategic Environmental Assessment and Habitats Regulations Assessment screening processes, as well as funding the examination and referendum costs.



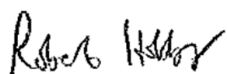
Babergh and Mid Suffolk District Councils
Endeavour House, 8 Russell Road, Ipswich IP1 2BX
Telephone: (0300) 1234 000
www.babergh.gov.uk www.midsuffolk.gov.uk

In addition to this, the Councils wish to offer funding of up to £20,000 per Neighbourhood Development Plan to support those Towns and Parishes who wish to produce Plans which seek to allocate sites for housing development that make an agreed contribution to meeting the district-wide housing needs.

The Councils are therefore inviting initial expressions of interest by Friday 15th May 2026 for consideration by the Councils and we ask that you complete the questions in the attached document. Forms received after this date will still be considered, subject to funding available. Any funding bid will need support from the relevant Ward Councillor(s).

We look forward to being able to further help support Neighbourhood Development Plans going forward.

Yours faithfully,



Robert Hobbs
Head of Strategic Planning (Planning Policy and Infrastructure)
Babergh District Council & Mid Suffolk District Council – Working Together

For any queries, in the first instance, please contact:

Paul Bryant (Neighbourhood Planning Officer)

Tel no: 01449 724771, or send an e-mail to: communityplanning@baberghmidsuffolk.gov.uk

NEIGHBOURHOOD DEVELOPMENT PLAN SUPPORT

EXPRESSION OF INTEREST FORM

April 2026

On 26th March 2026, Babergh and Mid Suffolk District Councils announced their intention to step in and provide additional financial support (subject to certain criteria being met) to assist those Town and Parish Councils wanting to bring forward a Neighbourhood Development Plan (NDP).

Elsewhere, we have explained what our current support offer consists of, including officer support and advice on good practice as well as financial help to cover the first stage of environmental screening, and covering the key costs following the submission of a draft NDP to us.

We want to understand what extra funding you might need to help take forward a Neighbourhood Development Plan through the early stages of the process. By filling in this expression-of-interest form, you will help us work out what support is needed before and up to the point of formal submission. Please answer as many questions as you can.

Completed forms should be sent to: communityplanning@baberghmidsuffolk.gov.uk

Contact Details:

Name of Town / Parish Council:	Lavenham Parish Council
Primary Contact: (Name, e-mail address, tel no.)	Andrew Smith andrew.smith@lavenham-pc.gov.uk
Role (e.g. Parish Clerk):	Parish Clerk

Getting started:

<p>Q1: What, if any, previous interest has there been for preparing an NDP in your parish? [If yes, what prevented that plan from coming forwards?]</p> <p>Lavenham was the first in the district to prepare a Neighbourhood Development Plan. This was made in September 2016. It needs replacing. A working party of Lavenham Parish Council has been set-up to undertake this work.</p> <p>A previous attempt to replace the made Plan was rejected by residents at referendum.</p>
<p>Q2: What do you consider to be the primary land-use planning issues that will be addressed through your NDP?</p>

- a) Housing over the proposed local plan period.
- b) Possible provision of a replacement primary school depending upon level of housing growth

Note that the indicative housing numbers issued previously by Babergh DC to Lavenham and its school catchment area (c600 dwellings net) would generate c150 primary school pupils and require a replacement primary school with a PAN of 210 children. The existing Victorian and land-locked school has a PAN of 105.

Q3: Have you already identified / set up a Steering Group to deliver the NDP?

Yes. This is drawn from a range of people across the village.

Q4: What engagement have you already undertaking / are preparing to undertake within your locality?

Weekly attendance at our village hall information coffee mornings.

Issue of NDP specific Newsletters hand delivered to all households.

Well attended drop-in Information events – March 2026.

Issue of a residential survey questionnaire. This was paper based with the option of on-line and QR code access thereto. This achieved a return rate of 55%.

The NDP Area:

Q5: Has your NDP area been designated? [If not, is the area designation application imminent?]

Yes.

Q6: Have you considered producing a 'Joint NDP' with neighboring parishes?

No

Funding your plan:

Please note that any application for grant monies would also need the support of your Ward Councillor or Councillors.

Q7: Have you already identified / allocated other sources of funding (e.g. Neighbourhood Community Infrastructure Levy) towards covering the costs of preparing your NDP?

Yes, Neighbourhood CIL is available.

Our Ward member Mr Paul Clover has indicated his support for this application.

Q8: Why is the grant payment needed, and what would you be looking to spend that money on? [As appropriate, please itemise your response and indicate whether you have already obtained written quotes for that work]

Site assessment: for new housing and the provision of a replacement school.

Other considerations:

Q9: Through developing a Local Plan for the Districts, the Councils will be revising indicative housing numbers for NDP areas. Will your NDP seek to allocate sites for housing development in accordance with a future indicative housing requirement?

The proposal is to allocate development sites but a realistic indicative number is required at an early date.

Q10: When do you consider you would have first draft Plan ready for consultation?

This will be influenced by the progress of the JLP and the availability of a realistic indicative housing requirement. Otherwise, Spring 2027

Q11: Would you be interested in using artificial intelligence to help produce your NDP?

Yes, but under the guidance of our local authority.

Thank you for taking the time to complete this form. If we have any further questions, we will be back in touch.

Clay Lane to Whelp Street - Restricted Byway Surface Improvement Scheme

Background:

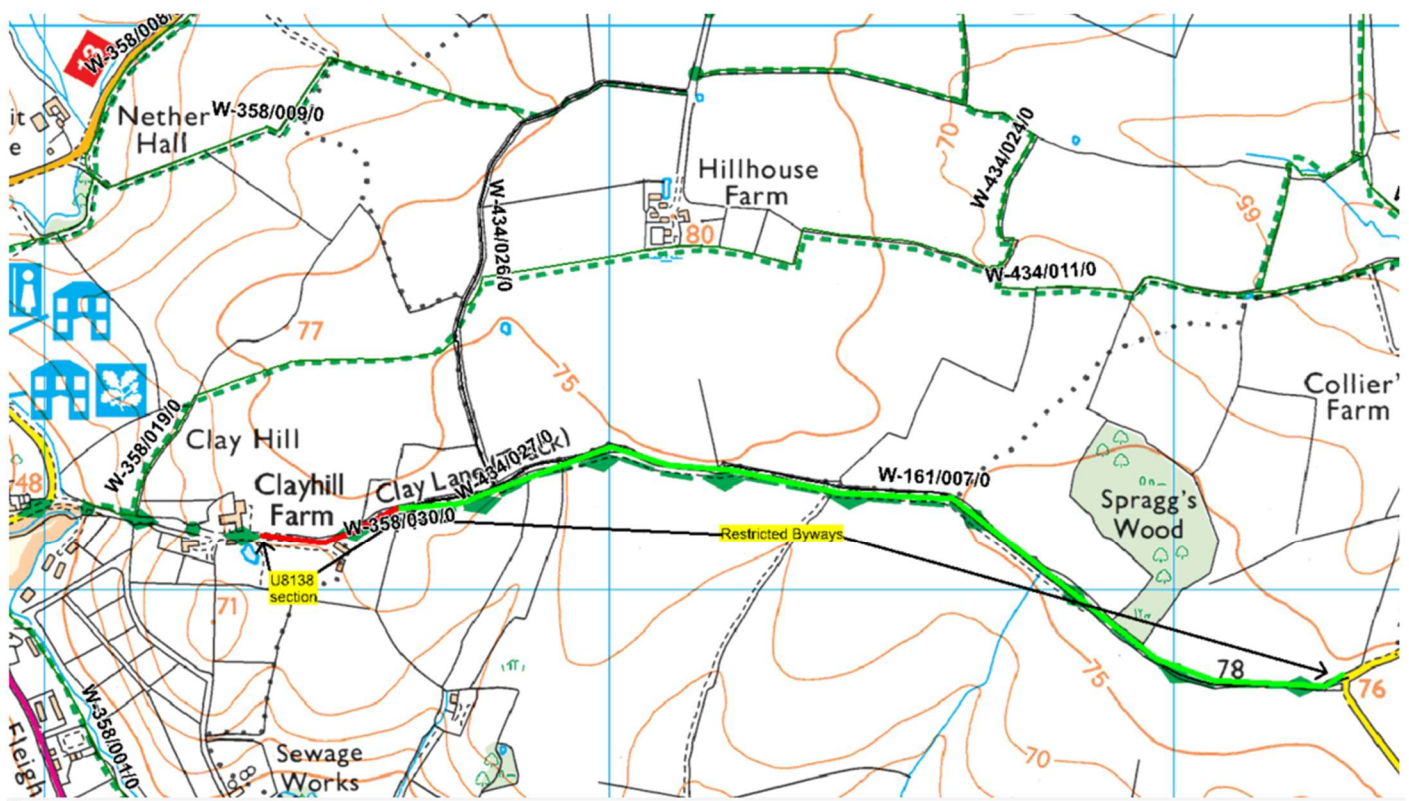
On 15th April 2026 the Suffolk Public Right of Ways Team wrote to your Clerk as follows:

As part of a CIL bid to be raised with the District Council which I am working on I wanted to contact yourselves at Lavenham Parish Council with hopes of securing a note of support.

The scheme to be raised would include improvements to the surface through application of an inert surfacing material using granite mot type 1.

The intention is also to include a short section of U-road (U8138) at the western end of the route which adjoins Lavenham Restricted Byway 30 and is a natural surface which has suffered from damage recently and I am currently in discussion with Suffolk Highways regarding its inclusion.

Please see map marking area to be included in the scheme which is 2km in total. I would be happy to provide some further detail but am hoping a note of support with reference to the improved year-round usability and therefore better connection between the parishes of Lavenham, Brent Eleigh and Preston St Mary will be seen favourably by the District Council who have already responded positively to informal discussions.



Recent Events:

Preston St Mary Parish Council has advised that 'this matter was discussed at the Parish Council meeting on Wednesday 1st April, the Council feel that ensuring the footpath is surfaced to make it suitable for all weather conditions would be very well supported'.

Motion:

The Clerk is instructed to lodge a note of support using the wording suggested by Suffolk PROW.

Invitation to Community Groups to apply for Grants

Background:

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

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

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

There has been no deterioration in Council's financial position since the Budget was prepared.

Council is under no legal obligation to make such Grants.

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

Motion:

The Clerk is instructed to invite application from Community Groups for consideration by Council at its July meeting. Community Groups to submit their applications by Monday 15th June.

Section 137 Local Government Act 1972

Bullying and Harassment Policy

Background:

On 22nd April 2026 the Clerk wrote to all Councillors saying 'In response to a request from Cllr I said that I would, well in advance of the May meeting, prepare a draft Bullying and Harassment policy for comment and feedback well before sending out the Working Papers. Please find attached'

Recent Events:

On 6th May 2026 Cllr Mawford responded:

'I am grateful to the author(s) of the draft Bullying and Harassment Policy, attached to your 22/04 email below. It is much easier to suggest redrafting changes to a draft document than to prepare an initial draft Policy. Having carefully read the previously circulated draft Policy, I wish to propose the attached redraft. This draws heavily on the earlier draft, but I hope provides greater clarity to some aspects of the Policy.'

The Clerk prepared Draft and the Cllr prepared 'Redraft' are attached as Appendices.

Motions:

- 1) Council approves the draft Bullying and Harassment Policy prepared by the Clerk.

OR

- 2) Council thanks the author(s) of the earlier drafts for their contributions but:

- a) **Adopts** the redrafted Policy.
- b) **Notes** that the Councillors' Code of Conduct says to all LPC Members –

[It] applies to you when you are acting in your capacity as a councillor, which may include when:

- *You misuse your position as a councillor*
- *Your actions would give the impression to a reasonable member of the public, with knowledge of all the facts, that you are acting as a councillor'*

As part of any consideration of when the second bullet point above applies to LPC Members, **the Babergh District Council Monitoring Officer is formally requested by LPC** to include situations where the Code would apply, when the LPC Member is:

- (a) attending and participating in a Lavenham local event; or
- (b) speaking/corresponding (by letter, email, WhatsApp, etc.) with a Lavenham resident; or
- (c) communicating via his/her personal social media or any Lavenham local business social media (such as *Lavenham Business & Community Hub* and *Lavenham Suffolk* Facebook pages); AND

The subject matter of the interaction(s) has relevance to LPC.

This is because Lavenham is a small and well-integrated village, which suggests the likelihood would be high that a reasonable member of the public, with knowledge of all the facts, would recognise a LPC Member as acting as a (parish) councillor – always providing that the subject matter of the interaction(s) has relevance to LPC.

1. Introduction

All Councillors, staff, contractors and volunteers should be able to work in an environment free from harassment and bullying and be treated with dignity and respect.

For Councillors behaviour according to this standard is mandated by the Code of Conduct.

The Parish Council does not tolerate bullying or harassment. This is the case for events on Council property or elsewhere, whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not.

The Council does not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying.

2. Culture and behaviour

Whilst both staff and Councillors jointly determine what the working culture is like Councillors are key in demonstrating what is and isn't acceptable behaviour.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable. All must, therefore, treat their colleagues with respect and appropriate sensitivity.

Bullying in accordance with the ACAS Bullying and Harassment at Work Guidance (June, 2014), may be characterised as: offensive, intimidating, malicious or insulting behaviour, or an abuse/misuse of power through means that undermine, humiliate, denigrate, or injure the recipient.

Harassment as defined in the Equality Act (2010), is unwarranted conduct related to a relevant, protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that individual. A 'reasonable person' test applies, which means that an objective person would reasonably consider the conduct in question to be severe or pervasive enough to create an intimidating, hostile, degrading, or offensive work environment. This means that, whilst offensive comments cannot be justified by a defence of being "banter" or "only a joke", there is also protection against spurious or over-sensitive complaints.

Examples of bullying and harassment include (but are not limited to):

- Physical conduct ranging from touching to sexual advances and serious assault.
- Verbal abuse or offensive (including lewd or suggestive) comments.
- Jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation.
- Comments about a person's appearance.
- Unwanted nicknames, especially related to a person's age, race or disability.
- The use of obscene gestures.
- Treating someone differently because they have, or are perceived to have, a 'protected characteristic' or are associated with someone who does.
- Spreading malicious rumours or insulting someone.
- Subjecting a person to humiliation or ridicule, belittling their efforts.
- Picking on someone or setting them up to fail.
- Encouraging others to engage in any of the above activities

Bullying does not include appropriate criticism of behaviours or proper performance management.

You should also be aware that if a court or tribunal finds that you have bullied or harassed someone, in some circumstances this may be a crime punishable by a fine or imprisonment.

The Council will take appropriate action if any of our staff or volunteers are bullied or harassed by staff, Councillors, Members of the Public or suppliers.

This policy and procedure should be read in conjunction with the Parish Council's Complaints Policy which is on the Parish Council's website. <https://www.lavenham-pc.gov.uk/the-council/procedures/>

3. Informal resolution

If you are being bullied or harassed you may be able to resolve the situation by explaining to the perpetrator(s) that their behaviour is unacceptable, contrary to our policy and must stop.

An attempt at informal resolution is not required from those who feel that they are being bullied or harassed. If all parties agree Council may consider organising mediation. The trained mediator will help the parties have an open and honest dialogue with the aim of identifying a mutually acceptable outcome. If this is the case, the mediator will encourage parties to draw up an agreement.

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about the harassment or bullying if the behaviour was not from a Councillor.

If the behaviour was from a Councillor you will need to raise your concerns with the Monitoring Officer. The Monitoring Officer, not the Clerk or other Councillors, is responsible for assessing Councillor behaviours. The 2018 Ledbury case makes it quite clear that local councils cannot use internal grievance procedures to sanction councillors for bullying or harassment. Such matters must be handled strictly under the formal, statutory Code of Conduct framework.

It must be recognised that the Chair, the Vice-Chair and the Clerk have no powers concerning the behaviour of Councillors or Members of the Public that are not held by any person beyond the steps that the Chair can take to ensure the orderly conduct of Council Meetings.

Should an issue be resolved informally that will usually be the end of the matter but in exceptional circumstances, should Council become aware of the issue, the Council may decide to investigate further and take more formal action.

4. Formal Resolution

The Complaints Policy <https://www.lavenham-pc.gov.uk/the-council/procedures/> states that:

- a) A Formal Complaint, using the Complaint Form, must be submitted to the Clerk or Chair.
- b) The Formal Complaint should cover as much detail as possible and enclose any relevant supporting documentation.
- c) The Clerk, in consultation with the Chair (or in the absence of the Chair in consultation with the Vice-Chair) of the Parish Council, will ascertain the category of the complaint and take the relevant action detailed in Table 1 of the Complaints Policy.

Table 1

	Complaint	Action
A	Criminal activity	The Clerk should refer the Complainant to the Police.
B	Councillor Conduct	A complaint against an individual Councillor is not covered by this Complaints Policy. See the 'Making a complaint about a Councillor' policy. Note the Monitoring Officer can only deal with complaints about the behaviour of a Councillor. The Monitoring Officer will not deal with complaints about matters that are not covered by the Councillors Code of Conduct, complaints that are about people employed by the Parish Council, incidents that happened before a member was elected or chose to serve on the Council, incidents that happened before the authority adopted its Code of Conduct, the way an authority conducts or records its meetings, the way an authority has or has not done something, a decision of the authority or one of the services it provides.
C	Employee conduct	As an internal disciplinary matter. The Complainant should contact the Chair this will be dealt with under the council's disciplinary procedures. A complaint against a member of the Council's staff could result in disciplinary action or in cases of gross misconduct, dismissal from the Council's employment. The Council, will not under any circumstances, enter into any correspondence or discussion with any complainant about any action taken, formally or informally against any member of staff. This is expressly to protect the employment rights to which all employees of the Council are entitled.
D	Planning Recommendations	The Council is a statutory consultee for all planning applications within the Parish and decides whether to recommend Approval or Refusal to the Local Planning Authority (LPA). There are strict timescales for comments on each application. The Parish Council will not respond to complaints on its recommendations for planning applications, as it is not the decision-making body and would not be able to offer a timely remedy or redress.
E	Council decisions	The Council recognises that there may be occasions when the public disagree with the consequence or impact of a decision reached by the Council. Decisions will vary from setting a precept through to frequency of grass cutting. The Council cannot investigate complaints about the content of its decisions as mostly they cannot be reversed. The Council will however, investigate complaints <i>of how it reached those decisions</i> which are covered in Category F.
F	Other	Complaints which are expressions of dissatisfaction about the Council's services or procedures and administration. These will be heard at stage 1 by the Panel.

If you feel you are being Bullied or Harassed by a Member of the Public or supplier (as opposed to a colleague) please raise this with the Clerk or a Councillor in the first instance. They will then decide how best to deal with the situation, in consultation with you.

5. Disruptive behaviour at Council Meetings

Councillors can vote to exclude the person and the Chair can terminate the meeting if they refuse to leave.

6. Victimization

Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

7. False allegations

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. False allegations made in bad faith by staff may constitute a disciplinary offence.

8. Disclosure and confidentiality

We will treat personal data collected during this process in accordance with the data protection policy. Information about how data is used and the basis for processing data is provided in the employee privacy notice.

9. Use of the disciplinary procedure

Harassment and bullying constitute serious misconduct. If, at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed Council will establish a Disciplinary Panel. Any employee found to have harassed or bullied a colleague will be liable to disciplinary action up to and including summary dismissal.

10. Complaints against Councillors

It is critical to ensure that where an employee of the Council has made the complaint, that the Council agrees with the employee reasonable measures to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person to whom the complaint has been made etc.

LAVENHAM PARISH COUNCIL

BULLYING AND HARASSMENT POLICY CLLR MAWFORD DRAFT

1. Introduction

Lavenham Parish Council (LPC) deplores Bullying and Harassment. All Council Members, staff and volunteers should be able to work in an environment free from these behaviours and should be treated with dignity and respect.

LPC also deplores retaliation against, or victimisation of, any person involved in bringing a complaint of harassment and/or bullying.

2. Description of Bullying and Harassment

ACAS Bullying and Harassment at Work Guidance (June 2014) says these behaviours may be characterised as: offensive, intimidating, malicious or insulting behaviour, or an abuse/misuse of power through means that undermine, humiliate, denigrate, or injure the recipient.

Harassment, as defined in the Equality Act (2010), is unwarranted conduct related to a relevant, protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that individual.

A 'reasonable person' test applies, which means that an objective person would reasonably consider the conduct in question to be severe or pervasive enough to create an intimidating, hostile, degrading, or offensive work environment. This means that, whilst offensive comments cannot be justified by a defence of being "banter" or "only a joke", there is also protection against spurious or over-sensitive complaints.

Examples of bullying and harassment include (but are not limited to):

- Physical conduct ranging from touching to sexual advances and serious assault.
- Verbal abuse or offensive (including lewd or suggestive) comments.
- Jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation.
- Comments about a person's appearance.
- Unwanted nicknames, especially related to a person's age, race or disability.
- The use of obscene gestures.
- Treating someone differently because they have, or are perceived to have, a 'protected characteristic' or are associated with someone who does.
- Spreading malicious rumours or insulting someone.
- Subjecting a person to humiliation or ridicule, belittling their efforts.
- Picking on someone or setting them up to fail.
- Encouraging others to engage in any of the above activities

LPC also recognises that bullying and intimidation are no longer confined to face-to-face interactions and may increasingly occur through digital and social media platforms. This may include:

- Repeated publication of provocative commentary
- Targeted criticism, filming or recording individuals without their consent
- The sharing of audio or video material online in a manner perceived to be intimidating or inflammatory
- The use of social media to publicly undermine councillors, staff, or members of the community.

LPC's Social Media Policy [[link to LPC Website](#)] provides guidance about behaviour on social media. It states that Councillors must avoid:

Engaging in personal attacks, online fights and hostile communications as these may constitute bullying or harassment and could bring the Parish Council into disrepute.

Whilst transparency and freedom of expression remain important principles, these must be balanced with dignity, respect, privacy, and the wellbeing of all members of the community. Behaviour which creates fear, distress, humiliation, reputational harm, or a hostile working environment should not be tolerated in any form, whether in person or online.

If a Court of Law or Tribunal finds that someone has bullied or harassed another person, in some circumstances this may be a crime punishable by a fine or imprisonment. But Bullying does not include appropriate criticism of behaviours or proper performance management.

3. Lavenham Parish Council and its interactions

LPC is a Parish Council with 11 Members and (currently) one member of staff (the Parish Clerk). Other people may also be undertaking voluntary tasks for LPC. Regular interactions take place between these people.

As a democratically elected body, LPC Members, the Clerk and volunteers similarly have many interactions with Lavenham residents and other members of the public.

In addition, LPC as a corporate body has interactions with other organisations. These include other parish/town councils, local authorities, central government agencies, and other public, private and third sector bodies. These as well include bodies which supply goods and/or services to it, and bodies to which it provides goods and/or services.

All these interactions should take place in a dignified and respectful manner. But, if an interaction has involved bullying and/or harassment, the victim of this behaviour should generally be able to make a formal complaint. Although the route by which complaints are processed is not the same in all cases.

4. Bullying & Harassment Complaints against LPC Members

All LPC Members are required to abide by the Councillors' Code of Conduct [\[link to LPC Website\]](#). They are also required to follow the LPC Standing Orders [\[link to LPC Website\]](#).

The Code of Conduct addresses Bullying and Harassment in its Section 1 (Respect) and Section 2 (bullying, harassment, discrimination).

Standing Order 2 (disorderly conduct at meetings) and Standing Order 3 (meetings generally) address the conduct of all the people present at formal meetings (LPC Members, the Parish Clerk and members of the public). Disorderly conduct could include bullying and/or harassment.

The Code of Conduct is operated by the Babergh District Council Monitoring Officer, to whom formal complaints should be made [\[link to BDC website\]](#).

5. Bullying & Harassment Complaints against Members of the public

LPC has no powers over the actions of Lavenham residents and other members of the public, except in relation to disorderly conduct at LPC meetings. These very limited powers are derived from LPC Standing Orders (see above) and apply to everybody present, including LPC Members and the Parish Clerk.

At such meetings, the Chair and LPC Members have powers to ask a disorderly person to improve his/her conduct, to exclude that person from the meeting, and to take further steps to restore order. In particularly difficult circumstances, the meeting could be suspended or closed.

Formal complaints about the application of these powers will be dealt with as set out in the Council's Complaints Policy and Procedure (Category F) [\[link to LPC website\]](#).

6. Bullying & Harassment Complaints against LPC Staff

All formal complaints against LPC staff will be dealt with as an internal disciplinary matter, as set out in the Council's Complaints Policy and Procedure (Category C) [*link to LPC website*].

7. Bullying & Harassment Complaints against LPC as a corporate body

Such formal complaints are expressions of dissatisfaction with the Council's services and/or procedures and/or administration. This dissatisfaction could be because Council actions were perceived as bullying and/or harassing. Such complaints will be dealt with as set out in the Council's Complaints Policy and Procedure (Category F) [*link to LPC website*].

8. Bullying & Harassment Complaints against Other Organisations

Any such formal complaints should be directed to the other organisation(s) concerned.

9. Informal Resolution

An alternative to formal complaint and resolution is informal resolution. If (and only if) all parties involved with a complaint agree to adopt this approach, the Council (at its sole discretion) may consider mediation.

A trained mediator would help the parties to have an open and honest dialogue, with the aim of identifying a mutually acceptable outcome. If this is the case, the mediator would strongly encourage the parties to draw up and sign an agreement.

10. False Allegations and Victimisation

False accusations of harassment and/or bullying can have a serious effect on innocent individuals. Everybody in any way associated with LPC has a responsibility not to make false allegations.

Conversely, complainants who make allegations of bullying or harassment in good faith should not be treated less favourably as a result.

11. Disclosure and Confidentiality

LPC will treat any personal data collected during the application of this policy in accordance with its Data Privacy Policy [*link to LPC website*]. Information about how data is used and the basis for processing data is provided in that Policy's Privacy Notice.

Funding for Buses

At its 2nd April 2026 meeting, the Council unanimously passed the following Motion:

The Clerk is instructed to advertise an invitation to people living in or near to Lavenham to send him – by letter or email no later than 30th April 2026 – their ideas for improving local bus services. Those responding to this invitation are asked to say whether they live or work in Lavenham parish – and, if not, the area where they live.

Response to Invitation

I am pleased to report that our invitation was well responded to by Lavenham residents, who have shared some interesting ideas about bus service improvements. These are summarised below (not in any priority order):

1. The quality of information about services and the quality of the bus vehicles used were both heavily criticised, including –
 - a. The failure to replace many bus stop timetable boards showing the Chambers services that operated until August 2025, with Konnect Buses services that have operated from September 2025
 - b. The failure to provide any information at some bus stops
 - c. The inaccessibility of 'real time' service information at bus stops or online
 - d. Dirty old buses, with no onboard service information

These failures were compared with some First Bus services currently operating in Essex, which featured clean new buses, featuring 'real time' service information on board, online and at bus stops. Why can't our services in Suffolk be more like those First Bus services in Essex?

2. The service is unreliable with too many disruptions. And, for those would-be passengers who have the Konnect App, notification of a service cancellations which should have been made beforehand is often only provided after the bus was due! Why can't we have enough drivers to provide the timetabled service, and to cover problems like staff sickness?
3. Why is there not a more frequent service between Sudbury/Long Melford and Bury St Edmunds via Lavenham, at something like weekday/Saturday daytime 'clockface' hourly intervals – with extra buses at peak periods, a continued evening service, and more buses on Sundays?
4. Why do pupils from Lavenham Primary School, when they move on to secondary education, have to pay to travel to/from their feeder school, which is Thomas Gainsborough Academy and is where they have guaranteed places?
5. Could we have an additional bus stop in High Street, at its junction with Roper's Court/Spring Street? This is near to the highest point in High Street. It would specifically serve passengers from the Spring Street estate, Trinity Guild and Roper's Court. It would also help other passengers who would otherwise have to walk up/down High Street to reach the bus stops at its junction with Preston Road, which are near the lowest northern point in High Street.

LAVENHAM PARISH COUNCIL:

6. Could we have additional bus shelters at bus stops in Sudbury Road, southbound at the Whitegates junction and northbound at the Melford Road junction? These are well-used stops with space for a shelter to be erected.
7. The Konnect Buses timetable introduced in September significantly improved our bus service connections in Sudbury southwards towards Colchester. Could improvements be made to our service connections at the Bury St Edmunds end?
 - a. Could some services to/from Lavenham be extended to terminate at Bury St Edmunds train station?
 - b. Alternatively, could connections be timetabled for our services between Bury St Edmunds bus station and Lavenham with services to/from the bus station and train station?

This could provide connections for our bus service westwards towards Cambridge, northwards towards Ely, and eastwards towards Ipswich.

Central Government's Local Authority Bus Grant

As noted in my report to the 2 April 2026 meeting (see Appendix), Suffolk County Council (our local transport authority, LTA) has been awarded £27m of funding for bus services from the Government's Local Authority Bus Grant (LABG). This funding has been spread over three financial years 2026/27, 2027/28 and 2028/29.

The Grant includes both revenue and capital funding, And, in the Government's own words: *The money represents a consolidated allocation that LTAs can spend however they want on buses.* So, it could apparently be used to implement any of the ideas listed above.

Next Steps

I propose that the Council should contact our neighbouring parish and town councils along the bus route between Sudbury and Cockfield, to ascertain whether they have submitted their own LABG bid. We should ask:

- If they have submitted a bid, how is it progressing, and can we learn things about bidding from them
- If not, would they be interested in working with us in a joint bid (which might be more successful than separate bids from individual town/parishes)

We should also remain open to further ideas from Lavenham residents and workplaces, develop initial draft proposals, and make initial contact with the County Council about bidding. The results of these contacts and draft proposals should then be brought back to a future Council meeting, for further consideration.

Motion:

The Clerk is instructed to progress this matter, as set out above in Next Steps

Proposed: Councillor Roy Mawford

Funding for Buses

Lavenham can benefit again from government grants for bus service improvements. County Councillor Robert Lindsay reported to the 8 January 2026 Council meeting:

Suffolk has been awarded £27m of funding for bus services from the government's Local Authority Bus Grant (LABG), this can be used for routes, ticketing or improving infrastructure like bus stops and shelters. Previously known as the Bus Services Improvement Grant, communities in Suffolk will be able to suggest improvements in their area and 'bid' for funding. Because funding is spread over three years, there is no deadline as such.

Previous funding rounds in past two years were far smaller - of the order of only £5m – but, as you know, it secured extra services on the route between Sudbury and Bury via Lavenham and now a new daily peak time route between Hadleigh and Stowmarket is in the offing thanks to the earlier round of money. Our area is still very underserved by bus routes so worth thinking about what extra services or extra bus stop facilities would best serve Lavenham residents.

Given our area is still very underserved by buses, we should be taking up this further opportunity to improve all aspects of our bus services, including:

- Bus Timetable Improvements
- Bus Shelters
- Accurate Service Information Boards
- New/relocated Bus Stops

To gather suggestions from members of our community about improvements that the Council should be seeking on their behalf, I suggest we should invite people to write or email our Clerk with their ideas by the end of this month. These can then be worked up into draft proposals for the Council to consider at our next meeting on 14 May 2026.

Good bus services improve people's lives:

- They are particularly important for households that have no private motor vehicle (car or van). The figure for Lavenham is 16% of households overall, but this rises to 26% and 31% in the areas where social housing predominates.
- They are also important for households that have only one private motor vehicle. The figure for Lavenham is 46% of households – and, where such households include more than one driver, vehicle availability to each driver is likely to be limited.
- They help residents to travel for work, education, pleasure and accessing other services. They can be the difference between being able to hold down a job or not – and between getting to appointments at a particular time or not.
- They also help people who work or shop in Lavenham but don't live here, as well as tourists and other visitors, to get here.

Motion:

The Clerk is instructed to advertise an invitation to people living in or near to Lavenham to send him – by letter or email **no later than 30 April 2026** – their ideas for improving local bus services.

Those responding to this invitation are asked to say whether they live or work in Lavenham parish – and, if not, the area where they live. (This is to help us to understand the routes and locations where ideas for service improvements are concentrated.)

Proposed: Councillor Roy Mawford