

LAVENHAM PARISH COUNCIL

To: Members of Lavenham Parish Council

You are duly summoned to attend the next meeting of Lavenham Parish Council to be held at 7pm on Thursday 15th October 2026 at Lavenham Village Hall, Church Street, Lavenham.

Chairs Welcome

As ever, we welcome observers to the meeting of Council. This meeting is being recorded and the recording will be published. This is not a public meeting, but a meeting of the Council held in public. Members of the Public please do not approach the Councillors, and Councillors, please do not engage with observers during the meeting. I remind Councillors of the need to treat all present with respect and ask Members of the Public to do the same.

I respectfully ask Members of the Public to maintain silence during the Council's deliberations. And all, please make sure your mobile phone is on silent.

At item 5 the public will be invited to give their views/question the Parish Council on issues on the agenda or local matters. Anyone wishing to ask a question or make a statement has 3 minutes each. Matters raised must be in respect of the business on the agenda or local matters only. The Standing Orders of the Council are clear that this public participation session is for ten minutes and that it is at the discretion of the Chair whether further time is allowed. It may not be possible to give everyone the opportunity to speak but I will try to accommodate as many as I can. If your question cannot be answered tonight please contact the clerk with your name and contact details and you will receive a written response within 28 days.

AGENDA

- 1. Apologies and, if applicable, approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. Chair's Announcements**
- 5. Public participation session (10 minutes)**
- 6. Motion to appoint a surveyor to assist the Council concerning a Land Boundary matter.**
- 7. Motion to purchase and install a bollard style light on Church St.**

Date of next meeting – Thursday 5th November 2026



Andrew Smith. Parish Clerk

Date: 9th October 2026

Motion to appoint a Surveyor concerning Land Boundary

Background:

- a) The approved minutes of the 2nd July 2026 Meeting of Council record that:

17. Report and Motion concerning Land Boundary

Motion: The Clerk was instructed to engage the retained solicitors and other professional advisers as required to an initial amount not exceeding £5,000 and share the outcome of this legal advice with Babergh planning.

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

- b) The matter was included on the Agenda for the 1st October 2026 Meeting of Council. The draft minutes of that meeting record that:
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13. Motion to consider excluding the public and press for item 14 because of the confidential nature of the material to be discussed.

Proposed: Cllr Muckian **Seconded:** Cllr Mitchell **Decision:** Approved, Cllrs Domoney, Robinson and Sherman voted against.

Cllrs Domoney and Robinson left the room and subsequently Cllr Sherman left the room.

14. Report and Motions concerning boundary to Parish Council land and also correspondence received.

Motion: To close (i.e. terminate) the Meeting.

Proposed: Cllr Norman **Seconded:** Cllr Muckian **Decision:** Approved unanimously

Meeting ended 8.50pm. Date of next meeting –Thursday 5th November 2026 7pm.

Events since 2nd July 2026:

I have taken Legal Advice, this is ongoing, the spend has been periodically reported to Council and is currently a little less than £4,000.

I now need to be very careful not to waive legal privilege. Should I inadvertently waive legal privilege all confidentiality concerning lawyer client communications will be lost.

Subsequent to this legal advice the next step is to appoint a boundary surveyor to investigate the matter.

A surveyor has been recommended to us and an initial estimate of £2,700 plus VAT has been obtained.

To avoid having to suspend work on this matter until further funds are voted approved I ask Council for a further £5,000 to progress this matter.

Financial Considerations:

The permitted spend on this matter would increase to a total of £10,000.

Governance Considerations:

Our Standing Financial Regulations are clear that:

5.8. For contracts greater than £3,000 excluding VAT the Clerk shall obtain 3 quotations and

5.9. Where the value is between £1,000 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

No efforts have been made to obtain 3 estimates or quotations.

It is proposed to suspend the Financial Regulations and engage the recommended surveyor. The purpose of the suspension is to enable the matter to be progressed as quickly as possible and to obtain quality advice. The recommended surveyor is a Chartered Land Surveyor, an FRICS, who specialises in such work.

The risks are that a full procurement exercise might lead to a better or cheaper Surveyor being identified and that some might consider this to be poor procurement practice leading to reputational risk.

It is relevant that:

- a) Council has no expertise in the selection of such professional advice.
- b) There are no connections of any nature between this Council and the Surveyor which could be perceived as undermining the selection.

Motion:

The Standing Financial Regulations are suspended concerning this matter.

The Clerk is instructed to engage the recommended Surveyor and to continue to work with the retained solicitors and other professional advisers subject to the total costs concerning this matter remaining below £10,000.

In order to protect legal privilege the previously issued instruction to the Clerk 'to share the outcome of this legal advice with Babergh planning' is withdrawn.

Andrew Smith
Clerk to Lavenham Parish Council
9th October 2026

Powers:

Commons and common pastures

Powers in relation to enclosure, regulation and management, and providing common pasture

Inclosure Act 1845; Local Government Act 1894, section 8(4); Smallholdings and Allotments Act 1908, section 34

Parks and pleasure grounds

Power to acquire land or to provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them

Public Health Act 1875, section 164; LGA 1972 Schedule 14 paragraph 27; Public Health Acts Amendment Act 1890 section 44

Motion to purchase and install a bollard style light on Church St.

Background:

The approved Minutes of the 5th March 2026 meeting of Council (subsequent to a street light being removed from the wall of a Church St property due to concerns that it was causing water ingress to the property) record that:

14. Motion concerning replacement Church Street light

Subsequently the light was disconnected and the fittings are being stored by the property owner.

Complaints have recently been received concerning the poor lighting in the area particularly where a tree makes the footpath narrow and uneven.

Suffolk Highways were asked whether anything could be done to make the pavement less uneven. They have said that the pavement does not meet their criteria for intervention.

Suffolk Streetlighting have suggested three possible locations for replacement light:

- a) At the side of No 2 Church Rooms at the narrow pinch point within the footpath beneath the tree.
- b) Outside (Front Of Path) No 74 Church St.
- c) Replacement of existing signpost outside the PC Office (Junction to the Cock Inn Car Park)

The Clerk explained that costs vary a little due to the differences in site locations but are all approximately £2,400.

The Clerk suggested that Councillors will need to determine:

- a) Whether there is a need for a replacement light.
- b) Whether Option c) (i.e. by the Parish Office) which does not require an increase to the number of items of street furniture will illuminate the area sufficiently.
- c) And should they decide that there is a need for a streetlight but that option c) (i.e. by the Parish Office) will not illuminate the area sufficiently which of options a) and b) they prefer.

Cllrs expressed a preference for the replacement light to be placed on the side of the road where the previous light had been. Cllr Mawford suggested a door knock of the affected properties. Cllr Bourne agreed to speak with the effected properties, The drafted motion was not proposed.

Subsequent Events:

Cllr Bourne later reported to Cllrs that it had not been possible to identify either a) a site for a replacement light attached to the wall of a property or b) a site for a standard streetlight mounted in the pavement that would be supported by all neighbouring residents.

The Clerk made enquiries of Suffolk Street Lighting whether a bollard style light would be possible.

Suffolk Street Lighting advised that:

'UKPN will not allow us to install a new UKPN electricity service directly into the bollard, they insist that we install a new feeder pillar beside the bollard for their new connection to be installed in then we will have to install a Private Cable from the pillar to the bollard, this is 'Standard' practice for this type of lighting unit so unfortunately there is no way around this. Taking all this into consideration the additional works as noted above will have a significant impact on the overall cost of the works which unfortunately will work out to be quite expensive'.

Suffolk Streetlights have quoted:

£3,658.97 + VAT to supply and install a new 1m LED footway bollard (Coated RAL9005 Black) and associated cabling with a new UKPN stat service into a new feeder pillar

This includes approx. 5m additional trenching and reinstatement in footpath, private cabling and ducting, electrical connections and electrical Safety Testing

The bollards are 1m in height and will also be coated RAL9005 Black in line with conservation area requirements

The lead time will depend very much on the delivery timescales of the bollard, some can take up to 12 weeks, however, generally our contractor is currently programming works approx. 8 weeks in advance depending on booking of road space availability.

Proposed Bollard & Feeder Pillar Location Church St



VIA Bollard LED



IP66
Ingress Protection



IK10
Impact Resistance



10.5kg Weight



Electrical Class I



-20 to 45°C Ambient



LED Light Source

SPECIFICATION

- ✓ LED colour temp. PC-Amber*, 2700K, 3000K or 4000K
- ✓ Colour rendering index >70 (*>55)
- ✓ Projected L85 after 100,000 hours
- ✓ Power factor 0.95 at full load
- ✓ Polyester powder coat finish in light grey, dark grey, black or a bespoke colour
- ✓ High pressure die cast LM6 aluminium and high quality extruded 6063T6 aluminium housing
- ✓ UV stabilised polycarbonate lens
- ✓ In-built ventilation (breather) plug for pressure equalisation
- ✓ CLO available
- ✓ In-built OptiSet switch for asymmetric and symmetric distribution selection
- ✓ In-built PowerSet switch for high, medium and low output
- ✓ Optional Miniature Photocell available
- ✓ Part Night Dimming (PND)
- ✓ DALI compatible for use with CMS
- ✓ Optional surge protection 10kV/10kA
- ✓ Optional non-fused or fused isolators available
- ✓ Feeder pillar version available
- ✓ Root, socket or flange mount
- ✓ Anti-tamper door fixing as standard
- ✓ EN40 compliant door location, size and cable entry slots
- ✓ UMSUG codes available for full product range



Motion:

That the Parish Council accepts the Quote from Suffolk Streetlighting in the amount of £3,658.97 + VAT for the installation of a 1m high bollard style light to be installed in the location in the photograph with the cost charged to Neighbourhood CIL.

Notes:

The Parish Council currently has £48,557.11 of Neighbourhood CIL of which £31,275.38 has been allocated for future spend on the Neighbourhood Plan leaving £17,281.73 unallocated.

Should this motion be passed the unallocated Neighbourhood Cil would be reduced to £13,622.76.

Under the Parish Councils Act 1957, a Parish Council can buy, install, and maintain lamps, lamp posts, and related apparatus for roads and public areas.