

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 7.30 pm on Thursday 3rd October 2024 at Lavenham Village Hall, Church Street, Lavenham.

Public Attendance

Members of the public and press are welcome to attend. At item 6 the public will be invited to give their views/question the Parish Council on issues on the agenda or local matters. This item will generally be limited to 10 mins. duration.

AGENDA

- 1. Apologies and approval of absences**
- 2. Co-option of Roy Mawford as Councillor**
- 3. Declarations of Interest**
- 4. To consider requests for dispensations**
- 5. To approve as accurate minutes of the last meeting of the Council**
- 6. Public participation session (10 minutes)**
- 7. Chairman's Announcements**
- 8. Local Authority Councillors' Reports**
- 9. Planning**

Planning Group: To receive reports and recommendations.

10. Clerk/RFO report

- 10.a Motion to approve Accounts for month ending 31 August 2024.**
- 10.b Motion to approve Receipts and Payments for month ending 31 August 2024.**
- 10.c Motion to approve reforecast for the year ended 31 March 2025.**
- 10.d Motion to claim the 2024/25 costs of the Telephone Box repair and First Meadow Bridge repair from Neighbourhood CIL Funds.**

10.e Update concerning maintenance and enhancement of Public Realm.

11. Report concerning condition of heritage standpipes and motion to repair.

12. Report concerning maintenance of the Box Bushes in the Churchyard and motion to continue maintenance.

13. Report concerning condition of Playground Equipment.

14. Report concerning 20 mph scheme and signage.

15. Date of next meeting – Thursday 7th November 2024

A handwritten signature in dark ink, appearing to read 'A Smith', with a stylized flourish at the end.

Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 25th September 2024

Agenda Item 2

Report to Council 3rd October 2024

Co-option of Roy Mawford

- 1 The Council advertised that in September 2023 that seeks there were two vacancies from the May 2023 election which it sought to fill by co-option as soon as possible.
2. Electoral Law is clear: 'where insufficient members are elected at an ordinary election but the Parish Council nevertheless has a quorum, the Parish Council can fill the vacancies by co-option'
3. These vacancies were filled by Christopher Robinson (December 2023) and Michael Sherman (May 2024).
4. In May 2024 Matthew Chick resigned and in June 2024 Lizzie Falconer. Both vacancies were advertised and in neither case was a request for an election received and so Babergh Electoral Services have informed the Parish Council that in both cases the vacancy can be filled by co-option.
5. Roy Mawford has come forward and expressed interest in the role, no other candidates have put themselves forward and so there is no need for Roy to outline his suitability and for this to be compared to other candidates.
6. SALC and NALC advice is that when there are the same number or fewer candidates than vacancies then Council shall resolve to co-opt them to the Council.
7. Roy Mawford has provided evidence of his eligibility.
8. Roy Mawford has completed the required Register of Interests form.
9. Roy Mawford has received a copy of the Code of Conduct and has been directed to the other Parish Council policies published on the Parish Council website.
10. Roy Mawford has requested a dispensation 'for the period up to the Council's Annual Meeting in 2025 to speak and vote on matters with respect to Water St unless the matter for decision can be viewed from my Disclosable Pecuniary Interest'. This will be covered under Agenda Item 4 Requests for Dispensations

Proposal

That the Parish Council welcomes Roy Mawford to the Council and asks Mr Mawford to sign the Acceptance of office with the Clerk instructed to a) inform Babergh District Council and b) lodge with Babergh District Council the 'Register of Members Interests' form.

PARISH COUNCIL MEETING

Held on Thursday 5th September 2024, commencing at 7.30 pm. in the Village Hall.

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

Present:

Chair: Cllr Janice Muckian. Cllrs: Alison Bourne, Iain Lamont, Irene Mitchell, Mary Morrey, Chris Robinson and Michael Sherman. Three members of the public.

Opening Statement by the Chair:

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

1. Apologies and approval of Absences

The Clerk explained that Councillor Ranzetta had sent her apologies. Cllr Domoney had not responded to the meeting invitation.

2. Declarations of Interest

No Councillor declared an interest.

3. Requests for Dispensations

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

4. To approve as accurate minutes of the 8th August 2024 meeting of the Council

The Chair introduced the minutes which have been on the Parish Council website for two weeks.

Motion: to approve as accurate the minutes of the 8th August 2024 meeting of Council.

Proposed: Cllr Robinson

Seconded: Cllr Sherman

Decision: The minutes of the 8th August 2024 meeting of the Council were unanimously approved as accurate.

5. Public Participation Session

The Chair reminded Members of the Public of the protocol for this session. Those who wish to ask a question or make a statement have three minutes. Matters raised must concern business on the agenda or local matters. If a question cannot be answered tonight Members of the Public should contact the Clerk with their name and contact details and will receive a written response within 28 days.

A Member of the Public expressed concern about the proposed blue sign, numbered RS2 in the Agenda Papers, proposed for the High St near the junction with Spring St saying that he was concerned that it would make turning out of Spring St onto the High St difficult, the sightline impaired. The Chair acknowledged his point suggesting that this issue could be part of the reason that the RS2 sign was proposed, by Suffolk Highways, to have its lower edge 2.1 metres above the ground.

A Member of the Public asked if the summary booklet to be distributed before the Neighbourhood Plan referendum would detail all the changes made since the original document. He also expressed concern that the timetable for the referendum is too short.

The Chair replied that all the detailed documents that are the Lavenham Neighbourhood Plan, including the Examiners Report, are in the public domain and that the changes currently being made are those required by the Examiner with Babergh currently checking the accuracy of that change processing.

The Chair explained that the changes required by the Examiner are numerous, many of them grammatical and that the purpose of the summary document is to explain the content of the fuller documents as finally drafted. The Chair explained to the Member of the Public that Babergh District Council selects the referendum date and expressed hope that the referendum date would be before the full onset of winter.

A Member of the Public questioned why Babergh Council are determined to charge for use of the Prentice St Car Park but appear to have little interest in charging for the Water St Car Park. The Chair responded that she understood the thinking behind the question i.e. that both car parks are of similar size but reminded the Member of the Public that the usage of the two car parks was currently very different.

6. Chairman's Announcements

The Chair reported that, together with the Clerk, she had met with Suffolk Highways and the Babergh Community Infrastructure Levy (CIL) Officer at the site of the proposed Green Willows footpath.

The Babergh Officer had explained that the CIL Bid had not been included within the September Babergh Cabinet papers because no detailed design had been prepared by Suffolk Highways to give maximum certainty about the costs. Highways had only prepared a basic design and cost quotation.

The Babergh Officer apologised that she had not informed the Parish Council of either the non-inclusion of the papers or the detailed design question. She acknowledged that the question of a more detailed design had not been raised when the application was requested or received.

The Babergh Officer also explained that the Babergh CIL framework will not permit costs incurred before the bid is approved (e.g. detailed design costs) to be included within the CIL bid conceding that Babergh policy demands that such a detailed design has been completed to give further certainty concerning the total estimate of costs.

Suffolk and Babergh, the Chair reported, will not fund the design costs from other budgets with these costs and the effect of these further design costs on the total estimate unknown. Suffolk Highways will provide an estimate of the design costs by mid-September. The Clerk has raised the matter with County Cllr Lindsay and will prepare a paper for the next meeting of the Parish Council.

The Chair reported that no response has yet been received from Suffolk Highways following a July meeting with County Council Cabinet Member for Highways Cllr West concerning lorry signage on the Hadleigh side of Lavenham. She advised Councillors that this is a separate issue to the signage matters included in the agenda for this meeting.

The Chair reported that a chance meeting with a Suffolk Highways Officer has led to a nine metre stretch of Water St near the collapsed pavement being included for repair and that the Clerk has written to the County Council Cabinet Member for Highways Cllr Paul West complaining about the delay in repairing the Water St pavement. County Cllr Robert Lindsay will also be writing to Cllr West.

No costing information has been received from Suffolk Highways concerning the proposed 20 mph zone and Babergh Council has not yet released any proposed changes to local planning rules concerning listed buildings.

The Chair informed Councillors that a mature hedgerow at the western boundary of the Paddocks development has been removed and replaced with a rather conspicuous fence. She has reported the matter to Babergh who are investigating.

Cllr Mitchell asked if Babergh had, prior to the CIL application being submitted, agreed that design costs could be included. The Clerk confirmed that Babergh had agreed to this in writing.

7. Local Authority Councillors' Report

District Cllr Maybury reported that she had watched two Babergh operatives emptying the waste bins ignoring a black bag full of rubbish and residue litter beside one of the bins. The Public Realm Manager has responded that operatives are required to empty and litter pick around the waste bins during their visit and to make sure the bins are firmly closed. She suggested that should the Parish Council wish to purchase more frequent waste collections from Babergh over the summer that this might be possible.

District Cllr Maybury had also met with Babergh Officers regarding car parking charges. Lavenham, she explained, is currently omitted from car movement data as currently there is no way of recording it. The village does not have car parking ticket machines and therefore the majority of recorded vehicle visits are within Sudbury. 1.09 million car parking tickets were issued between November 2022 and October 2023 of these 830,000 were in Sudbury and 264,000 tickets in Hadleigh. The estimated usage in Lavenham is 65,000. The estimated usage across Babergh after the implementation of charges is 1 million (allowing for 10-20% reduction). It is expected that the car parking charges will not lead to a car parking profit for Babergh but will reduce the BDC annual car parking deficit. Suggestions to permit one hour's free parking in all the car parks had been rejected as the cost of this was estimated to be £150,000 pa. It is envisaged that car parking enforcement staff will visit Lavenham every weekend.

She noted that the Mill Road, Sudbury resident car park permit cost is only £25 per annum.

The Clerk explained that this scheme is somewhat different to those in Lavenham as to park in that car park you have to live in one of three streets all of which are subject to car parking restrictions and severe over-crowding.

The Clerk reported that County Cllr Lindsay had sent his apologies, he is at the Green Party Conference. The Clerk tabled County Cllr Lindsay's report highlighting the section about the ongoing issues with respect to Suffolk County Children's Services and the section about Government Funding for Community EV sites which had made possible the Parish Council's bid to enter the Suffolk County Council scheme with Connected Kerb.

8. Planning Applications for Consideration

The Clerk informed Cllrs that no decisions had recently been received from Babergh Council contrary to the PC's recommendations.

DC/24/03572

Teazle Cottage, 30 Water Street, Lavenham Sudbury Suffolk CO10 9RN

Reduce 1No Red Norway Maple (T1) by one third back to the previous points to manage growth.

Fell 1No Himalayan Birch (T2) as the tree is dead and died from honey fungus and fell 1No Cherry (T3) as the tree is dying, suspected honey fungus as tree is close to the Himalayan Birch and has signs of decay at the base.

Cllr Lamont reported that the Planning Group considers this work reasonable tree maintenance and felling of diseased trees. The trees he explained, are not subject to Tree Preservation Orders and so there is no requirement to replace the trees. Cllr Morrey added that any replacement in the near term would be unwise due to the fungus.

Motion: that Application DC/24/03572 be recommended for approval

Proposed: Cllr Robinson

Seconded: Cllr Bourne

Decision: Approved unanimously.

DC/24/03461

57 High Street Lavenham Sudbury Suffolk CO10 9PY

Householder application - Erection of a detached outbuilding for use as home office (following demolition of existing shed)

Cllr Lamont reported that the building is Grade II listed but outside the Conservation area. The building would be partially visible from some of the houses on Spring St but would not be visible from the High Street. The proposed outbuilding is flat roofed and clad in red cedar panels and would have little impact on the area. The proposal is for a non-permanent structure replacing another temporary building and so the recommendation of the Planning Group is for approval on the condition it cannot be used as residential accommodation.

Motion: that Application DC/24/03461 be recommended for approval on the condition it cannot be used as residential accommodation.

Proposed: Cllr Bourne

Seconded: Cllr Robinson

Decision: Approved unanimously.

DC/24/03450

Dyers Hall, 95 High Street, Lavenham Sudbury Suffolk CO10 9PZ

Application for Listed Building Consent - Removal of existing cracking render and replace with lime render painted to match existing.

Cllr Lamont reported that the property is adjacent to the Greyhound Pub, the current render is a mixture of sand and cement on the east, west and south elevations, and is not the correct traditional mix and that the proposal is that after the current render is removed repairs are made to the timber frame as required, wool installation and a breathable membrane are installed and then cover with traditional lime render. The Planning Group, he said, considers this to be the repairing and improving the condition of a Heritage asset and recommends Approval.

Motion: that Application DC/24/03450 be recommended for approval

Proposed: Cllr Mitchell

Seconded: Cllr Robinson

Decision: Approved unanimously.

DC/24/03400

The Guildhall Of Corpus Christi, Market Place, Lavenham CO10 9QZ

Application for Listed Building Consent. Incorporation of additional fire protection measures as per Design and Access Statement.

These provisions are described in detail in the document attached to the application.

Cllr Lamont explained the key works:

- a) Fire Stopping Seals: The application of intumescent fire stopping seals around where existing electric and fire alarm cables penetrate through ceiling and wall plaster.
- b) Replace a modern ceiling loft hatch within the first-floor store room of inadequate thickness with a new 44mm thick loft hatch.
- c) Second Floor: Loft Space above storeroom 2: The incorporation of two layers fire protecting Firefly – Athena 60/60 Barrier Curtain to be installed onto southwest internal wall within the attic to provide 60 minutes of fire and 60 minutes of integrity between two spaces within the property.
- d) Historic Loft Hatch – Install a 40mm thick fire resisting panel to upper side of the original hatch.
- e) Loft 2 wall with modern door: Door to be routed out around the edge and 15mm smoke seals fitted. Fire rated hinges and overhead door closer to be fitted.

Cllr Sherman asked why the two hatches were subject to different works. Cllr Lamont explained that one hatch was modern and the other historic commenting that this was a public building and so fire standards had to be high and that the recommendation of the Planning Group was for approval.

Motion: that Application DC/24/03400 be recommended for approval

Proposed: Cllr Robinson

Seconded: Cllr Bourne

Decision: Approved unanimously.

DC/24/03083

Land And Outbuildings at The Hall, Hall Road, Lavenham CO10 9QX

Planning Application - Works to facilitate change of use of stables, existing home office/gallery to 1no dwelling including sub-division of yard area, car port parking, new studio and storage areas. Works to include rear extension link-attached to the stables served by new terrace area, erection of free-standing pergola, installation of windows, doors, rooflights, railings etc and solar panels and landscaping works.

Cllr Lamont reported that:

- a) This application is the Planning Permission Application that is related to the Listed Building Consent Application DC/24/03084 recommended for approval by the PC on 8th August 2024.
- b) Energy Efficiency and Flood Risk Assessments have been completed and appear satisfactory.
- c) The Heritage Statement includes details of Pre-application Advice given by the Planning Office under pre-application consultation ref: DC/23/04862. A number of changes have been made as a result of the consultation and it is confirmed the application meets Joint Local Plan policy LP19 and Lavenham Neighbourhood plan 2016.
- d) The Design and Access statement also addressed alignment with the recently published JLP and Lavenham Neighbourhood plan 2016. This is satisfactory.
- e) The Ecology assessment identifies a need for Bat Boxes, Sparrow Terrace and Hedgehog Ramp and a Non-Licensed Method Statement. These need to be included in the development.
- f) The Planning Group recommends approval.

Cllr Sherman asked why the recommendation was not the same as the motion passed with respect to the application for Listed Building Consent. Cllr Lamont agreed that such consistency was appropriate.

Cllr Mitchell suggested that the recommendation also refer to the Emerging Neighbourhood Plan which she said carries some weight and the stipulation in that Plan that replacement dwellings and conversion are permitted outside the settlement boundary.

Cllr Robinson suggested that the Emerging Neighbourhood Plan should not be referred to as it has not been passed at a referendum and that Babergh had told him that it did not carry weight.

The Clerk explained that Babergh Planning had confirmed in writing that the emerging Neighbourhood Plan carried some weight as does the existing Neighbourhood Plan, both are relevant.

Motion: the Parish Council supports Application DC/24/03083 but has concerns that solar panels are proposed within the curtilage of a Grade 2 building visible from a Grade 1 building (the church tower).

Proposed: Cllr Mitchell

Seconded: Cllr Lamont

Decision: Approved unanimously. Cllr Sherman abstained.

DC/24/03337

Mill Cottage, Bears Lane, Lavenham Sudbury Suffolk CO10 9RX

Householder Application - Erection of timber fencing (following removal of section of hedge).

Cllr Lamont explained that this application is in parallel with an insurance claim relating to repairs required to a detached garage located in the curtilage of the Grade II listed Mill Cottage.

A short stretch of timber panel boundary fence is proposed to be installed in place of a section of an existing hedge, the insurance investigation raised concerns that the hedge root system was contributing to the structural issues due to the shallow foundations of the garage.

The garage is modern. This section of fence is not visible from the road as it is at the rear of the property. The fence will match the existing boarding on the back of the garage.

Recommend Approval

Motion: that Application DC/24/03337 be recommended for approval

Proposed: Cllr Robinson

Seconded: Cllr Bourne

Decision: Approved unanimously.

9. Receive report from the Clerk summarising a recent meeting with Babergh Council and a motion to exclude Water St from the charging arrangements.

The Clerk highlighted the key points included within the report emphasising that Babergh had not backtracked in any way. It is now envisaged that charging will not begin until January 2025.

Some further details had been agreed and proposals made:

- a) The hours of parking are confirmed as 8 am to 6pm every day of the week and charges will apply on Bank Holidays. The parking charges per hour and day are unchanged from those previously announced. Up to 2 hours parking will cost £1 and all day parking £2.50. Blue Badge holders will be allowed 3 hours free parking. £10 Coach Parking Fee.
- b) There will be no restriction for overnight parking except HGVs and staying in vehicles e.g. camper vans overnight.
- c) The concessionary parking is 2 free hours in the Church St car park for users of the Library, Pre-School, Community Centre and Surgery. It is intended that a machine will be installed in the Community Centre area however this is a matter for negotiation between the Community Council and the District Council. The availability of the machine on Farmers Market Sundays is a matter to be determined by the Community Council and the District Council.
- d) All visits less than 5 minutes are free, Enforcement Officer has to see an offence for 5 minutes.
- e) The annual parking permit is £95 or £50 for six months with free and unlimited changes in car registration numbers. It is a digital permit issued online with no residential requirements.
- f) The signage in Church St and Prentice St will be replaced by Babergh DC. Babergh has offered assistance with the design and installation of the parking signs permitting the PC to collect donations for the toilets.
- g) Babergh to consider (as part of signage project) landscaping of public area at entrance to Church St car park, Babergh to respond with proposal.
- h) The imposition of the car parking charges will make the operation of the public toilets loss making, currently the donations received are broadly equal to the toilet running costs incurred. Babergh agreed to consider a whether it wishes to making a financial contribution to these facilities or to take over the responsibility for clearing the Prentice St car park sewer.
- i) EV chargers in Prentice St: Babergh understands that the PC aims to enter the Connected Kerb arrangement promoted by Suffolk County Council, Babergh will aim to be helpful.

Babergh Officers however made it clear that the introduction of Water St is insufficiently profitable to Babergh to permit an inducement offer to the PC; however, the PC can ask Babergh to introduce parking controls to Water St, at a future date of its choosing, at no cost to the PC.

At the PC meeting held on 11th July 2024 the PC passed a motion saying that should Babergh introduce charges in the Church St and Prentice St Car Parks the PC will ask Babergh to introduce the same charges in Water St Car Park conditional on concluding satisfactory negotiations with Babergh to enhance the proposed mitigations and/or contribute to the maintenance of the Water St Car Park.

Cllr Lamont asked if Babergh had been clear that toilet donations would still be permitted. The Chair confirmed that they had been clear. Cllr Robinson asked if charging for the toilets had been considered. The Chair responded that it had not.

Motion: The Parish Council does not ask Babergh Council to include the Water St Car Park within its charging and parking enforcement arrangements. Any change to the Water St Car Park parking arrangements will require a further motion by the Parish Council.

Proposed: Cllr Robinson

Seconded: Cllr Sherman

Decision: Approved unanimously. Cllr Mitchell abstained.

10. Receive report from the Clerk summarising progress and timetable to Referendum Date and motion to approve spending on community publicity.

The Clerk outlined the likely timetable highlighting the costs associated with the LNP. He reported that the actual cost of holding the referendum will be paid by Babergh and that the costs incurred in 2024/25 to July 31 2024 inclusive of finalising the Plan are £220, the known additional costs to complete are £505. Further costs to finalise the Plan, he said, are unknown but are unlikely to be greater than several hundred pounds.

He explained that it is also necessary to print a summary document, to hold drop in sessions and otherwise inform Members of the Public of the upcoming referendum. Council, he said, had earmarked £2,000 for these costs in 2023/24 but had not passed a motion to spend this money.

Cllr Sherman expressed concern that the proposed gap between the delivery of the summary leaflet in early October and the referendum in late October was too short for people to properly consider the Plan. Voters he said might be on holiday for some of that period. Cllr Bourne repeated these concerns.

Cllr Mitchell said that she would report these concerns to the Neighbourhood Plan team. She added that all the correspondence and documents concerning the plan including the Examiners Report is online. Cllr Sherman said that some voters do not have access to the internet.

The Chair and the Clerk explained to Councillors that the District Council chooses the referendum date with the law requiring that the referendum must be held within 56 working days of the completion of the Babergh Council checks and not before 28 working days. The timetable included in the working papers is therefore indicative only with matters out of our hands in two ways, firstly waiting for Babergh to agree that all the modifications requested by the Examiner have been accurately incorporated and secondly at the conclusion of that process for Babergh to select the referendum date.

Cllr Bourne asked if the organisation of the delivery of the summary leaflets had been completed, the Chair replied that this is in progress.

Motion: The £2,000 earmarked for publicising the Neighbourhood Plan referendum is spent publicising the referendum in accordance with the Code of Recommended Practice on Local Authority Publicity.

Proposed: Cllr Morrey

Seconded: Cllr Mitchell

Decision: Approved, Cllrs Robinson and Sherman voted against the motion.

11. Receive Report from the Clerk summarising the latest correspondence concerning Lorry Signage from Suffolk Highways and a motion that the Parish Council approve the design and latest quotation from Suffolk Highways.

The Clerk reminded Councillors that at the Council meeting held on 9th May 2024 the following motion had been passed:

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

The Clerk reminded Councillors that the planned signs are:

RS1: A green sign at Bury Rd junction near Cockfield. Width 3m, Height 2.5m. The mounting height now clarified as 1.8m.

RS2: A blue sign High St by Ropers Ct. Width 1.1m, Height 1.5m, x height of letters 80mm. The mounting height now clarified as 2.5m.

He explained that the x-height is the measured height of the smaller lower-case letter that appears on the sign, such as an ‘o’, or ‘n’. I.e. one that doesn’t have an ascender/descender (as a ‘b’, ‘k’, ‘p’ or ‘q’).

RS3: A blue sign by 81 Church St. Width 1.1m, Height 1.5m, x height of letters 80mm. The mounting height now clarified as 2.1m.

RS4: By Bus Shelter, Swan Hotel west side, Width 1.2m, Height 0.8m, on existing post

RS5: Entrance to Water St. Height and Width 0.75m, on existing post.

Suffolk Highways he explained, having completed the detailed design. had informed the PC that the cost would now be £12,724.90 including VAT, the reason given was:

'I can advise that the increase in costs is mainly contributed to the sign on the A134 this is a large sign over (3m wide and 2.5m high) and due to the classification of the road/speed limit in line with our design guidelines this needs to be installed on passively safe posts (posts which reduce the risk of injury to vehicle passengers on collision) these are more expensive than galvanised posts used.

I should also point out the foundations once designed for this sign are also a considerable size when taking into consideration sign size/ wind loading stability etc therefore this has also increased the costs in material and disposal costs along with additional costs in time needed for traffic management to deliver and install this sign/s safely'.

Babergh Heritage had also written expressing concerns over the size of the signs in 'important vistas' and suggesting that sign RS3 be moved from outside 81 Church St to the east side of Church St outside the Parish Office. Suffolk Highways advise that the Babergh Heritage Officers report should be considered but has no legal weight.

County Councillor Lindsay had forwarded to the Clerk the complaints received some 5.5 years ago when the size of the weight restriction sign by the bus stop opposite Water Street was increased leading it then being shrunk.

The Clerk suggested a non-exhaustive list of matters for Councillors to consider:

- a) Increase in cost
- b) The size and mounting heights of the blue signs RS2 and RS3, these signs are width 1.1m, height 1.5m, mounting heights 2.5m and 2.1m respectively.
- c) The history of increasing the sign size at the junction of Water St and High St.
- d) The suggestion of moving RS3 to outside the Parish Office. Water St would then not be the first right and the signage outside the Parish Office is already cluttered and it is highly likely Babergh will add further Car Park signs at that location.
- e) The need for effective signage and the balancing of heritage interests
- f) The status of the Babergh Heritage Officers advice as advised by Suffolk Highways.

The Chair thanked the Clerk for all the work that had gone into the paper.

Cllr Robinson asked what the enforcement was going to be for lorries ignoring the signs. Cllr Mitchell replied that often the problem was that lorries cannot see the signs at Water St due to obstruction by stopped buses and delivery vehicles and so the need is for larger signs at that junction but also for earlier warning signs. She argued that the proposed signage will improve matters. Suffolk County Council, she said, had asked for increased enforcement powers but currently had very limited powers. Enforcement she said will come in time, the local Police will in the interim do spot checks. She acknowledged that enforcement would initially be weak.

Cllr Sherman explained that he had been a lorry driver for many years and said that lorry drivers will follow their satnavs and not follow signs. He reported most have ordinary car sat navs, not lorry satnavs, as they are very significantly cheaper. The number of new signs he said should be reduced.

Cllr Mitchell reported that many had told her that their houses shake when the lorries go past and that something needed to be done to try and reduce the number of lorries going down High St, Church St and Water St.

Cllr Lamont said that he thought the proposed Bury Rd sign was a big improvement, giving more information to drivers.

Cllr Morrey deplored the proposed two blue signs describing them as inappropriate to their settings. She welcomed the green Bury Rd sign. Cllrs Lamont and Robinson agreed with Cllr Morrey. Cllr Morrey said that she supported the improved signs for the junction of Water St.

Cllr Bourne asked if the green sign could be purchased now and the other signs at a later date if required. The Clerk replied that all options were available.

Cllrs Mitchell and Sherman questioned whether the blue signs could be moved further away from the village core. The Chair said that the Clerk could approach Highways and ask that question.

Motion: that the Parish Council notes the advice of the Babergh Heritage Officer and the mitigations suggested by Suffolk Highways but proceeds with the design as detailed in Appendix 2 at a cost of £10,604 plus VAT to be paid for by Neighbourhood CIL funds using Road Traffic Regulation Act 1984, section 72 which permits Parish Councils the 'Power to provide traffic signs and other notices'.

Amendment to the motion: so that it reads 'that the Parish Council ask Suffolk Highways to quote only for the sign on the Bury Rd'.

Proposed: Cllr Robinson

Seconded: Cllr Sherman

Decision: Approved. Cllr Mitchell abstained.

Amendment to the motion: so that it reads 'that the Parish Council ask Suffolk Highways to quote only for the sign on the Bury Rd and the signs at the junction with Water St and asks Highways if the blue signs could be located further from the village core'.

Proposed: Cllr Lamont

Seconded: Cllr Mitchell

Decision: Rejected, Cllrs Lamont and Mitchell voted in favour of it, all other Councillors voted against.

The Clerk explained that these lorry signage decisions could be voted on again in six months.

12. Clerk/RFO Report

Update concerning the Public Realm:

He reported to Councillors that the Speed Indicator Device had been delivered but with missing installation parts, the missing parts had now been supplied, the aim is to install shortly.

The Jubilee tree plaques have been installed and the Meadow Close grit bin replaced. The soil fertilisation and the pest control visits of the Box Bushes have both been carried out. Two replacement Dog Bins are on order. The telephone boxes will be collected for refurbishment on Thursday 12th September. No further correspondence has been received from Suffolk County Council concerning the cancellation of the Pump Alley light other than very graceful response to our notice of cancellation.

The Parish Council has asked its contractors to cut back the Potland Lane verge and the areas rewilded for the summer. Babergh has confirmed that it will do the same with respect to its areas in Tenterpiece and Spring St. After they are cut and cleared, they will then be left unmown until the spring, when they will get an initial cut at the start of the mowing season before again being left until late summer / early autumn – this helps support some insects during the winter months. Mown strips around the edges will still be mown as required to help define the areas.

The JPB green areas and street cleaning contract expires April 1st 2024. The Clerk will be working with Councillors to reconsider the scope of the contract which, due to its size, must be publicly advertised.

There have been no further sewerage problems in the Prentice Street car park but a number of litter bins across the village have been overflowing during the summer months.

Update concerning the External Auditors Report and Insurance:

The Clerk reported that the External Auditor's report was unqualified and that the required Notice of Public Rights was displayed 5th August 2024 to 29th August 2024.

He reminded Councillors that the Internal Auditor's Report highlighted that the Parish Council did not have Fidelity Insurance and that the Council's insurance policies expire each year on August 31st. The Council's previous insurers (NFU) do not offer this cover.

Prior to renewal he had obtained two additional quotes for insurance including, where possible, Fidelity cover.

The existing insurers quoted £2,117 (£1,831 in 2023/24) not including Fidelity cover.

Gallagher indicated that the annual insurance including Fidelity Cover would be over £4,000 and Community Action Suffolk quoted £2,630.

The Community Action Suffolk quotation has been accepted (although it can be cancelled as there is a 14 day cooling off period) because it contains the following enhancements:

- 1) It is a policy specifically designed for Parish Councils rather than a Property Insurance based policy adapted as much as possible to meet the needs of a Parish Council.
- 2) £500,000 Fidelity Cover, £250,000 legal expenses cover and £100,000 cover for each of a) Trustees and Directors indemnity and b) Libel and Slander

Motion: That the External Auditors Report is noted and that the quotation for insurance provided by Community Action Suffolk is accepted.

Proposed: Cllr Morrey

Seconded: Cllr Bourne

Decision: Approved unanimously.

Received: The reports prepared by the Clerk containing the July 2024 Accounts.

Noted from the Report: The Clerk explained that the key variances to Budget were unbudgeted car parking donations and minor savings on a number of expenditure lines. Donation and Burial Incomes are both below previous levels.

Motion: to approve the accounts for the month ended 31 July 2024.

Proposed: Cllr Robinson

Seconded: Cllr Bourne

Decision: Approved unanimously.

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

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

Motion: to approve the Receipts and Payments for the month ended 31 July 2024

Proposed: Cllr Robinson

Seconded: Cllr Bourne

Decision: Approved unanimously.

Date of next meeting

Thursday 3rd October 2024 7.30 pm in the Village Hall.

The meeting closed at 9.36pm.

April				
01687	The Sparrows 21/22 Water St	Erection of Garden Room/Office	Approved	Approval
01943	Dyers Hall, 95 High St	Replacement of cement render with lime render	Withdrawn	Approval
May				
02280	Driftside 53F High St	Garden Room extension and removal of conservatory	Approved	Approval
June				
02511	25 Prentice St	Erection of Summerhouse	Approved	Approval
01661	32 Prentice St	Part demolition wall and provision of off-street parking	Ongoing	Approval
01662	32 Prentice St	Part demolition wall and provision of off-street parking	Ongoing	Approval
02725	Pedlars Way, Bears Lane	Pollard Ash Tree	Approval	Approval
02715	Pippins, Bridge St Rd	Reduce Maple Tree	Approval	Approval
02747	The Grove, 5 Lady St	Rebuild Boundary Wall and fell 1 tree	Ongoing	Approval
July				
02797	6 Shilling St	Removal of render and other repairs	Approval	Approval
03114	Shilling Grange	Replacement of Timber Posts	Approval	Approval
03115	Shilling Grange	Replacement of Timber Posts	Approval	Approval
03084	The Hall	Listed Bldg Consent: Conversion of Stables etc to dwelling	Ongoing	Approval
03174	4 Deacons Close	Single storey extension following demolition of conservatory	Approval	Approval
00776	Patch Cottage, 84 High St	Reconstruction of Damaged Wall	Approval	Approval
Aug				
03450	Dyers Hall, 95 High St	Removal and replacement of render	Approval	Approval
03400	The Guildhall	Fire Protection	Approval	Approval
03337	Mill Cottage, Bears Lane	Erection of timber fence following removal of hedge	Ongoing	Approval
03083	The Hall	Planning Perm: Conversion of Stables etc to dwelling	Ongoing	Approval
03572	Teazle Cottage, 32 Water St	Trees	Approval	Approval
03461	57 High St	Construction of home office following demolition of shed	Approval	Approval
Sep				
03988	The Grove, 5 Lady St	Reduce Oak Tree protected by TPO	Ongoing	Ongoing
04037	Balsdon Hall, Bridge St Rd	Listed Building Consent: Repairs and replacements	Ongoing	Ongoing
03268	Coppers, Sudbury Rd	Side and Rear extensions and demolition of garage	Ongoing	Ongoing

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 3rd October 2024 – Planning Group Recommendations

Application. No: DC/24/03828

57 High Street Lavenham Sudbury Suffolk CO10 9PY

Discharge of Conditions Application for DC/24/00483 - Conditions 3 (Build Up) and 4 (Lime Render and Lime wash)

Consultation date 27th September 2024

The updated drawing supplied with this application does not address the concerns of the Heritage officer during application DC/24/00483. - see extract from the officer's comments below showing not acceptable.

Recommend Refusal

Comments

DC/24/03828 57 High Street, Lavenham, Sudbury, Suffolk, CO10 9PY Discharge of Conditions Application for DC/24/00483 - Conditions 3 (Build Up) and 4 (Lime Render and Lime wash)

Condition 3. (Build Up) Not Acceptable

The proposed build-up drawings are not overall opposed, however, as detailed in my comments for Condition 4, the use of Graphenstone silicate paint is not considered appropriate. Amended drawings omitting this detail are needed.

Details as per 1623-PA06_ RENDER DETAILS received 28th August 2024.

Condition 4. (Lime Render and Lime wash) Not Acceptable

The proposed use of NHR 3.5 lime render is not opposed.

The proposed use of Graphenstone silicate paint is not considered appropriate as a modern, non-traditional, material. For new areas of lime render, a traditional limewash should be used to maintain or enhance the significance and character of the listed building.

Details of the proposed finish colour are also needed.

Details as per 1623-PA06_ RENDER DETAILS received 28th August 2024.

Application. No: DC/24/03988

The Grove 5 Lady Street Lavenham Sudbury Suffolk CO10 9RA

Application for works to a tree in a Conservation Area and protected by Tree Preservation Order WS41/T49 - Reduce 1 No Oak tree (T1) by up to 2m overall, to thin the crown and allow more light.

Consultation date 4th October 2024

This application is for regular maintenance of this tree advised by the tree surgeon following a routine Piscus test. Following previous Piscus tests and routine maintenance this tree remains strong, despite the presence of disease. We commend the commitment that the applicant is showing to support this protected tree rather than taking more drastic action.

Recommend approval

Application. No: DC/24/03268

Coppers Sudbury Road Lavenham Sudbury Suffolk CO10 9SB

Householder Application - Erection of two storey side/rear and single storey rear extension, including raising existing roof to front and rear projections to north west side of dwelling (following demolition of garage).

Consultation date 7th October 2024

This application is for changes to a building constructed 30-50 years ago. It is inside the Built Up Area boundary but outside the Conservation area. There are no trees on the property covered by a tree preservation order.

There is certainly evidence of recent vegetation and shrub clearance, but no requirement to replace any of these because of the reasons above. However, LNP 2016 Policy D1 does state:

“All development proposals will be expected to retain and enhance vegetated boundaries as much as possible, particularly those intact of hedgerows and trees.Any unavoidable loss of trees and hedges must be more than adequately offset by new planting” We would seek that a condition of the application for a landscaping drawing to be included.

The current building has an unattractive flat roofed garage to the left of the property. The proposal replaces the garage with a wing similar to the one to the right of the property giving a more pleasing appearance from the road. The roofline of the property is unaffected, although the roof line of the existing wing is raised.

The buildings on this section of the road are all modern and have a range of different styles and finishes. There is no requirement in the LNP 2016 to match any of the adjacent buildings, but to complement them see Policy D1 bullet point 2:

“Outside the Conservation area this means contributing positively to the street scene where choice of materials complements those on buildings nearby and by being of a height and scale that is in keeping with neighbouring buildings.”

The extended roof is to be pantiles to match existing. The external to be painted render to match existing. The new window styles are more modern, matched throughout the property and are similar to adjacent properties.

Recommendation – to be discussed at the Council meeting

Existing property prior to Shrub and Tree Clearance



Present view with vegetation clearance



Adjacent properties - a variety of styles and materials

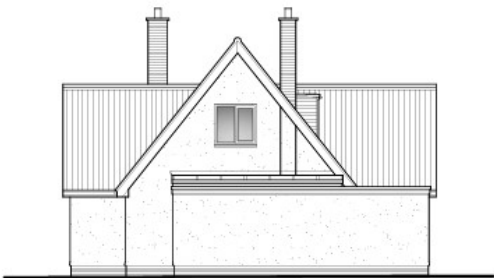


Existing elevations & floor plan

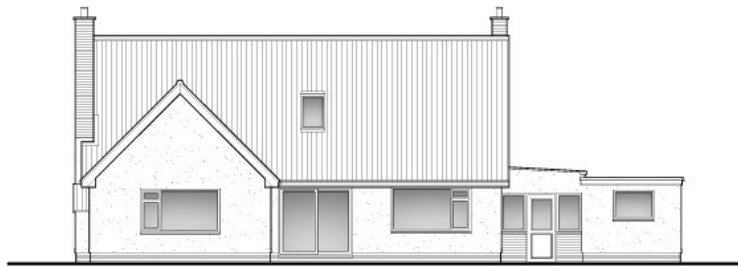


Front Elevation (North East)

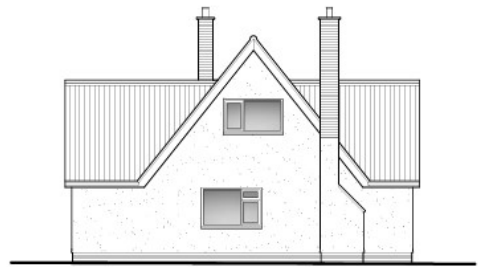
Existing Elevations
Scale: 1:100



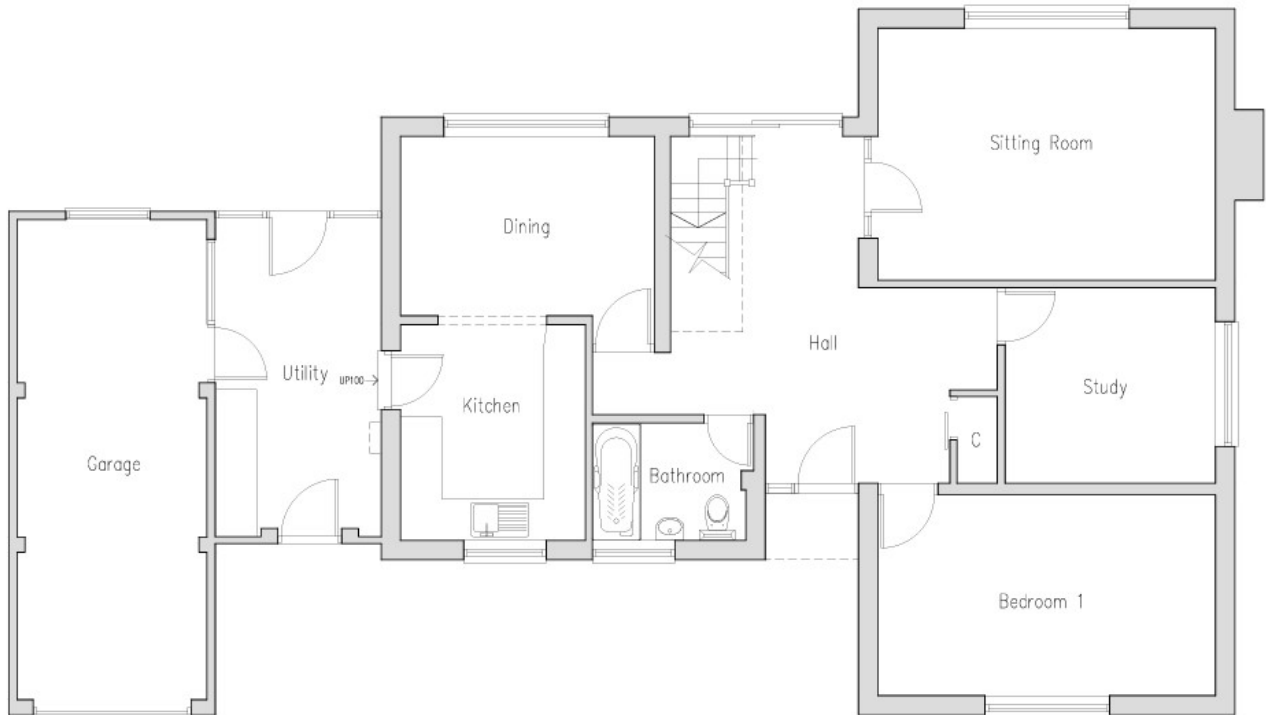
Side Elevation (South East)



Rear Elevation (South West)



Side Elevation (North West)



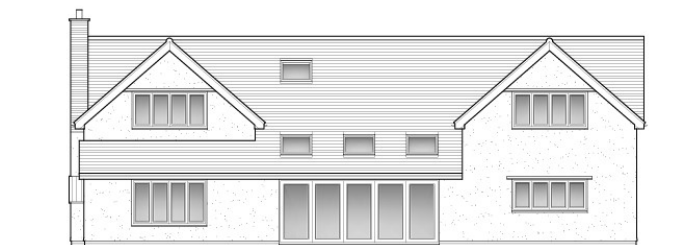
Proposed elevations & floorplan



Front Elevation (North East)



Side Elevation (South East)



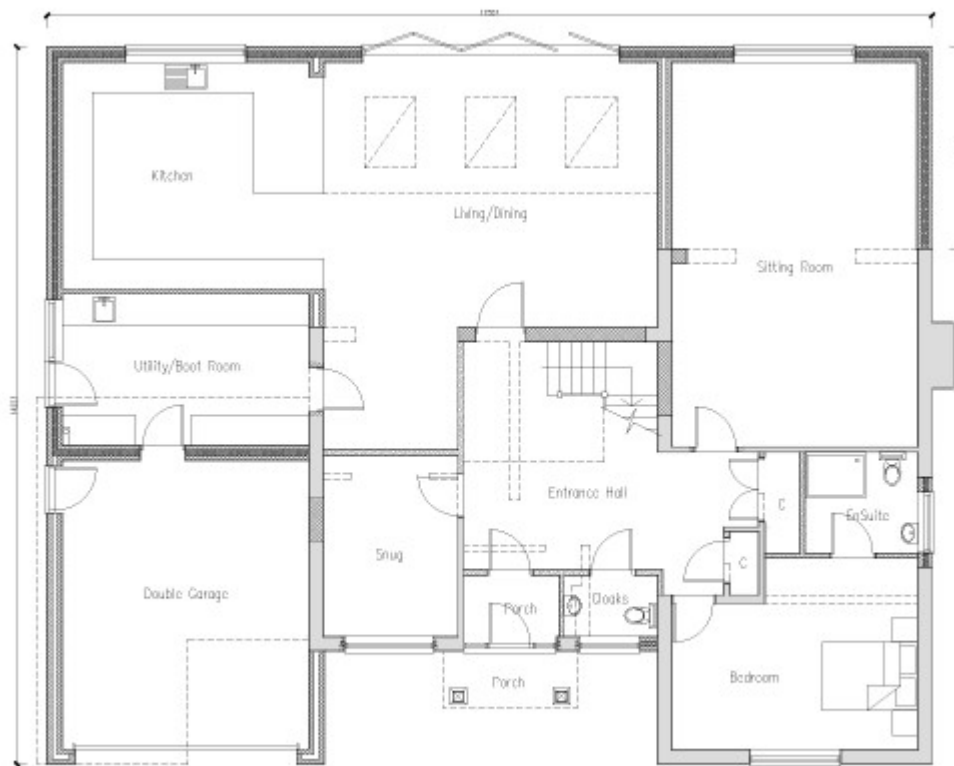
Rear Elevation (South West)



Side Elevation (North West)

Proposed Elevations
Scale: 1:100






Proposed Ground Floor Plan
Scale: 1:50



Proposed First Floor Plan
Scale: 1:50

Application. No: DC/24/04037

Balsdon Hall Bridge Street Road Lavenham Sudbury Suffolk CO10 9SJ

Application for Listed Building Consent - Joinery repairs to existing front door frame and canopy. Replacement of front door and bay window including repairs to additional windows. 

Consultation date 4th October 2024

Note that the building in this application is located in Acton Parish not Lavenham, but the Lavenham Parish boundary is adjacent to the site. There is no reason why we can't comment on this application

This removes an unattractive conservatory that was fitted to the front of the property and adds a bay with doors in similar proportions and with similar materials to the existing bay window. The windows and doors will be timber utilising Slimlite 12mmhick double-glazing panels to allow for traditional width glazing bars. This will significantly improve the front elevation of the property and enhances the heritage aspects. The removal of the conservatory & replacement by a bay window was approved in previous application DC/22/00587. This application also includes repairs to existing windows provision of a replacement of a modern front door and frame.

Recommend Approval



EXISTING FRONT ELEVATION (S.E.)
Scale: 1:100



PROPOSED FRONT ELEVATION (S.E.)
Scale: 1:100

CONSERVATORY REMOVED &
PROPOSED BAY WINDOW
APPROVED UNDER DC /22/00587
INTRODUCED

Splice repairs as required
including new head drip
board retaining existing lead
light glazing

Door surround & door to
be replaced with new
glazing configuration
Refer to drawing No.
PA_11

Splice repairs as
required
retaining existing lead
light glazing

Existing bay window I
same configuration- R
PA_12



CONSERVATORY TO BE REMOVED -
APPROVED UNDER DC /22/00587

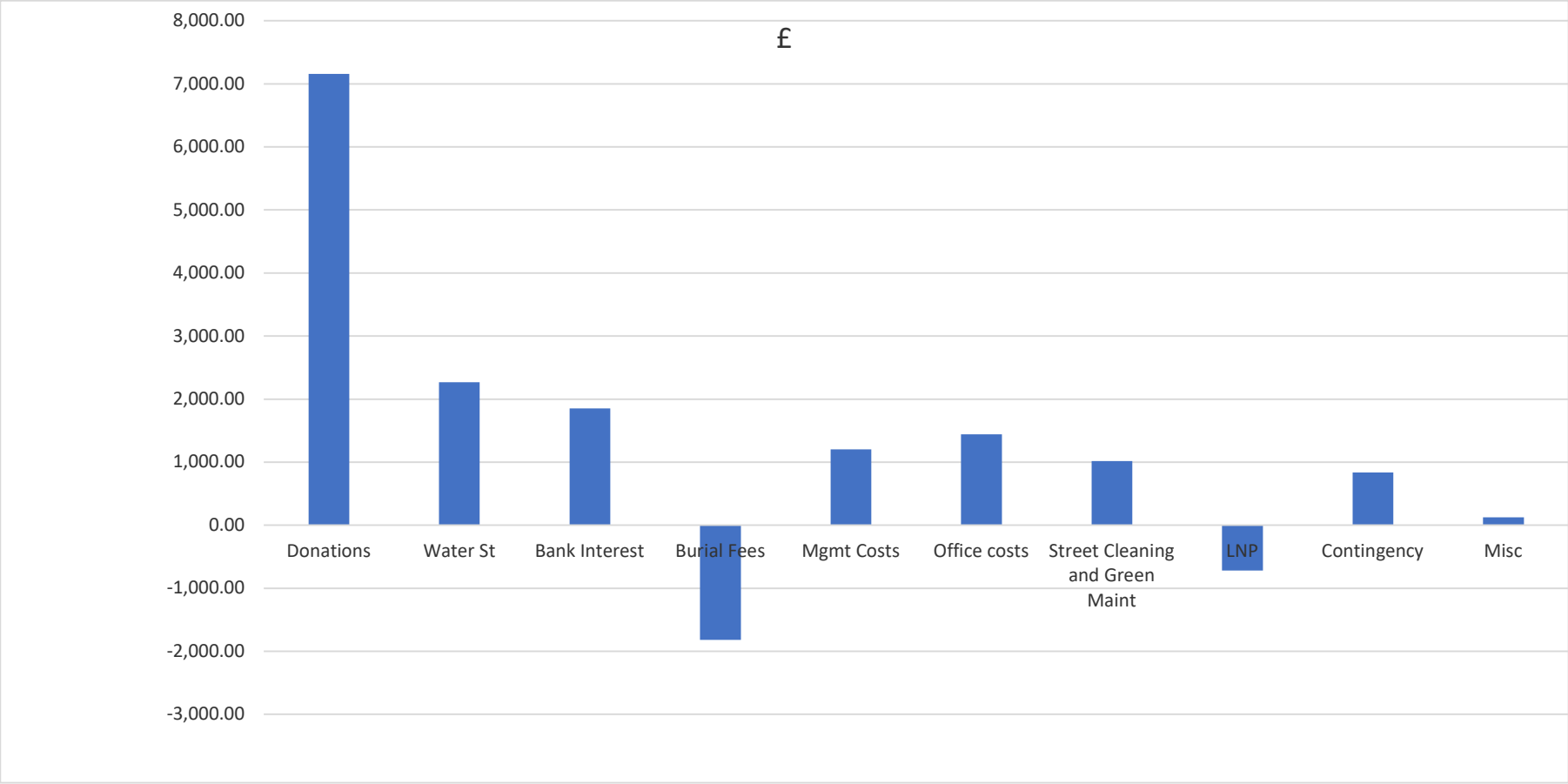
EXISTING END ELEVATION (N.E.)
Scale: 1:100



BAY WINDOW APPROVED UNDER
DC /22/00587

PROPOSED END ELEVATION (N.E.)
Scale: 1:100

Budget Surplus YTD	£ 2,529.17
Actual Surplus YTD	<u>15,873.73</u>
Positive Variance	13,344.56



	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Actual YTD	Budget YTD	Favourable /(Adverse)	Notes
Precept	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	49,583.33	49,583.33	0.00	No variance
Babergh Cleansing Grant	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	5,205.20	5,000.00	205.20	Increase in Living Wage slightly more than estimate in budget
Fixed Income	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	54,788.53	54,583.33	205.20	
Burial Fees	753.00	400.00	778.00	0.00	0.00	1,931.00	3,750.00	-1,819.00	Variable depending on number of deaths
Car Park and Toilet Donations	1,311.25	1,323.96	1,225.30	1,528.07	1,767.75	7,156.33	0.00	7,156.33	Not budgeted, running 25% below previous year.
Other Donations	40.00	10.00	30.00	0.00	0.00	80.00	0.00	80.00	Finalisation of Christmas Donations and other small amounts
EV Charging Income	72.91	81.82	74.48	27.70	23.21	280.12	208.33	71.79	A little higher than budgeted
Interest Received	400.00	726.04	400.00	400.00	760.87	2,686.91	833.33	1,853.58	Interest rates higher than anticipated
Variable Income	2,577.16	2,541.82	2,507.78	1,955.77	2,551.83	12,134.36	4,791.67	7,342.69	
Total Income	13,534.87	13,499.53	13,465.49	12,913.48	13,509.54	66,922.89	59,375.00	7,547.89	Car Park and Toilet Donations is main variance
Management Costs	3,459.00	3,539.00	3,576.33	3,473.44	3,554.44	17,602.20	18,801.75	1,199.55	No consultancy or specialist advice costs incurred.
Office costs	814.98	708.99	613.48	608.93	831.99	3,578.37	5,020.83	1,442.46	Misc items with Cllr Training less than budgeted biggest item
LNP including Costs of Democracy	55.00	55.00	55.00	55.00	505.00	725.00	0.00	-725.00	LNP continues, was anticipated to be now complete
Street Cleaning and Green Maint	3,051.04	2,880.51	2,907.30	2,577.30	3,357.75	14,773.88	15,789.92	1,016.04	No extra tree work.
Public Realm	686.00	794.00	596.00	591.78	1,343.36	4,011.14	4,000.00	-11.14	Not material
Toilet Costs	1,193.69	1,407.15	1,742.79	918.34	1,474.82	6,736.77	6,650.00	-86.77	Repair Costs
Water St	351.02	351.02	351.02	-1,755.92	313.08	-389.78	1,875.00	2,264.78	Business Rates saving
Community Events including Grants	0.00	1,128.86	0.00	2,530.80	118.80	3,778.46	3,375.00	-403.46	Jubilee plaques
EV Costs	65.99	23.85	63.83	37.70	41.76	233.13	500.00	266.87	Not material
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	833.33	833.33	Contingency
Total Costs	9,676.70	10,888.36	9,905.73	9,037.37	11,541.00	51,049.17	56,845.83	5,796.67	
Surplus/(Deficit)	3,858.16	2,611.16	3,559.75	3,876.11	1,968.54	15,873.73	2,529.17	13,344.56	

	Mar 24	Aug 24	Increase/(decrease)	Notes
Fixed Assets	150,968.05	146,934.44	-4,033.61	Pump Alley Streetlight Cancellation
Debtors	0.00	0.00	0.00	None
Accrued Income	3,732.86	2,216.92	-1,515.94	Interest and car park donation, in March 3 mths Cleaning Grant as well.
VAT Refunds	2,091.70	2,322.66	230.96	Purchase dependent
	5,824.56	4,539.58	-1,284.98	
Cash at Bank	377,684.76	417,747.94		
Bus Prem	7,223.42	3,044.67		
Current Acc	0.00	0.00		
Petty Cash	384,908.18	420,792.61	35,884.43	Precept received for half year £10k, Cleaning Grant whole yr £7k, Ncil £7k and YTD surplus £16k.
Trade Creditors	-13,083.74	-18,782.54	5,698.80	Payment of Suffolk Annual Lights bill of £5k is major item.
Accruals and Prepayments	-14,308.12	-6,299.59	-8,008.53	Business Rates prepayments is a key driver
Deferred Income	0.00	-17,203.95	17,203.95	Precept for half year received and whole yr Cleaning Grant received
Lights Creditor	-133,633.91	-129,600.30	-4,033.61	Pump Alley Streetlight Cancellation
	-161,025.77	-171,886.38	10,860.60	
Loans	-72,452.44	-69,268.65	-3,183.79	Capital Repayments made
Net Assets	308,222.57	331,111.60	22,889.03	
General Funds	159,753.32	177,504.21	17,750.89	Surplus, release of Cemetery Clean up less sinking fund
Ballot Fund	4,800.00	4,800.00	0.00	No change
Public Realm	869.09	869.09	0.00	No change
Number 2 Lady St	0.00	0.00	0.00	No change
NCIL	87,161.99	94,177.29	7,015.30	£10k received, £3k SID purchased
Lavenham Funds in Trust	1,500.00	1,500.00	0.00	No change
Neighbourhood Plan Fund	0.00	0.00	0.00	No change
Cemetery Clean Up	5,000.00	0.00	-5,000.00	Released Aug 2024
Telephone Box Maintenance	6,000.00	6,000.00	0.00	No change
Lighting Sinking Fund	36,872.80	39,995.64	3,122.84	In lieu of depreciation and to avoid overstating General Funds
Christmas Lights Fund	0.00	0.00	0.00	No change
Street Fair Fund	6,265.37	6,265.37	0.00	No change
Total Reserves	308,222.57	331,111.60	22,889.03	
Imbalance	0.00	0.00	0.00	

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Actual YTD	Budget YTD	Favourable /(Adverse)
Staff salaries and Other Consultancy Costs	3,403.00	3,403.00	3,440.33	3,415.44	3,415.44	17,077.20	18,176.75	1,099.55
Audit and Payroll bureau costs	56.00	136.00	136.00	58.00	139.00	525.00	625.00	100.00
Management Costs	3,459.00	3,539.00	3,576.33	3,473.44	3,554.44	17,602.20	18,801.75	1,199.55
Telephone & broadband	95.05	82.06	82.06	82.06	82.06	423.29	500.00	76.71
Website Dev and .gov	59.40	59.40	59.40	59.40	149.40	387.00	500.00	113.00
Accounting software & computer	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00
Office Materials	9.99	9.99	9.99	27.93	204.99	262.89	125.00	-137.89
Data Protection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subscriptions & Insurance	211.16	211.16	211.16	211.16	211.16	1,055.80	1,125.00	69.20
All Training/Cllr expenses	0.00	140.00	0.00	0.00	0.00	140.00	833.33	693.33
Room hire PC meetings	105.00	22.00	44.00	44.00	0.00	215.00	250.00	35.00
Office Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	104.17	104.17
Digital mapping	150.00	0.00	0.00	0.00	0.00	150.00	150.00	0.00
Parish Office business rates	101.05	101.05	101.05	101.05	101.05	505.24	600.00	94.76
Parish Office rent	83.33	83.33	83.33	83.33	83.33	416.67	416.67	0.00
Office Miscellaneous	0.00	0.00	22.49	0.00	0.00	22.49	116.67	94.18
Office costs	814.98	708.99	613.48	608.93	831.99	3,578.37	5,020.83	1,442.46
LNP Costs incl Cost of Democracy	55.00	55.00	55.00	55.00	505.00	725.00	0.00	-725.00
Green Maintenance	958.75	1,183.75	958.75	958.75	958.75	5,018.75	4,793.75	-225.00
Tree Maintenance and Care	380.00	0.00	420.00	0.00	760.00	1,560.00	1,750.00	190.00
Street cleansing	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	6,392.00	6,912.83	520.83
Refuse collection bins & dog bins	298.74	115.00	115.00	115.00	115.00	758.74	833.33	74.59
Chapel Business Rates	135.15	135.15	135.15	135.15	135.15	675.73	750.00	74.27
All cemetery management	0.00	168.21	0.00	90.00	110.45	368.66	750.00	381.34
Play equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street Cleaning and Green Maint	3,051.04	2,880.51	2,907.30	2,577.30	3,357.75	14,773.88	15,789.92	1,016.04
Street furniture	90.00	198.00	0.00	0.00	751.58	1,039.58	1,000.00	-39.58
Street Lighting energy	500.00	500.00	500.00	500.00	500.00	2,500.00	2,500.00	0.00
PWLB interest	96.00	96.00	96.00	91.78	91.78	471.56	500.00	28.44
Public Realm	686.00	794.00	596.00	591.78	1,343.36	4,011.14	4,000.00	-11.14
Church Street energy	116.23	82.97	73.53	66.05	66.21	404.99	625.00	220.01
Church Street water	0.00	279.82	0.00	0.00	370.73	650.55	600.00	-50.55
Church St Toilets Business Rates	67.37	67.36	67.37	67.37	67.36	336.83	400.00	63.18
Prentice St Water	0.00	98.55	0.00	0.00	173.69	272.24	200.00	-72.24
Prentice St non EV energy	38.34	36.69	40.22	37.05	37.00	189.30	125.00	-64.30
Donation Points	35.90	35.90	35.90	35.90	35.90	179.50	200.00	20.50
Washroom Cleaning & Consumables	660.85	660.85	1,200.77	711.97	723.92	3,958.36	4,000.00	41.64
Washroom Minor Maintenance	275.00	145.00	325.00	0.00	0.00	745.00	500.00	-245.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Toilet Costs	1,193.69	1,407.15	1,742.79	918.34	1,474.82	6,736.77	6,650.00	-86.77
Water Street green maintenance	96.85	96.85	96.85	96.85	96.85	484.25	500.00	15.75
Water Street Business Rates	254.17	254.17	254.17	-1,852.77	216.23	-874.03	1,375.00	2,249.03
Water St	351.02	351.02	351.02	-1,755.92	313.08	-389.78	1,875.00	2,264.78
Small Grants (combined)	0.00	500.00	0.00	2,500.00	0.00	3,000.00	3,000.00	0.00
Christmas trees/lighting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Xmas Eve Community Carols	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1st Meadow summer facilities	0.00	0.00	0.00	30.80	118.80	149.60	375.00	225.40
Misc	0.00	628.86	0.00	0.00	0.00	628.86	0.00	-628.86
Bellward Award	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Events including Grants	0.00	1,128.86	0.00	2,530.80	118.80	3,778.46	3,375.00	-403.46
EV Costs	65.99	23.85	63.83	37.70	41.76	233.13	500.00	266.87
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	833.33	833.33
Total Expenses	9,676.70	10,888.36	9,905.73	9,037.37	11,541.00	51,049.17	56,845.83	5,796.67
Surplus/(deficit)	3,858.16	2,611.16	3,559.75	3,876.11	1,968.54	15,873.73	2,529.17	13,344.56

Current

31/07/2024	Balance Brought Forward	5,028.53
05/08/2024	Car Parking Income Cash Payments	210.00
05/08/2024	Car Parking Income Card Payments	176.70
06/08/2024	Supplier Payment: British Gas	-39.58
07/08/2024	Pension Contributions: NEST	-177.17
08/08/2024	Transfer from Deposit Account	5,000.00
09/08/2024	Andrew Smith: July Net Wages	-2,288.33
09/08/2024	Supplier Payment: JPB Landscapes	-2,800.80
09/08/2024	Supplier Payment: Infinity Cleaning	-854.36
09/08/2024	Supplier Payment: Karzees Ltd	-36.96
09/08/2024	Supplier Payment: Onsite IT	-71.28
09/08/2024	Supplier Payment: Paul Holland	-90.00
09/08/2024	Supplier Payment: PKF Littlejohn	-756.00
09/08/2024	Supplier Payment: Seago and Stopps	-140.40
09/08/2024	Supplier Payment: Community Council	-44.00
12/08/2024	EV Revenue Fuuse	23.21
12/08/2024	Car Parking Income Card Payments	179.55
12/08/2024	Supplier Payment: British Gas	-69.35
12/08/2024	Supplier Payment: British Gas	-38.90
12/08/2024	Car Parking Income Cash Payments	220.00
12/08/2024	Supplier Payment: Glasscubes	-66.00
15/08/2024	Supplier Payment: Shaws Stationery	-234.00
15/08/2024	Supplier Payment: Glasdon Street Furniture	-721.90
19/08/2024	Car Parking Income Cash Payments	160.00
19/08/2024	Supplier Payment: Mr Sutton	-11.95
19/08/2024	Car Parking Income Card Payments	228.00
21/08/2024	Supplier Payment: BT	-83.66
27/08/2024	Car Parking Income Cash Payments	275.00
27/08/2024	Supplier Payment: BT	-14.81
27/08/2024	Car Parking Income Card Payments	158.65
28/08/2024	Supplier Payment: Anglian Water	-20.45
29/08/2024	Supplier Payment: HP Inks	-11.99
30/08/2024	Supplier Payment: Paya Go Cardless	-43.08


31/08/2024	Balance Carried Forward	3,044.67
31/08/2024	Per Bank Statement	3,044.67
		0.00

Premium

31/07/2024	Balance Brought Forward	409,561.21
05/08/2024	Babergh Cleansing Grant	12,492.48
08/08/2024	Transfer to Current Account	-5,000.00
16/08/2024	VAT Refund	694.25

31/08/2024	Balance Carried Forward	417,747.94
31/08/2024	Per Bank Statement	417,747.94
		0.00

Recent transactions




COMMUNITY
20-83-50 00567094

£3,206.28
Last night's balance £3,044.67

Date	Description	Money in	Money out	Balance
Mon, 02 Sep 24	POST OFFICE	+ £170.00		£3,206.28
Mon, 02 Sep 24	ANGLIAN WATER BUSI		-£173.69	£3,036.28
Mon, 02 Sep 24	CHARITIES TRUST	+ £165.30		£3,209.97
Fri, 30 Aug 24	GOCARDLESS		-£43.08	£3,044.67
Thu, 29 Aug 24	HPI INSTANT INK UK		-£11.99	£3,087.75

View all transactions

Recent transactions



Business Premium ME
20-83-50 20567116

£419,308.81
Last night's balance £417,747.94

Date	Description	Money in	Money out	Balance
Mon, 02 Sep 24	INTEREST PAID GROSS	+ £1,560.87		£419,308.81
Fri, 16 Aug 24	HMRC VTR	+ £694.25		£417,747.94
Thu, 08 Aug 24	208350 00567094		-£5,000.00	£417,053.69
Mon, 05 Aug 24	BABERGH PAYMENTS	+ £12,492.48		£422,053.69

View all transactions

3,044.67

417,747.94

Variance to Budget August YTD Reason		
Car Park and Toilet Donations	7,156.33	Not budgeted but only 75% of prev yr
Interest Received	1,853.58	Interest rates remain higher than anticipated
Burial Fees	-1,819.00	Fewer burials than anticipated
Other	356.99	Insignificant
Total Income	7,547.89	Essentially this is Car Parking Donations
Water St	2,264.78	Business Rates Saving following valuation
Street Cleaning & Green Maint incl Trees	1,016.04	V Limited discretionary spending to date
Office costs	1,442.46	Councillor Training is biggest part of this variance
LNP including Costs of Democracy	-725.00	Glasscubes Software and Modicum Planning
Community Events including Grants	-403.46	Jubilee Plaques purchase
Management Costs	1,199.55	Wages as budget but no specialist planning advice etc
Sinking Fund	0.00	Dealt with as a Reserves transfer which is poor practice
Public Realm, Toilets and EV	168.96	Insignificant
Contingency	833.33	Contingency
Total Costs	5,796.67	
Surplus/(Deficit)	13,344.56	

Whole Year Variance to Budget Reason		
	10,099.29	Continued 75% of prev yr ceasing Nov 30.
	3,486.91	Interest rates remain higher than anticipated
	-3,569.00	Continued trend. Forecast lowered to £5k for the year.
	882.60	Insignificant
	10,899.80	Essentially this is Car Parking Donations
	3,085.60	Business Rates Saving following valuation
	3,212.70	£2k budgeting error (Green Maint at summer rate all year)
	2,187.74	Councillor Training (£1,160) is biggest part of this variance.
	-3,000.00	£2k for publicity and £1k for other costs
	1,250.40	Bellward Award cancelled
	0.00	Incl £3k for specialist planning advice etc in remainder of yr
	-7,000.00	Need to start budgeting for this
	459.81	Insignificant
	833.31	Contingency
	1,029.56	
	11,929.36	

What is in the whole yr cost reforecast:

7,000.00	Sinking Fund, now properly in the I and E, not a 'hidden' transfer from reserves
-3,085.60	Saving consequent of Water St Business Rates valuation received
2,000.00	LNP Advertising, was earmarked but has never been through I and E
1,000.00	Prof Fees LNP finalisation
-2,187.74	Office Cost Saving. Councillor Training (£1,160) is biggest part of this variance.
-1,730.00	Saving, correction of Green Maintenance winter budgeting error
-1,482.70	Saving, Other Street Cleaning and Green Maint largely Cemetery
-1,000.00	Saving, Bellward award cancelled
-833.31	Saving, Contingency now only for 7 months not 12
-710.21	Misc Saving
-1,029.56	Total Expenses Saving compared to Budget
2,600.00	Misc planning and Prof Advice as Budgeted
4,240.00	For Box Bushes, no other Tree Maint, as Budgeted
1,000.00	Autumn Leaf Sweeping as Budgeted
1,400.00	Play Equipment Repair as Budgeted
2,400.00	Street Furniture as Budgeted
3,600.00	Christmas Lights as Budgeted
6,000.00	Grants as Budgeted
1,000.00	Parish Office Rent as Budgeted

What is not in the forecast

Anything for the cyclical review of the rateable value of the cemetery
Any saving if we get the toilets and office business rates split

	Reforecast 24/25	Possible 25/26	
Precept	119,000.00	133,500.00	119,000.00 14,500.00
Babergh Cleansing Grant	12,492.48	12,500.00	12.18%
Fixed Income	131,492.48	146,000.00	This figure may be considered unacceptable by Councillors
Burial Fees	5,431.00	6,000.00	
Car Park and Toilet Donations	10,099.29	3,000.00	Very vague estimate
Other Donations	330.00	500.00	
EV Charging Income	560.12	500.00	
Interest Received	5,486.91	3,000.00	
Variable Income	21,907.32	13,000.00	
Total Income	153,399.80	159,000.00	
Management Costs	45,124.20	48,000.00	
Office costs	9,652.26	10,000.00	
LNP including Costs of Democracy	3,000.00	0.00	
Street Cleaning and Green Maint	36,683.10	45,000.00	End of fixed price 3 yr contract
Public Realm	9,501.28	10,000.00	
Toilet Costs	15,953.46	17,000.00	
Water St	1,414.40	3,000.00	
Community Events including Grants	11,449.60	12,000.00	
Sinking Fund	7,000.00	12,000.00	Whole year
EV Costs	525.45	0.00	
Contingency	1,166.69	2,000.00	
Total Costs	141,470.44	159,000.00	
Surplus/(Deficit)	11,929.36	0.00	

Cash at 31 Aug 2024		420,792.61
Surplus/Deficit remainder of yr	-3,944.36	
Add Sinking Fund as is not cash	7,000.00	
Deduct 1 months precept	-9,916.67	
Deduct 7 mths cleaning grant	-7,287.28	
Deduct Water St Business Rates	-5,200.00	
	<u>-19,348.31</u>	-19,348.31
Melford Rd Sid already purchased	-3,500.00	
Phone Box already purchased	-6,200.00	
First Meadow Bridge purchased	-9,423.00	
	<u>-19,123.00</u>	-19,123.00
Loan Repay	-3,760.00	-3,760.00
Lorry Signage	-5,000.00	
New Melford Rd Sids and Posts	-4,700.00	
	<u>-9,700.00</u>	-9,700.00
Cash at 31 Mar 2025		<u><u>368,861.30</u></u>

Cash at 31 Mar 2025	368,861.30
NCIL	-84,477.29
Lavenham Funds in Trust	-1,500.00
Capital Sinking Fund	-46,995.64
Street Fair Fund	-6,265.37
Council Election	-2,800.00
Lights Creditor	-129,600.30
Parish Cash excluding Sinking Fund etc	<u>97,222.70</u>
Annual Spend excl Sinking Fund	134,470.44
Months	8.7

NCIL 31 Mar 2024	87,161.99
Received April	10,515.30
Melford Rd Sid already purchased	-3,500.00
Lorry Signage (est)	-5,000.00
New Melford Rd Sids and Posts	-4,700.00
	<u>84,477.29</u>
NCIL 24/25	10,515.30
NCIL 23/24	50,703.34
NCIL 22/23	<u>23,258.65</u>
	84,477.29
If 1st Meadow and Phone boxes moved to NCIL	-15,623.00
	<u>68,854.29</u>
Consequent Parish Cash excl Sinking Fund etc	112,845.70
Annual Spend excl Sinking Fund	134,470.44
Months	10.1

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Reforecast Mth	Oct Reforecast Mth	Nov Reforecast Mth	Dec Reforecast Month	Jan Reforecast Month	Feb Reforecast Month	Mar Reforecast Mth	Reforecast Year	Budget Year	Favourable /(Adverse)
Precept	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	9,916.67	119,000.00	119,000.00	0.00
Babergh Cleansing Grant	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	1,041.04	12,492.48	12,000.00	492.48
Fixed Income	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	10,957.71	131,492.48	131,000.00	492.48
Burial Fees	753.00	400.00	778.00	0.00	0.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	5,431.00	9,000.00	-3,569.00
Car Park and Toilet Donations	1,311.25	1,323.86	1,278.30	1,328.07	1,767.75	1,436.29	1,020.71	485.96	0.00	0.00	0.00	0.00	10,099.28	0.00	10,099.28
Other Donations	0.00	10.00	30.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	330.00	0.00	330.00
EV Charging Income	72.91	81.82	74.48	27.70	23.21	40.00	40.00	40.00	40.00	40.00	40.00	40.00	560.12	500.00	60.12
Interest Received	400.00	726.04	400.00	400.00	760.87	400.00	400.00	400.00	400.00	400.00	400.00	400.00	5,486.91	2,000.00	3,486.91
Variable Income	2,577.16	2,541.82	2,507.78	1,955.77	2,551.83	2,376.29	1,960.71	1,425.96	1,190.00	940.00	940.00	940.00	21,907.32	11,500.00	10,407.32
Total Income	13,534.87	13,499.53	13,465.49	12,913.48	13,509.54	13,333.99	12,918.42	12,383.67	12,147.71	11,897.71	11,897.71	11,897.71	153,399.80	142,500.00	10,899.80
Management Costs	3,459.00	3,539.00	3,576.33	3,473.44	3,554.44	3,931.71	3,931.71	3,931.71	3,931.71	3,931.71	3,931.71	3,931.71	45,124.20	45,124.20	0.00
Office costs	814.98	708.99	613.48	608.93	831.99	824.84	824.84	824.84	1,124.84	824.84	824.84	824.84	9,652.26	11,840.00	2,187.74
LNP including Costs of Democracy	55.00	55.00	55.00	55.00	55.00	275.00	2,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00	-3,000.00
Street Cleaning and Green Maint	3,051.04	2,880.51	2,907.30	2,577.30	3,357.75	5,697.75	3,597.75	2,984.00	1,984.00	2,284.00	2,384.00	2,977.75	36,683.10	39,895.80	3,212.70
Public Realm	686.00	794.00	596.00	591.78	1,343.36	1,591.78	952.20	591.78	591.78	587.53	587.53	587.53	9,501.28	9,600.00	98.72
Toilet Costs	1,193.69	1,407.15	1,742.79	918.34	1,474.82	1,318.27	1,043.27	1,862.69	1,043.27	1,043.27	1,862.69	1,043.27	15,953.46	15,640.00	-313.46
Water St	351.02	351.02	351.02	-1,755.92	313.08	313.08	313.08	216.23	216.23	216.23	216.23	313.08	1,414.40	4,500.00	3,085.60
Community Events including Grants	0.00	1,128.86	0.00	2,530.80	118.80	100.00	0.00	3,971.14	600.00	3,000.00	0.00	0.00	11,449.60	12,700.00	1,250.40
Sinking Fund	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	7,000.00	0.00	-7,000.00
EV Costs	65.99	23.85	63.83	37.70	41.76	41.76	41.76	41.76	41.76	41.76	41.76	41.76	525.45	1,200.00	674.55
Contingency	0.00	0.00	0.00	0.00	0.00	166.67	166.67	166.67	166.67	166.67	166.67	1,166.69	2,000.00	0.00	833.31
Total Costs	9,676.70	10,888.36	9,905.73	9,037.37	11,541.00	15,260.86	13,871.28	15,590.82	10,700.26	13,096.01	11,015.43	10,886.61	141,470.44	142,500.00	1,029.56
Surplus/(Deficit)	3,858.16	2,611.16	3,559.75	3,876.11	1,968.54	-1,926.87	-952.86	-3,207.15	1,447.45	-1,198.30	882.28	1,011.10	11,929.36	0.00	11,929.36
Staff salaries and Other Consultancy Costs	3,403.00	3,403.00	3,440.33	3,415.44	3,415.44	3,792.71	3,792.71	3,792.71	3,792.71	3,792.71	3,792.71	3,792.71	43,626.20	43,626.20	-2.00
Audit and Payroll bureau costs	56.00	136.00	136.00	58.00	139.00	139.00	139.00	139.00	139.00	139.00	139.00	139.00	1,498.00	1,500.00	2.00
Management Costs	3,459.00	3,539.00	3,576.33	3,473.44	3,554.44	3,931.71	3,931.71	3,931.71	3,931.71	3,931.71	3,931.71	3,931.71	45,124.20	45,124.20	0.00
Telephone & broadband	95.05	82.06	82.06	82.06	82.06	82.06	82.06	82.06	82.06	82.06	82.06	82.06	997.71	1,200.00	202.29
Website Dev and gov	59.40	59.40	59.40	59.40	59.40	59.40	59.40	59.40	59.40	59.40	59.40	59.40	802.80	1,200.00	397.20
Accounting software & computer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00	720.00	420.00
Office Materials	9.99	9.99	9.99	27.93	204.99	40.00	40.00	40.00	40.00	40.00	40.00	40.00	542.89	300.00	-242.89
Data Protection	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	0.00	150.00
Subscriptions & Insurance	211.16	211.16	211.16	211.16	211.16	275.00	275.00	275.00	275.00	275.00	275.00	275.00	2,980.80	2,700.00	280.80
All Training/Cllr expenses	0.00	140.00	0.00	0.00	0.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	840.00	2,000.00	1,160.00
Room hire PRC meetings	105.00	22.00	44.00	44.00	0.00	44.00	44.00	44.00	44.00	44.00	44.00	44.00	523.00	600.00	77.00
Office Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
Digital signage	150.00	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	0.00
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	1,440.00	227.43
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	1,000.00	0.00
Office Miscellaneous	0.00	0.00	22.49	0.00	0.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	302.49	280.00	22.49
Office costs	814.98	708.99	613.48	608.93	831.99	824.84	824.84	824.84	1,124.84	824.84	824.84	824.84	9,652.26	11,840.00	2,187.74
LNP Costs incl Cost of Democracy	55.00	55.00	55.00	55.00	505.00	275.00	2,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00	-3,000.00
Green Maintenance	958.75	1,183.75	958.75	958.75	958.75	1,458.75	958.75	345.00	345.00	345.00	345.00	958.75	9,775.00	11,505.00	1,730.00
Tree Maintenance and Care	380.00	0.00	420.00	0.00	760.00	2,300.00	0.00	0.00	0.00	0.00	0.00	380.00	4,240.00	4,200.00	-40.00
Street cleansing	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	16,340.80	16,590.80	250.00
Refuse collection bins & dog bins	298.74	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	1,563.74	2,000.00	436.26
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	1,800.00	178.25
All cemetery management	0.00	168.21	0.00	90.00	110.45	110.45	110.45	110.45	110.45	110.45	110.45	110.45	1,141.81	1,800.00	658.19
Play equipment	0.00	0.00	0.00	0.00	0.00	300.00	1,000.00	0.00	0.00	300.00	400.00	0.00	2,000.00	2,000.00	0.00
Street Cleaning and Green Maint	3,051.04	2,880.51	2,907.30	2,577.30	3,357.75	5,697.75	3,597.75	2,984.00	1,984.00	2,284.00	2,384.00	2,977.75	36,683.10	39,895.80	3,212.70
Street furniture	90.00	198.00	0.00	0.00	751.58	1,000.00	360.42	0.00	0.00	0.00	0.00	0.00	2,400.00	2,400.00	0.00
Street Lighting energy	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00	6,000.00	0.00
PWLB interest	96.00	96.00	96.00	91.78	91.78	91.78	91.78	91.78	91.78	87.53	87.53	87.53	1,101.28	1,200.00	98.72
Public Realm	686.00	794.00	596.00	591.78	1,343.36	1,591.78	952.20	591.78	591.78	587.53	587.53	587.53	9,501.28	9,600.00	98.72
Church Street energy	116.23	82.97	73.53	66.05	66.21	100.00	100.00	100.00	100.00	100.00	100.00	1,104.99	1,500.00	395.01	
Church Street water	0.00	279.82	0.00	0.00	370.73	0.00	0.00	370.73	0.00	0.00	370.73	0.00	1,392.01	1,200.00	-192.01
Church St Toilets Business Rates	67.37	67.36	67.37	67.37	67.36	67.36	67.36	67.36	67.36	67.36	67.36	67.36	808.38	960.00	151.62
Prentice St water	0.00	98.55	0.00	0.00	173.69	0.00	0.00	173.69	0.00	0.00	173.69	0.00	619.62	400.00	-219.62
Prentice St non EV energy	38.34	36.69	40.22	37.05	37.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	469.30	300.00	-169.30
Donation Points	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	430.80	480.00	49.20
Washroom Cleaning & Consumables	660.85	660.85	1,200.77	711.97	723.92	800.00	800.00	800.00	800.00	800.00	800.00	800.00	9,558.36	9,600.00	41.64
Washroom Minor Maintenance	275.00	145.00	325.00	0.00	0.00	275.00	0.00	275.00	0.00	0.00	275.00	0.00	1,570.00	1,200.00	-370.00
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	1,193.69	1,407.15	1,742.79	918.34	1,474.82	1,318.27	1,043.27	1,862.69	1,043.27	1,043.27	1,862.69	1,043.27	15,953.46	15,640.00	-313.46
Water Street green maintenance	96.85	96.85	96.85	96.85	96.85	96.85	96.85	0.00	0.00	0.00	0.00	96.85	774.80	1,200.00	425.20
Water Street Business Rates	254.17	254.17	254.17	-1,852.77	216.23	216.23	216.23	216.23	216.23	216.23	216.23	216.23	639.60	3,300.00	2,660.40
Water St	351.02	351.02	351.02	-1,755.92	313.08	313.08	313.08	216.23	216.23	216.23	216.23	313.08	1,414.40	4,500.00	3,085.60
Small Grants (combined)	0.00	500.00	0.00	2,500.00	0.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	6,000.00	6,0	

Use of Neighbourhood Community Infrastructure Levy Funds

Background:

At its meeting on 8th August 2024 Council passed the following motion in connection with the First Meadow Bridge:

The quote (£9,423 plus VAT) from Supplier A is accepted with the cost to be funded from a release of the Cemetery Clean Up fund of £5,000 and the parking donations received April-July 2024.

Notes:

- A) *This project is eligible to be funded by Neighbourhood CIL*
- B) *The PC has the legal power to repair and maintain public footpaths and bridleways under Highways Act 1980 ss.43 & 50.*

At its meeting on 7th September 2023 Council passed the following motion in connection with the Telephone Boxes:

The Parish Council is asked to accept the preferred quotation B (£12,400 plus VAT) with a contingency added of £1,600, total cost £14,000 to cover minor variations consequent of the final detailed discussions with the supplier and any costs of making good nearby private property and proceeds to order this work utilising reserves or NCIL at the discretion of the Responsible Financial Officer.

Neighbourhood CIL:

Neighbourhood CIL funding can be reclaimed by Babergh if not spent within five years.

The balance on this fund at end August 2024 is £94,000.

This balance is likely to be shortly reduced by some £5,000 for lorry signage and £4,500 for a second Speed Indicator Device (including the related posts and installation costs) for the Melford Rd.

The balance will therefore shortly be approximately £84,500 of which £23,000 will have been received in 2022/23 and therefore possibly subject to reclaim in April 2027.

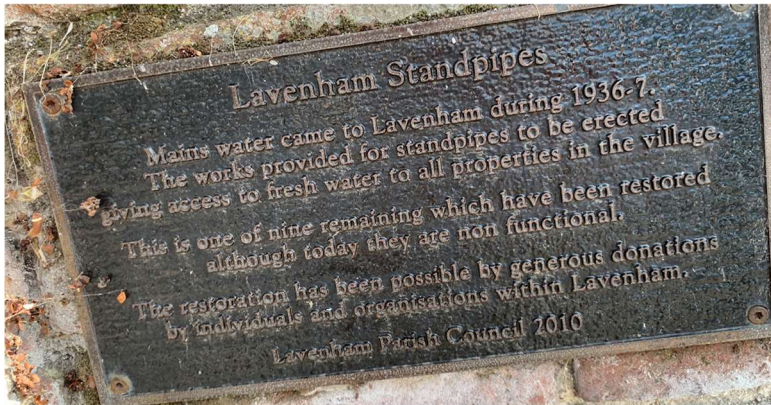
It is considered prudent to reduce the possibility of Babergh reclaiming any such funds and to charge the payments in 2024/25 with respect to the Bridge (£9,423) and the Phone Boxes (£6,200) to NCIL reducing the balance relating to 22/23 receipts to £8,000.

Motion:

To charge the future payments with respect to the bridge (£9,423) and the Phone Boxes (£6,200) to NCIL.

Stand Pipes

The Standpipes, a wonderful part of the story of Lavenham, were restored in 2010.



The steps of two of the Standpipes are in poor repair.



LAVENHAM PARISH COUNCIL:

Council contacted a local iron craftsman who wrote:

'My suggestion would be to remake a replica step in mild steel as it will be more resilient to kids jumping on it and won't snap like cast. Ball park to make, paint black (possibly green if you supply paint, or paint code) and fit is £395 each, assuming both are done at same time. Also assumes the 3 mounting bolts all release without shearing or stripping threads - if they do, additional labour charges would apply. Look forward to hearing from you'.

In parallel Council has engaged a local handyman to repaint the standpipes funded from the public realm maintenance budget.

Motion: Council engage the local iron craftsman at a cost of £790 plus £210 contingency, total £1,000 to make and fit two replica steps to the heritage standpipes. Power to spend money for the encouragement of Tourism is granted to the Parish Council in the Local Government Act 1972, section 144.

Box Bush Maintenance

Background:

The Minutes of the April 4th 2024 Meeting of Council record that the following two motions were passed relating to the 2024 growing season:

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

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

Subsequent Progress:

All items have now been done, the soil treatment in August 2024 and the spraying in April, June and August 2024. The pruning in September 2024.

The bushes are in a better state than previously with the blight much reduced. It is reported that the bushes are now in good health.

Next Steps:

The Contractor recommends that the next soil treatment is carried out in March 2025 at a cost of £380. Council has not yet approved this item.

The Clerk will contact the Contractor in the Autumn to obtain his advice and the costs for the 2025/26 maintenance program and this will form part of the budgeting discussion for 2025/26.

Motion: To ask the Contractor to feed the bushes in March 2025 at a cost of £380. The PC has the power and sometimes the duty to maintain closed churchyards under the Local Government Act 1972 section 215.

Agenda Item 13

Report to Council: 3rd October 2024

Play Equipment

The play equipment is inspected every six months and was inspected on 18th September 2024.

The full report is attached as Appendix A.

The report identifies no items of High Risk (repairs to be undertaken as soon as possible) or items of Unacceptably High Risk which require items to be immediately put out of action.

The report does however identify various items of Medium Risk where repair is advised 'as soon as practicable possible'.

A summary of the items is below and the contractor has been asked to quote for repair. It makes sense to repair these items before winter and further deterioration occurs and to have the items in as best state as we can for the return of children, in larger numbers, to the playground in Spring 2025.

Summary of Issues Identified:

The Multi Play Unit: I do agree the tiles are not in a good state. Can you pls estimate a cost to repair? What can be done about the rust? Scrape off and repaint? Cost?

The Cradle Swings: I do agree the tiles are not in a good state. Can you pls estimate a cost to repair? What can be done about the damage to the legs? Repaint? Cost?

The Flat swings: I do agree about the gaps in the tiles and timber edging. Can you pls estimate a cost to repair? Can the rust be scraped off and the legs and frame repainted? Cost?

The gate in the corner: we are considering moving this gate further away from the junction.

There is excessive movement on the roundabout bearing, this could signify wear or loose fittings, advise dismantling roundabout deck to inspect. Could this be done next time you visit?

Response from Contractor:

In respect to the rust on the equipment, if we descale and treat the rust prior to repainting the equipment, this would protect the items and stop them deteriorating any further, this is definitely worth considering as it would greatly extend the life of the equipment.

Unfortunately, the tiles are beyond repair, the life expectancy of tiles is 10-12 years, these have been down for 21 years, so they have done really well. The issue is they have hardened and shrunk, if we lift the tiles and relay them closing all the gaps, they will continue to shrink, and the gaps would reappear within a short period of time.

The best option would be to lift and dispose of the tiles and install new wet pour over the areas, you already have the sub-bases, so it is just a matter of cleaning them off and laying the new surfacing, wet pour is a seamless surfacing, and the edges are rolled into the ground so timber shuttering around the edge is not required.

I will measure the area up and provide a quote for repainting and new surfacing to the two swings and the multi-play unit, I will also provide a quote for a new rope ladder as the existing one is badly worn on the top rung.

PLAYQUIP LEISURE

PLAYGROUND SAFETY INSPECTION

THIS REPORT HAS BEEN COMPILED IN ACCORDANCE WITH
BSEN 1176:2008 - PLAYGROUND EQUIPMENT
BSEN 1177:2008 - IMPACT ABSORBING PLAYGROUND SURFACING.

FOR:
Lavenham Parish Council
First Meadow Play Area

18th September 2024

Name of inspector: Mr Peter Sander
RPII Inspector No: OP5108

Telephone: 01206 825869
Email: info@playquip.co.uk



Unit 4, Heath Industrial Estate
Cockaynes Lane
Alresford
Essex, CO7 8BZ
Tel: (01206 825869)
Info@playquip.co.uk

Innovation ●
Design ●
Consultation ●
Manufacture ●
Installation ●
Maintenance ●
Inspection ●

MAINTENANCE INSPECTION

GUIDANCE NOTES

Rev: 3

April 2013

These notes form an important part of the inspection report and provide essential information when assessing the need for remedial action on any item listed.

The equipment detailed in this report has been assessed in line with the following EN standard:

BSEN 1176: 2008 revision for Playground Equipment.

BSEN 15312: Sports Areas.

BSEN 14974: Wheeled Sport.

BSEN 1176 replaced the previous British Standard on 1st January 1999, the new BSEN 1176 standard was then revised in 2008. Due to the changes and revisions of the standards some equipment manufactured and installed before these dates may now fail, this does not mean these items have become dangerous overnight nor does it mean consideration for remedial work or replacement is necessary.

Generally, equipment compliant to a previous recognised standard is considered safe subject to normal maintenance requirements and general wear and tear.

Where there is a compliance failure due to these facts a risk assessment will be made, if in our opinion no reduction of risk would be achieved by remedial work or alterations a "Low risk no action required" comment will be added.

Any low risk item should be monitored by the equipment owner/provider and if accidents occur remedial action should be taken; this judgement must lay with the owner/provider as the playground inspector may not have the relevant information to enable an informed judgement.

Please note there is no such thing as NO RISK, even new fully compliant equipment will carry an element of risk for the user, these along with non-compliant items will be assessed annually and information will be provided in the reports regarding any remedial action required.

Manufacture, installation and maintenance of all types of play equipment and safety surfacing

Playquip U.K. Ltd trading as Playquip Leisure Company Reg No. 2826786 VAT No: 623 1660 67

Safety inspection reports indicate the condition of the equipment at the time of the inspection, subsequent events may affect the integrity and safety of the equipment therefore regular checks should be made by the owner/provided between annual inspections.

This safety inspection has been carried out without dismantling or destruction of the equipment; if dismantling or excavation is considered necessary to assess the integrity of the equipment we will suggest this action in the report.

We are happy to provide the skilled operatives required to carry out this work and will provide detailed quotations for this service if required.

In respect to safety surfacing, we can only assess compliance to the BSEN dimensional requirements relating to each piece of equipment, impact absorbency tests are available subject to quotation if required.

The risk assessments detailed in this report have three basic levels, Low, Medium and High, generally low risk items require only monitoring, medium risk items should be repaired as soon as practicably possible during normal maintenance procedures, high risk items require urgent attention and should be made safe or put out of action until repairs are completed.

For guidance on maintenance and repairs we have a numerical rating system, this provided a better visualisation of the urgency relating to remedial work detailed in the report.

Very low risk 1 – 3 no action required

Low risk 4 – 7 monitor for deterioration

Medium risk 8 – 12 repair as soon as practicable possible

High risk 13 – 20 repairs to be undertaken as soon as possible

Unacceptable high risk 21+ item to be put out of action immediately and made safe until repairs are complete.

These score are calculated on the likely hood of an accident occurring and the severity of the accident.

Equipment Manufacturer: Playdale



Equipment Standard:
EN 1176 Compliance

Risk
Level

Risk
Score

This item meets the requirements of EN 1176 where this may be tested on site without dismantling or destruction.

Low

6

Surfacing Standard:
EN 1176 Compliance

Risk
Level

Risk
Score

The surfacing meets the dimensional recommendations of EN 1176.

low

7

Date of Manufacture:

2015

Recommendations & Evaluations:

Elevated seesaw

- Grass has worn away below unit exposing the grass tiles, this may turn muddy and slippery in wet weather. **Risk score 4 = Low risk**
- There was also slight sideways movement on the pivot mechanism, no change since last inspection.

Risk score 4 = Low Risk



Equipment Manufacturer: Playdale



Equipment Standard:

Risk
Level

Risk
Score

This item meets the requirements of EN 1176 where this may be tested on site without dismantling or destruction.

Medium

9

Surfacing Standard:

Risk
Level

Risk
Score

The surfacing meets the dimensional recommendations of EN 1176.

low

7

Date of Manufacture:

2015

Recommendations & Evaluations:

Basket swing



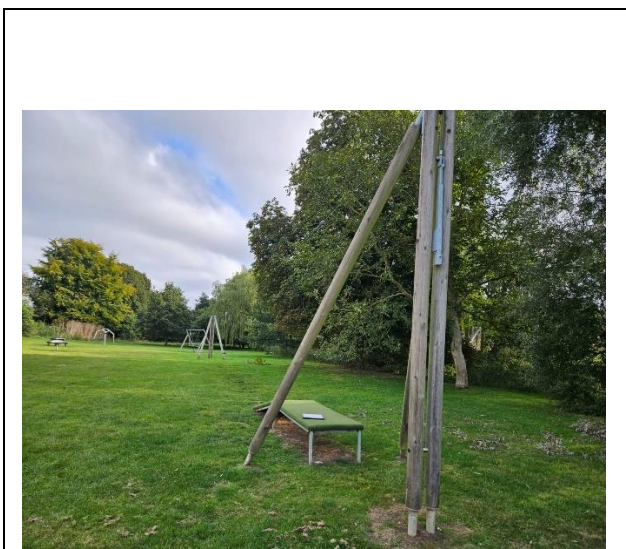
- Three legs to the nest swing frame have started to delaminate (crack) which will let water into the log and result in premature decay, advise contacting manufacturer regarding guarantees. **Risk score 7 = Low risk**
- The swing seat measures 650mm from its lowest point and 850mm at the rim of the seat, set at this height may create difficulties for smaller children to access the seat, recommended height at the lowest point is 400mm. **Risk Score 4 = Low Risk**
- There is soil erosion below the seat that will trap water during the winter. **Risk Score 5 = Low Risk.**
- Damage to one leg caused by grass cutting machine. **Risk Score 7 = Low Risk.**

Equipment Manufacturer: Playdale

Equipment Standard:

Risk
Level

Risk
Score



This item meets the requirements of EN 1176 where this may be tested on site without dismantling or destruction.

Medium

9

Surfacing Standard:

Risk
Level

Risk
Score

The surfacing meets the dimensional recommendations of EN 1176.

Low

7

Date of Manufacture:

2015

Recommendations & Evaluations:

Cable Runway.

- The carriage is not fitted with an automatic brake which makes climbing onto the seat difficult. **Risk Score 5 = Low Risk**
- Two legs to the runway frame have started to delaminate (crack) which will let water into the log and result in premature decay, advise contacting manufacturer regarding guarantees. **Risk score 7 = Low risk**
- Damage to all legs from grass cutting machinery. **Risk Score 7 = Low Risk**



It is recommended that zip lines are dismantled and inspected at least every 18 - 24 months to check the integrity of the cable where it cannot be inspected from the ground.

Equipment Manufacturer: Playdale

Equipment Standard:

Risk
Level

Risk
Score



This item fails to meet the requirements of EN 1176
Finger traps in leg sockets

low

6

Surfacing Standard:

Risk
Level

Risk
Score

The surfacing meets the dimensional recommendations of EN 1176.

low

4

Date of Manufacture:

2015

Recommendations & Evaluations:

Trim Trail

- Finger traps in leg sockets. **Risk Score 4 = Low Risk**
- 3 eye bolts are loose and can be spun. **Risk Score 6 = Low Risk**
- Deep cracks in top of balance beams that will let water enter the core. **Risk Score 7 = Low Risk**
- Damage to both balance beam ends caused by grass cutting machinery. **Risk Score 7 = Low Risk.**



Equipment Manufacturer: Playdale

Equipment Standard:

<u>Risk</u>	<u>Risk</u>
<u>Level</u>	<u>Score</u>



This item meets the requirements of EN 1176 where this may be tested on site without dismantling or destruction.

low

7

Surfacing Standard:

<u>Risk</u>	<u>Risk</u>
<u>Level</u>	<u>Score</u>

The surfacing meets the dimensional recommendations of EN 1176.

low

4

Date of Manufacture:

2015

Recommendations & Evaluations:

Flush fitting roundabout

- There is a gap in excess of 8mm between the deck and outer frame. **Risk score 6 = Low Risk**
- There is movement on the bearing, **Risk score 7 = Low risk**
- The bonded mulch surround is uneven, monitor. **Risk Score 4 = Low Risk**



Equipment Manufacturer: Agorspace



Equipment Standard:

Risk
Level

Risk
Score

This item fails to meet the requirements of EN 1176.

Medium

12

Surfacing Standard:

Risk
Level

Risk
Score

The surfacing meets the dimensional recommendations of EN 1176.

low

6

Date of Manufacture:

2015

Recommendations & Evaluations:

Multi-Goal

- Spacing between bars 125-135mm (89mm recommended) **Risk Score 5 = Low Risk**
- Horizontal bars to side panels encourage climbing. **Risk Score 3 = Low Risk**
- Numerous toggle and finger traps around unit. **Risk Score 4 = Low Risk**
- 2 Bolt cover missing. **Risk Score 3 = Low Risk**
- Heavy build-up of algae on frame and backboard. **Risk Score 7 = Low Risk**



Equipment Manufacturer: Playdale



Equipment Standard:

Risk Level Risk Score

This item meets the requirements of EN 1176 where this may be tested on site without dismantling or destruction.

low

7

Surfacing Standard:

Risk Level Risk Score

The surfacing meets the dimensional recommendations of EN 1176.

low

6

Date of Manufacture:

2015

Recommendations & Evaluations:

Raised Rota Dish

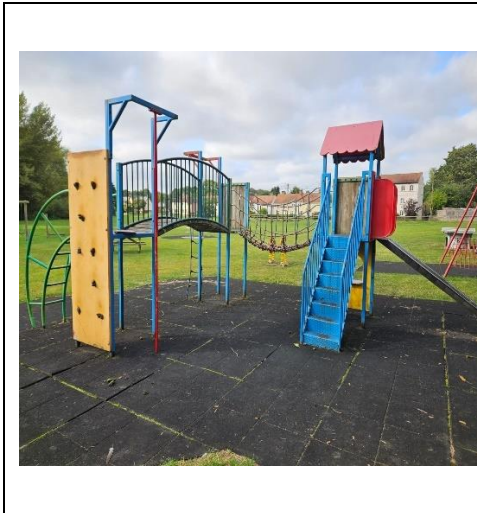
- The soil has worn away exposing the grass tiles below **Risk score 5 = Low risk**

Equipment Manufacturer: Playquip

Equipment Standard:
EN 1176 Compliance

Risk
Level

Risk
Score



This item meets the requirements of EN 1176 where this may be tested on site without dismantling or destruction.

low

6

Surfacing Standard:
EN 1176 Compliance

Risk
Level

Risk
Score

The surfacing meets the dimensional recommendations of EN 1176.

low

5

Date of Manufacture:

2001

Recommendations & Evaluations:

Multi-Play Unit



- Large gaps in tiles causing trip hazard. **Risk Score 8 = Medium Risk**
- Wear to top rung of rope ladder, exposed inner core. **Risk Score 7 = Low Risk**
- Severe rust on all attachments of equipment. **Risk score 9 = Medium risk**
- 1 screw loose on net bridge. **Risk Score 5 = Low Risk**

Equipment Manufacturer: Playquip

Equipment Standard:

Risk
Level

Risk
Score



This item meets the requirements of EN 1176 where this may be tested on site without dismantling or destruction.

low

4

Surfacing Standard:

Risk
Level

Risk
Score

The surfacing meets the dimensional recommendations of EN 1176.

low

5

Date of Manufacture:

05/01

Recommendations & Evaluations:

Cradle Swings. 2.0m high

- Shuttering around the tiles has perished and missing creating trip hazard. **Risk score 8 = Medium risk**
- Moss and algae on swing seats and frame **Risk score 7 = Low risk**
- Damage to legs at ground level caused by grass cutting machines. **Risk Score 8 = Medium Risk**



Equipment Manufacturer: Playquip

Equipment Standard:

Risk
Level

Risk
Score



This item meets the requirements of EN 1176 where this may be tested on site without dismantling or destruction.

low

6

Surfacing Standard:

Risk
Level

Risk
Score

The surfacing meets the dimensional recommendations of EN 1176.

low

5

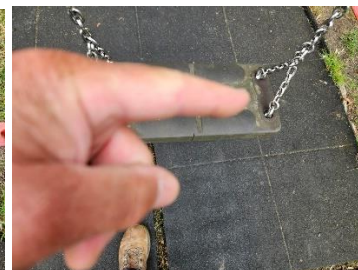
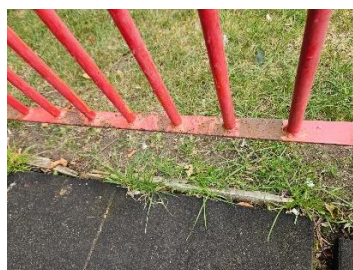
Date of Manufacture:

05/01

Recommendations & Evaluations:

Junior Flat Seat Swings. 2.4m high.

- Very large gaps in tiles creating trip hazard. **Risk Score 8 = Medium Risk**
- Large gaps around timber edging, timber rotting away in places. **Risk Score 8 = Medium Risk**
- 3 eye bolts loose that secure the swing seat. **Risk Score 7 = Low Risk**
- Heavy rust to swing legs and frame, strimmer damage has removed all protective paint on lower legs. **Risk Score 8 = Medium Risk**



Equipment Manufacturer: Playquip



Equipment Standard:

Risk
Level

Risk
Score

This item meets the requirements of EN 1176 where this may be tested on site without dismantling or destruction.

Low

4

Surfacing Standard:

Risk
Level

Risk
Score

The surfacing meets the dimensional recommendations of EN 1176.

low

4

Date of Manufacture:

05/01

Recommendations & Evaluations:

Four Way Spring Seesaw

- Ground eroded around seesaw **Risk score 7 = Low risk**
- Moss and algae on equipment, clean off. **Risk score 5 = low risk**



Equipment Manufacturer: Playquip



Equipment Standard:

Risk Level Risk Score

This item meets the requirements of EN 1176 where this may be tested on site without dismantling or destruction.

low

6

Surfacing Standard:

Risk Level Risk Score

The surfacing meets the dimensional recommendations of EN 1176.

low

4

Date of Manufacture:

05/01

Recommendations & Evaluations:

- Moss and algae on equipment **Risk score 7 = Low risk**
- Heavy rust to lower spring clamp. **Risk Score 7 = Low Risk**
- 1 bolt cover broken on footrest. **Risk Score 5 = Low Risk.**



Equipment Manufacturer: Cornilleau



Equipment Standard:

Risk Level Risk Score

This item meets the requirements of EN 1176 where this may be tested on site without dismantling or destruction.

low

3

Surfacing Standard:

Risk Level Risk Score

The surfacing meets the dimensional recommendations of EN 1176.

low

4

Date of Manufacture:

2023

Recommendations & Evaluations:

- 2 corner protective covers have been knocked off. **Risk Score 5 = Low Risk.**
- The paving slabs on one corner have been displaced and can easily be lifted. **Risk Score 6 = Low Risk**



Site Infrastructure

Access



Gate in corner of field, Lower bolt to handle loose. **Risk Score 4 = Low Risk.**
Large split in hinge post going through fixing point. **Risk Score 8 + Medium Risk**
Strimmer damage to low section of gate post. **Risk Score 7 = Low Risk**

Bridge is being replaced and will be inspected when work is completed:



Rubbish Bins



One of the large grey bins was not secured to its post. **Risk Score 5 = Low Risk.**
Dog bin in good order.

Seating



Bench by bridge in good order, Memorial bench has damaged to lower plank. **Risk Score 8 = Medium Risk.**

Steel picnic bench



Steel picnic bench in good order.

Wooden picnic tables.



Several bolt covers are missing, and one bolt is coming out below table of picnic bench **Risk score 7 = Low Risk**



There is severe damage to every corner of the picnic benches, there is also severe damage to the equipment legs, this can only be caused by grass cutting machinery, the damage has exposed the non-treated section of the timber which will cause early decay of the timber.

Advisory Note.

We would recommend contacting the manufacturers regarding the delamination of the equipment legs to the nest swing and aerial runway, these timbers are laminated wood and not round logs, ingress of moisture due to delamination may significantly reduce the life of the equipment. Larger photos of the legs are available if required.

There is excessive movement on the roundabout bearing, this could signify wear or loose fittings, advise dismantling roundabout deck to inspect.

The damage to the equipment legs is a cause for concern.



As you can see from the pictured above, there are distinct black tyre marks on the legs of the equipment and damage to the surface of the timbers, this must have been caused by grass cutting machinery as it effects every leg on site, there is also severe strimmer damage to equipment legs to both wood and metal equipment.

The metal equipment is 21 years old and if the protective paint coverings are not repaired/replaced soon the items will be beyond economical repair.

Continued damage of this type will greatly reduce the life of the equipment, furthermore the rough edges and sharp corners can cause injury to children.

We strongly advice contacting your grass maintenance company to discuss the damage that is being caused.

End of Report.

20 mph signage

Background:

On 12th September 2024 Suffolk Highways reported that the Babergh Heritage Officer has expressed concerns regarding the proposed signage for the 20 mph zone writing:

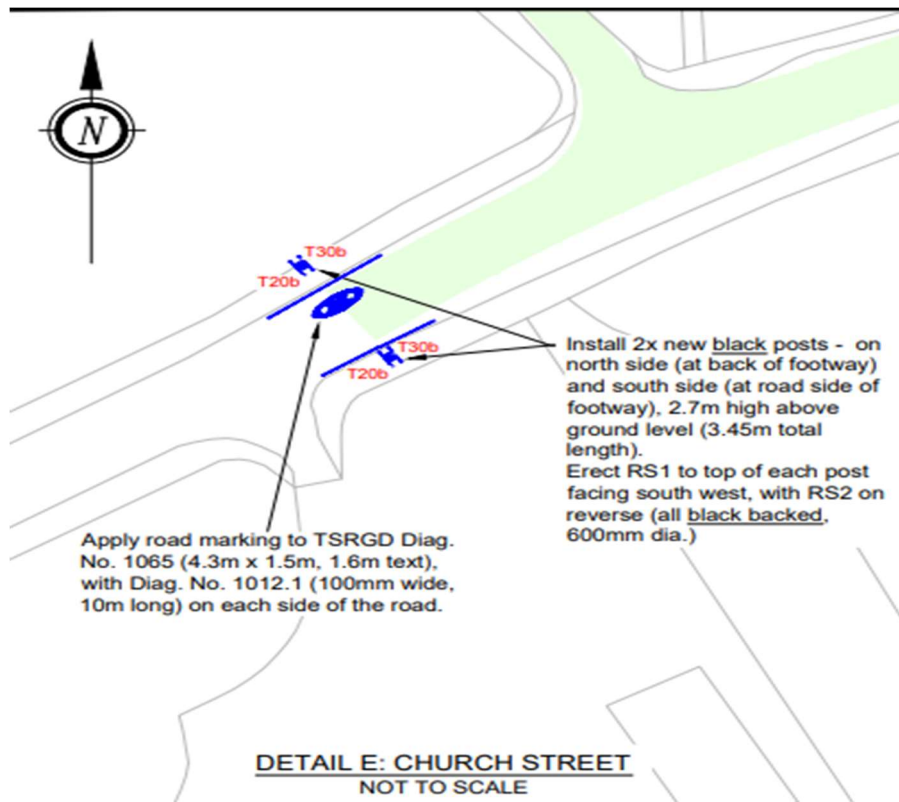
“Our greatest concern is the proposed new signage at the entrance to the 20mph zone at the south end of the village on Church Street. This new signage on both sides of the street, and corresponding roundel painted on the road, would be seen on approach to the village and intrude in views of the grade I listed church of St Peter and St Paul. It would be highly visible and detract from the gateway view into the village, to the extent that we consider that it would be harmful to the significance of the church and to that of the character of the conservation area.

We recommend re-considering this location to one that is less visually sensitive, or the impact mitigated by signage of reduced size or different design.”

Suffolk Highways have advised that:

“We cannot reduce the size of the 20 mph signs at this location, as they would then not strictly comply with the relevant standards.

I would suggest we omit the white ‘20’ road marking and edge of carriageway lines at this location only (Detail E on Drg. No. 268411/LAV20/1202).”



Action taken:

The Clerk has advised Suffolk Highways that the cost of the project will form a major part of the Parish Councils decision whether to go ahead or not with the scheme and requested that a quote be prepared with and without the white '20' road marking and edge of carriageway lines at this location only (Detail E on Drg. No. 268411/LAV20/1202).

Update Sep 24 2024 with respect to costings:

Suffolk Highways has advised that the costings for both the non-electrical and electrical elements are being worked on adding that

'Both these draft estimates then need to be reviewed by the Estimator and Operations lead, who will determine what temporary traffic management is required and add this to the estimate'.

'It will be at that point when the construction estimate is provided to SCC (from Milestone)'

'If it helps, I would estimate the cost to install the white lining and '20' roundel on Church Street to be approx. £300'