

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 4th April 2024 at Lavenham Village Hall, Church Street, Lavenham.

Public Attendance

Members of the public and press are welcome to attend. At item 5 the public will be invited to give their views/question the Parish Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 10 minutes duration.

AGENDA

- 1. Apologies and approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. To approve as accurate minutes of 7th March 2024 meeting of the Council**
- 5. Public participation session (10 minutes minimum)**
- 6. Local Authority Councillors' Reports**
- 7. Chairman's Announcements**
- 8. Clerk/RFO Report**

Updates concerning Speed Indicator Devices, Melford Rd verge, 1st Meadow Bridge, Meadow Close Desire Line footpath, Green Willows footpath and streetlight, likely financial outturn for 2023/24, audit process for 2023/24.

8.a Motion: to approve Accounts for the month ended 29 February 2024.

8.b.Motion to approve February 2024 Receipts and Payments.

8.c Motion to approve Communications policy.

8.d Motion to ensure that all spending decisions reference the relevant legal power.

- 9. Note re Speedwatch**


10. Motions to approve quote for spraying and ongoing care of the Churchyard Box Bushes.

11. Motion to approve public realm repairs.

12. Planning

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

12.b To receive a report and recommendations from the Planning Group.

A handwritten signature in black 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: 27th March 2024

PARISH COUNCIL MEETING

Held on Thursday 7th March, commencing at 7.30 pm. in the Village Hall.

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

Present:

Chair: Cllr Irene Mitchell. Cllrs: Alison Bourne, Frank Domoney, Lizzie Falconer, Iain Lamont, Mary Morrey, Janice Muckian and Chris Robinson. Five members of the public.

Opening Statement by the Chair:

The Chair began by welcoming everyone and introduced herself.

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

The Chair reminded all that this is not a public meeting, but a meeting of the Council held in public. Members of the Public were respectfully asked to maintain silence during the Council's deliberations and not to approach the Councillors.

Councillors were requested not to engage with Members of the Public when Council is in session. All were asked to ensure that their mobile phone was on silent.

She informed all present that she was intending to take Agenda Item 8 (Chairman's Announcements) immediately following item 5 (Standing Orders: Motion to review and amend Standing Orders').

1. Apologies and approval of absences

Apologies received from Cllrs Chick and Ranzetta. The Clerk reported that these absences had been explained.

2. Declarations of Interest

No declarations of interest had been received.

3. Requests for Dispensations

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

4. To approve as accurate minutes of the 1st February 2024 meeting of the Council

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

Motion: to approve as accurate the minutes of the 1st February 2024 meeting of Council.

Proposed: Cllr Robertson

Seconded: Cllr Morrey

Decision: The minutes of the 1st February 2024 meeting of the Council were approved as accurate with no votes against. Cllrs Domoney and Falconer abstained. Neither had been present at that meeting.

5. Motion to review and amend Standing Orders

The Clerk explained that he had brought forward the annual review of these. This administrative but important task is normally conducted at the Annual General Meeting of Council but there is no impediment to this being done at any time. The review had been brought forward arising from assumptions at the December meeting that representations from Members of the Public may be delivered by third parties. Current Standing Orders do not include provision for proxy representation but neither do they prohibit it. It is appropriate, he said, that this matter is clarified explaining that the proposed changes enhance the rights of the Public in Public Participation time.

The Clerk explained each of the main proposed changes to Councillors:

- a) The matters on which Members of the Public may speak and ask questions is widened and proxy representations will in future be accepted with the consent of the absent Member of the Public. Members of the Public will continue to each have three minutes and this must include their reading out of representations made by others.
- b) Councillors may speak for three minutes not five minutes unless agreed by the Chairman.
- c) The Standing orders continue to govern the proceedings of Council meetings but where a matter is not detailed within the Standing Orders then the Chair will use his/her discretion.
- d) The custom of allowing Parish Councillors to speak in Public Time as Members of the Public is now established as a right.

The Chair added that these changes are only to sections in the Standing Orders, issued by the National Association of Local Councils, which Local Councils are allowed to vary to fit local circumstances.

Motion: to approve the changes to Standing Orders as recommended in this review

Proposed: Cllr Lamont

Seconded: Cllr Falconer

Decision: The motion was carried unanimously. Cllr Domoney abstained.

6. Chairman's Announcements

The Chair began by explaining that she was delighted to announce an extended 753 bus service will commence on 26th May. This achievement, she said, is a good example of Neighbouring Local Councils working together to improve our communities.

The precise timetable is being developed, the aim is to have two evening buses in each direction meaning that people living along the route will be able to enjoy evening hospitality in all the different communities, thereby stimulating the evening economy. There will also be a new Sunday day-time service with 4 departures in each direction increasing weekend opportunities for leisure and work. Chambers, she reported, have not ruled out, varying some daytime routes to Sudbury Health Centre and are still examining this possibility. A launch event is being planned and she will report back concerning this.

The Chair reminded the community that a Speedwatch scheme was suggested at the Public Meeting held in November to discuss road traffic management. She informed Councillors that the April agenda will include a report of progress on this matter. Cllr Ranzetta, she said, apologises that she is not able to be at this meeting.

The Chair referred to Public Time at the 11th January meeting of Council. At that meeting a Member of Public had questioned remarks she had made at the December 2023 meeting during which she had asserted that 'for many years the Precept had only increased by very small amounts', had described those increases as being 'in line with the increases made by District and County Councils' and had said that 'this had led the Council with inadequate resources to become a legally non-compliant council'.

The Chair explained that during her absence from the village in January the Clerk had responded in writing to the Member of the Public. The Clerk had provided examples to confirm that the Chair's statements were accurate. Since her return she had spoken with the Member of the Public. He had confirmed that the supplied responses to his questions are satisfactory and consented to her so reporting to this meeting.

7. Local Authority Councillors' Reports

District Cllr Maybury began by referring to her written report adding that she had recently learned that it is proposed that with respect to CIL (Community Infrastructure Levy) certain sporting organisations and community-based shops and cafes will be able to bid for these funds and that with respect to Public Rights of Way and Cycling provisions, the £100,000 maximum and 75% funding limit (apart from the costs of feasibility studies) will be removed.

The Chair commented that the proposed changes were in line with what Babergh had said might be possible for the proposed footway near Green Willows.

County Cllr Lindsay referred to his report adding that he had very recently received from Suffolk Officers, a price from Milestone for the skirting back on the Melford Rd of £2,300. He considered this price unreasonable. Suffolk Officers have suggested that they may trial other contractors who are cheaper but this is not immediately possible. Another option is for the Parish Council to engage its own contractor. His offer to contribute from his locality budget remained.

Cllr Domoney asked Cllr Lindsay how Suffolk CC is going to notify beekeepers before Glyphosate is used for weed spraying. Cllr Lindsay responded that he did not know and would respond in due course.

Cllr Lindsay explained that the proposed change consequent of devolution, was the introduction of a directly elected leader of the County Council. This will give Suffolk Council extra funding and powers.

8. Public Participation Session

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

A Member of the Public asked if the informal pathway between Church St and Bears Lane was going to be made safer for people to use. He also suggested that the Parish Council make representations concerning the intended torchlit procession through the village, organised by a local business.

With respect to the footpath, the Chair replied that she had spoken with a Babergh Council Officer and that the PC intends to make an application for CIL funding for this in the next CIL round in May.

A Member of the Public expressed her concern about the proposed torchlit procession reporting that about 16 people are expected to attend and suggesting that there could be health and safety issues. She asked whether the Parish Council would write to the business expressing its concerns.

The Chair responded that a number of individuals and organisations had contacted her over the last ten days or so and that since it is a District Council matter she had asked District Cllr Maybury to help in establishing with Babergh Council whether any permissions were required.

At the invitation of the Chair Cllr Maybury explained that she shared these concerns and that she had been told by the Chief Executive of Babergh Council that a Temporary Entertainment Notice had been granted for the entertainment to be provided within the property and that the Babergh Council Safety Advisory Group had also reviewed the matter. This group contains representatives from Suffolk Fire Brigade. The local business had engaged with the Safety Advisory Group providing a risk assessment etc. The Safety Advisory Group had determined that it was satisfied with the arrangements. Babergh Council Officers, she said, had told her that they had no grounds to prohibit the event.

Cllr Falconer expressed her dismay and wondered what the insurance arrangements were. Cllr Robinson asked if we could ask the business to use LED lights. The Clerk was asked to continue to work with Cllr Maybury and to work with Councillors to convey the concerns to the local business.

A Member of the Public detailed his concerns that the Village is not properly preparing for climate change. He highlighted the unprecedented recent rainfall amounts and regularity of flooding on Lower Rd. He recommended that a full survey of the River Brett be commissioned and that Council needs to investigate what can be done to reduce the flooding risk.

Cllr Robinson explained that he was talking with the Environment Agency concerning whether his land could be used as a flood storage site. The Chair thanked Cllr Robinson for his information noting that all Councillors are in receipt of the Member of the Publics detailed email and that it is for Councillors to decide whether they wish to pursue this recommendation from the Member of the Public. She noted ~~and~~ that in the past the County Council and the Environment Agency had not responded positively to enquires about this matter from ~~to~~ this Council.

9. Clerk/RFO Report

General Update

- a) Babergh Car Parking Charges. The Clerk had responded on behalf of the Parish Council to the Babergh Survey. The response is on our website and was publicised via Facebook. A very small amount of correspondence had been received, with none critical of the response.
- b) 20 MPH Scheme. The Council has requested Suffolk to begin the Public Consultation. This will lead to Suffolk Highways finalising the design and issuing a cost estimate for the Council to consider.
- c) Speed Indicator Devices. The Clerk had shared the report discussed at the last meeting of Council with Suffolk Highways Officers and they have come back with alternative suggestions and some questions. It is likely, he said, that Council will be able to very shortly put applications in for a Melford facing post between Green Willows and Peek Close and for an east facing post on the other side of the road to the existing post. Council can then consider purchasing an extra SID.
- d) Lorry Watch. James Cartlidge MP tells us that he is still committed to this but his Ministry of Defence commitments have forced him to reschedule and no date has yet been fixed.
- e) Prentice St Toilets. Anglian Water now refuse to clear drain blockages on this site as legally it is private land. Council employed private contractors who cleared this and recommend regular precautionary cleans. The drain was blocked with wipes etc for some thirty metres. The Clerk undertook to put up more notices up to try and deter inappropriate material being put in the toilets.
- f) Lower Rd Flood Volunteers: Only three households had volunteered and this is insufficient to operate a Voluntary Scheme. It is likely that the Suffolk County Council training requirements had discouraged volunteers. The idea cannot proceed.

9A) January 2024 Accounts

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

Noted from the Report: The Clerk explained that the variances to the reforecast in the January Accounts are very similar to those reported and discussed with respect to the December Accounts.

To inform Councillors decision making the Clerk shared with Councillors his best estimates of the likely outturn for the whole Financial Year:

- a) Reforecast 2 surplus for whole year was £17,000. The surplus January YTD is £24,000. The latest estimate of surplus for year is £28,000. Within this estimate the annual Suffolk County Council street lights electricity and maintenance charge is the main uncertainty. The whole year estimate of this cost remains £6,000 and we will find out whether this estimate is accurate later in March.
- b) In Reforecast 2 the estimated income was £158,000. The latest estimate is £160,000. The positive variance of £2,000 is mainly Burial Income.
- c) In Reforecast 2 estimated costs were £141,000. The latest estimate is £132,000. The positive variance of £9,000 consists of £5,000 underspend on Grants, £4,000 underspend on cemetery repairs and other green maintenance costs. (Note: Councillors Morrey and Robinson are trying to assemble team of volunteers to carry out cemetery repair work), £1,000 savings on each of clerk cover costs, councillor training costs and miscellaneous items. These savings are offset by £3,000 of underbudgeted costs of the Christmas newsletter and Lavenham Life, replacement Christmas lights and defibrillator pads.

Cllr Robertson asked if the PC had the ability to negotiate the street lights charge. The Clerk explained that this cost was largely the hourly cost of electricity paid by SCC as a major purchaser of electricity and was non-negotiable. The remaining part is the PC share of the maintenance contract SCC had with Kier for the first six month so of the year and Milestone for the last six months.

Cllr Morrey asked what the surplus for the year would have been without Car Parking/Toilet donations. The Clerk responded that it would have been approximately £8,000 to £10,000.

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

Proposed: Cllr Robinson

Seconded: Cllr Morrey

Decision: Approved with no votes against. Cllr Domoney abstained.

9B) January 2024 Receipts and Payments

Received: The report prepared by the Clerk listing the January 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 January 2024

Proposed: Cllr Falconer

Seconded: Cllr Bourne

Decision: Approved with no votes against. Cllr Domoney abstained

9C) 1st Meadow Bridge

The Clerk referred Councillors to the briefing paper which detailed the state of the bridge highlighting the comments of the contractor who maintains the nearby play equipment that:

- a) 'although the bridge is not going to collapse imminently it is not very stable in its present condition
- b) 'lifted the boards to replace the rotten planks but unfortunately found the support beams below were extremely rotten as well'
- c) there is also the option of removing the bridge completely and not replacing it, to do this would cost in the region of £2,500 as new fencing each side of the stream would need to be erected to prevent adults or children attempting to cross'

The Clerk explained that he had now obtained three quotes:

- a) Supplier A. Pressure Treated Timber construction, design as before £7,866 plus VAT or steel Bridge with wooden handrails £8,968 plus VAT
- b) Supplier B. Treated Softwood UC4 (15 year life expectancy) £6,967.50 plus VAT or Untreated oak timber (25 year life expectancy) £9,146.67 plus VAT
- c) Supplier C. Treated Softwood £3,510 plus VAT, plus Installation £9,312 plus VAT or Acoya Timber £5,375 plus VAT, plus Installation £9,312 plus VAT

The Clerk invited Councillors to rule out Supplier C on grounds of cost and to ask him to conduct further negotiations with Supplier A and Supplier B.

Councillor Falconer asked if the estimated lifespans were guarantees. The Clerk replied that they were probably not guarantees but that guarantees would be part of the discussions with suppliers. Councillor Morrey suggested that a guarantee might only be available if a steel bridge is chosen.

Councillor Robinson commented that he considered the prices high and offered his help with negotiations and finalisation of design. The Clerk responded that he would welcome any support that Councillor Robinson was able to provide.

Councillor Muckian questioned whether there was sufficient use of the bridge to justify such a spend. Councillor Lamont said that he and many others used it regularly and encouraged use of 1st Meadow.

The Chair asked if a steel bridge would be compatible with its Lavenham setting. Councillor Robinson replied that the steel would be hidden underneath and that visibly it would be unchanged.

Motion: Clerk is asked to have further discussion with suppliers A and B to understand differences between the quotes and return to Council with a recommendation

Proposed: Cllr Morrey

Seconded: Cllr Bourne

Decision: Approved with no votes against. Cllr Domoney abstained

9D) Approve quote for spraying of the Box Bushes in the Churchyard

The Clerk referred Councillors to the briefing paper which detailed the history of the pruning and soil improvement work done to date, the donation received to fund that work and the deferral (in October 2023) of a decision until Spring 2024 as to whether to spray the bushes.

He reminded Councillors that the use of nematodes had been suggested and that some Councillors had been fearful that the bushes might not, whatever work is done, have a long life.

Cllr Morrey expressed interest in using nematodes, Cllr Robinson said that he was in favour as long as the bushes have a reasonable life expectancy. Cllr Bourne expressed concerns over the amount being proposed. Cllr Falconer expressed concern with respect to the expected life of the bushes. Cllr Muckian expressed support for the proposal highlighting the historic significance of the bushes and that nematodes might not be a workable proposal for so many bushes. Cllr Lamont suggested that nematodes could be explored.

The Chair asked for details of the opinion expressed about the short life of the bushes. The Clerk responded that Cllr Ranzetta was not present to further explain her thoughts and that the Babergh Biodiversity Officer had also commented on the difficulties of maintaining these bushes.

The Clerk reminded Councillors that Council had recently accepted a significant donation for the care of these bushes.

Cllr Domoney asked that the sentence in the briefing paper be amended to make clear that there is no impediment to anyone speaking with Perrywood. The Clerk agreed.

An amendment was proposed to the motion so that it reads:

'Clerk is instructed to go back to the Contractor, explain that Councillors are undecided about this and ask what the price would be for a single spray and whether that would be helpful to the bushes i.e. establish what harm or progress would that achieve. Clerk is instructed to ask the Contractor what harm or progress the use of nematodes would have and a decision is deferred until the April meeting of the Council'

Proposed: Cllr Bourne

Seconded: Cllr Falconer

Decision: Approved with no votes against. Cllr Domoney abstained

9E) Review and amendment of Standing Financial Regulations (including Review of Internal Controls) the Scheme of Delegation and the Authority to Commit Resources.

The Clerk referred Councillors to the briefing paper which explained the annual requirement to review the effectiveness of the system of internal controls and that this system is documented in the Standing Financial Regulations.

The Clerk explained the proposed amendments to the relevant documents highlighting the change to the approving of Receipts and Payments and Bank Reconciliations and asked Council to approve these amendments and approve the revised documents.

Motion: The Standing Financial Regulations (including Review of Internal Controls) the Scheme of Delegation and the Authority to Commit Resources are reviewed and the amendments are approved.

Proposed: Cllr Muckian

Seconded: Cllr Falconer

Decision: Approved with no votes against. Cllr Domoney abstained

9F) Approve appointment of Heelis and Lodge as Internal Auditors

The Clerk explained that it is a requirement that each year Council appoint an Internal Auditor and that last year Council appointed Heelis and Lodge who are based locally, understand the financial affairs of this Council and charged £400.

Motion: to approve Appointment of Heelis and Lodge as Internal Auditors for the year ended 31 March 2024 at a cost of not more than £500 plus VAT

Proposed: Cllr Bourne

Seconded: Cllr Morrey

Decision: Approved with no votes against. Cllr Domoney abstained

9G) Review and Approve Risk Register

The Clerk explained that it is a requirement that each year Council review its Risk Register and displayed the updated Risk Register highlighting the changes to the previous year particularly the introduction of a cloud based storage system for council documents so that Council is no longer reliant on pieces of paper or any one computer.

Cllr Lamont highlighted the need to add that an annual review of the condition of the Water St site be undertaken.

The Clerk accepted this point. Councillor Lamont agreed to inspect the car park with the Clerk.

Motion: to approve the Risk Register as amended to include that a review of the condition of the Water St site be carried out at least annually.

Proposed: Cllr Morrey

Seconded: Cllr Robinson

Decision: Approved with no votes against. Cllr Domoney abstained

10. Motion to approve rewilding plans

The Clerk referred Councillors to the briefing paper which detailed that in Summer 2023 Council agreed that it would engage with the Babergh Council Biodiversity Officer to consider whether areas of Babergh and Parish Council land might be suitable for rewilding.

The Clerk explained that on Thursday February 29th Cllrs Robinson and Ranzetta together with the Clerk walked around the village with the Babergh Council Diversity Officer; Mr Richard Parmee.

The Clerk highlighted that Mr Parmee had explained that Babergh Council is aware that rewilding can be controversial and can often lead to complaints that maintenance standards have fallen and so Babergh Council policies include trials and surrounding newly rewilded land which is still mowed.

The Clerk detailed the proposals:

- a) Babergh maintained areas:
No change to Babergh mowing of the verges on roads into the village.
Consideration be given by Babergh to rewilding:
 - a) A central part of the grass to the south of Tenterpiece behind the Lavenham sign
 - b) Part of the bowl area in Spring St
 - c) Planting a small tree and bulbs by the grit bin at the western end of Spring St subject to checking of the services buried underground.
- b) Parish Council maintained areas:
Consideration be given by PC to rewilding:
 - a) The most eastern end of 1st Meadow
 - b) A strip of land near the hedge between 1st Meadow and Lower Rd, not the whole width of this land.

The Chair asked who would carry out the consultation for the Babergh maintained areas. The Clerk responded that since these are pieces of land owned by Babergh this would be Babergh Council. The Chair added that she was glad that these plans would protect the orchids.

Motion: These rewilding ideas are supported in principle, further discussions to take place with the Biodiversity Officer including consultation with local residents.

Proposed: Cllr Robinson

Seconded: Cllr Muckian

Decision: Approved with no votes against. Cllr Domoney abstained

11. Report concerning fouling by dogs

The Clerk referred to the submitted report highlighting that:

- a) Concerns had been expressed by a Member of the Public
- b) Urination by dogs in a public place whilst unsightly and possibly damaging to buildings is not an illegal act unlike the offence of failing to clear up faeces
- c) Cllr Maybury had supported the Parish Council tackle this issue and Babergh Environmental Health would shortly be putting up additional signs.

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

All decisions received in February were consistent with the recommendations of the Parish Council.

12b. Planning Applications for Consideration

DC/24/00359

Application for Works to a tree in a Conservation Area, 28 High Street.

Reduce 1 No Bay tree in rear garden by 2m

Comments by 19th February 2024

Extension was refused by Babergh DC and application has been subsequently approved.

This is the regular maintenance of a tree in a small garden and this Council's advice would have been to recommend approval.

DC/24/00360

Application for Listed Building Consent, The Grove 5 Lady Street.

Re-build collapsed section of boundary wall along Barn Street; and repairs to remaining standing length. Reduce garden ground levels, where possible, retaining cover to tree roots.

Removal of 1 No. tree (under separate application).

Comments by 8th March 2024

The state of the historic wall was last reviewed in 2007, when it was distorted but stable. It collapsed in 2023 due to the action of tree growth. The tree needs to be removed – see DC/24/00540, to enable the wall to be rebuilt using matching materials and design. This is necessary maintenance in an appropriate manner. **Recommend Approval**

DC/24/00540

Application for Works to Trees subject to Tree Preservation Order WS41-T21 - Fell 1 No Lime (T1)

Comments by 8th March 2024

Referring to DC/24/00360, this lime tree needs to be felled in order to undertake the rebuilding of the historic boundary wall. However, the application form does not state where the replacement tree is to be located as per the requirement on the application form. **Recommend Approval on the condition that the location and type of replacement tree is identified.**

Proposed (combined motion 00360 and 00540): Cllr Bourne

Seconded: Cllr Falconer

Decision: Approved with no votes against. Cllr Domoney abstained

DC/24/00332

Application for Listed Building Consent. The Hall, Hall Road.
Removal of ply sheets and re-roof with steel roofing sheet.
Comments by 8th March 2024

Babergh Heritage have objected to plywood sheets, fitted in 2021, replacing damaged corrugated asbestos sheeting. The recommendation of the Heritage Officer should be supported to use traditional galvanised round corrugated steel not box type or coloured. Round corrugation can be seen on the adjacent roof and is similar to the round profile of the pantiles on the upper roof section. Plastic coated coloured sheeting was not supported. This sheeting is the same profile and material as traditional farm corrugated roofing. It will weather down and discolour naturally with time. The modern industrial box profile colour sheeting suggested by the applicant may suit new farm buildings but it not in keeping with the old barns.

Recommend approval of application on condition that Galvanised Round corrugated sheet is used, not box section or coloured.

Proposed: Cllr Lamont

Seconded: Cllr Muckian

Decision: Approved with no votes against. Cllr Domoney abstained, Cllr Domoney declared an Interest.

DC/24/00483

Application for Listed Building Consent, 57 High Street
Replacement works to East Elevation first floor window, West Elevation ground and first floor windows and associated alterations and replacement render on ground floor to West Elevation
Comments by 8th March 2024

Application seeks to change the shape and appearance of the windows to the front of the property.

The Design & Access statement shows various photographs dating back to the 19th century. Also included is the response from the pre-application enquiry.

We agree with the Planning Officer recommendation that the proposal for the first-floor bedroom at the rear of the property is acceptable but that the proposal to the front of the property does not reflect earlier window glazing or relate to the historic photographs which show that there were two sash windows on the ground floor at the front of the building. The proposed modern glazing does not have the smaller panes or narrow glazing bars of the current windows or those shown in older photographs. The proposed single smaller sash window on the ground floor changes the appearance of the building significantly and does not reflect its history.

We support the comments of the Planning Officer to maintaining the slim simple style of the beading on the front first floor window using slim double-glazing panels recommended on previous applications. This would be perhaps 12mm overall thickness of glass, allowing for slim glazing bars. See example below, instead of the 20mm thick panels specified in the application. We also support the Heritage Officer's recommendation of re-glazing the existing ground floor window, with slim double-glazing panes and narrow bars, so the front appearance is not changed. As the application stands, it cannot be supported by the Parish Council.

The Chair and Councillors praised the quality of the work undertaken by the Babergh Officers.

Recommend refusal

Proposed: Cllr Robinson

Seconded: Cllr Falconer

Decision: Approved with no votes against. Cllr Domoney abstained.

DC/24/00510

Application for Listed Building Consent

Perseverance House 47 High Street Lavenham

Internal and external alterations and single storey extension to existing ancillary outbuilding following demolition of existing extension

Comments by 8th March 2024

Recommend approval

DC/24/00503

Householder Application

Perseverance House 47 High Street

External alterations and single storey extension to existing ancillary outbuilding (following demolition of existing extension)

Comments by 8th March 2024

Internal alterations to the main house are minor and have little effect on the external appearance of the older part of the property. Changes to the outbuildings are more extensive but are not visible from the street and improve the layout and make the garage more practical to use. In addition, the "Studio" is converted into a kitchen space and pantry with the existing kitchen becoming a laundry room.

It has all been carefully considered in detail and is not visible from the street or adjacent properties. A large property which is enhanced by the changes with little external impact.

The Chair asked if there were any matters which should concern Council and Cllr Lamont replied that there were not.

Recommend approval

Proposed (combined motion 00510 and 00503): Cllr Robinson

Seconded: Cllr Bourne

Decision: Approved with no votes against. Cllr Domoney abstained

DC/24/00688

Householder Application

24 Bolton Street

Erection of single storey rear extension (following demolition of existing).

Comments by 8th March 2024

The proposed extension extends out at the rear of the property considerably further than the current extension, beyond the neighbouring properties extension. However, the proposed extension is flat roofed and single storey and so will have little impact on the surrounding properties and will not be visible from the street. It is a modern design, and this property is not listed.

Recommend approval

Proposed: Cllr Lamont

Seconded: Cllr Robinson

Decision: Approved with no votes against. Cllr Domoney abstained

DC/24/00743

Householder Application

The Old Rectory Church Street Lavenham Sudbury Suffolk CO10 9SA

Construction of stone portico to main entrance doorway on front elevation to replace timber pediment.

Comments by 8th March 2024

Recommend Refusal

DC/24/00744

Application for Listed Building Consent
The Old Rectory Church Street

Construction of stone portico to main entrance doorway on front elevation to replace timber pediment.
Comments by 8th March 2024

This building is very prominent across the road from the Grade I listed Lavenham Church. The existing wooden pediment rotted and was removed due to its very poor condition so needs to be replaced. The steps up to the door, originally Portland stone, are also in poor condition with some low quality repairs.

The proposal is to replace the steps and pediment with a stone Portico and design. Examples are shown in the Heritage Statement. However, this will look completely different to the original timber work and much grander, possibly more in the scale required for this building.

However, the existing pediment was original and reflects the history of this building and should be replicated and replaced as suggested by the pre-application advice.

Repair of the steps would be supported in appropriate material but the historic handrail should be retained.

This approach reconciles to the emerging revision of the Lavenham Neighbourhood Plan policy LAV33

Recommend Refusal

Cllr Robinson argued that the proposed work would enhance the building and not be visible from the road because of the hedges. Cllr Morrey argued that such change would not be welcome being the removal of original features. Cllr Falconer suggested the proposed work could make the building look too modern. Cllr Muckian commented that this will protect the front door but that this will change the appearance of the house. The Chair commented that the decision was difficult as whilst the proposed work would not be unsuitable to the property the original design was wood, perhaps because of availability of materials and cost at the time of building and is not in keeping with Lavenham. She asked if there are similar examples of the proposed work in Lavenham and no examples were offered.

Proposed: Cllr Lamont

Seconded: Cllr Falconer

Decision: Approved with Cllr Robinson voting against. Cllr Domoney abstained

DC/24/00700

Land West Of Bury Road Lavenham CO10 9QG

Application for Outline Planning Permission (Access points to be considered, all other matters reserved) Town and Country Planning Act 1990 (as amended)- Erection of 6No. dwellings (with access) (re-submission of DC/23/01344). Comments by 14th March 2024

The previous application DC/23/01340 is being appealed under APP/D3505/W/23/3330345. At the same time as the appeal process is underway, the same plan has been re-submitted. unmodified, but with a new planning statement which seems to read like an appeal.

The application has been submitted before the 12th February 2024 deadline to avoid having to comply with a new regulation to give a 10% Biodiversity improvement - this is stated on the application form.

There are no material changes to the actual proposal presented in this latest application.

There is an updated planning statement which presents arguments around Policy H1 of Lavenham Neighbourhood Development Plan 2016. This policy states in the 1st Paragraph that proposals shall be within or adjacent to the Built-Up Area Boundary. The arguments have been made against Paragraph 3 only, without reference to the Context set in Paragraph 1.

The Chair commented that this was a cynical attempt to exploit a time gap in planning regulations between the introduction of the JLP and the consequent superceding of the Planning Authorities core strategies and recommended that Council obtain professional advice.

Recommend Refusal – the Planning Group to finalise the wording following professional advice.

Proposed: Cllr Lamont

Seconded: Cllr Robinson

Decision: Approved with no votes against. Cllr Domoney abstained.

13 Planning – LNP Local Validation Lists

The Clerk referred to the briefing note which details to Councillors, the responses made by Council to the representations made by others as part of the Second Focused Consultation and the response made to Babergh Council concerning the proposed changes to Local Validation Lists.

14 Date of next meeting

Thursday 4th April 2024 7.30 pm in the Village Hall.

15 Excluding the Public

To consider excluding the public and press (for item 16) To consider excluding the public and press for item 16 because of the confidential nature of the material to be discussed.

Proposed: Cllr Muckian

Seconded: Cllr Bourne

Decision: Approved with no votes against. Cllr Domoney abstained.

16 Section 137 Local Government Act 1972 Payments 2020/21

In the year ending 31 March 2021 the S137 Local Government Act 1972 limit (i.e. expenditure on matters which the Council is not specifically entitled by law to spend) for this Council was £12,971. Inadvertently this limit was broken by the giving of four grants in the year totalling £19,350 being £17,500 to the Lavenham Community Land Trust (LCLT), £1,000 to the Lavenham Pre-School and £850 (in total) to three other Community Organisations.

The minutes record the deliberations by Council and the intention of Council to make these payments. It is sensible to resolve any legal uncertainty surrounding these payments and so we are grateful for the most helpful response of the largest recipient.

The LCLT has agreed to refund to this Council £6,379 and then, to fulfil the will of the Council as detailed in the minutes of 5th March 2021, this Council then proposes to make a grant of £6,379 to the LCLT using the 2023/24 S137 powers of this Council. Only £1,000 has been spent of this Council's 2023/24 legal spending entitlement.

Motion: Council resolves to remove any legal uncertainties concerning the Grants made to Community Organisations in 2020/21 by accepting the offer of the Lavenham Community Land Trust to repay £6,379 (notwithstanding that the original grant of £17,500 was made, and received, in good faith) approving a replacement Grant to the Lavenham Community Land Trust of £6,379, of both items to be dealt with by an exchange of a statement of account detailing both items and that the items completely offset each other.

Proposed: Cllr Bourne

Seconded: Cllr Morrey

Decision: Approved with no votes against. Cllr Domoney abstained.

The meeting closed at 9.59pm.

| Agenda Item 8a | April Actual Mth | May Actual Mth | Jun Actual Mth | Jul Actual Mth | Aug Actual Mth | Sep Actual Mth | Oct Actual Mth | Nov Actual Mth | Dec Actual Month | Jan Actual Month | Feb Actual Month | Feb Actual YTD | Feb Reforecast YTD | Favourable /(Adverse) |
|-----------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|---------------------|-------------------|-----------------------|--------------------------|
| Precept | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 100,925.00 | 100,925.00 | 0.00 |
| Babergh Cleansing Grant | 891.67 | 891.66 | 1,061.33 | 948.22 | 948.22 | 948.22 | 948.22 | 948.22 | 948.22 | 948.22 | 948.22 | 10,430.42 | 10,430.42 | 0.00 |
| Fixed Income | 10,066.67 | 10,066.66 | 10,236.33 | 10,123.22 | 10,123.22 | 10,123.22 | 10,123.22 | 10,123.22 | 10,123.22 | 10,123.22 | 10,123.22 | 111,355.42 | 111,355.42 | 0.00 |
| Burial Fees | 70.00 | 3,300.00 | 870.00 | 682.00 | 242.00 | 1,881.00 | 1,672.00 | 0.00 | 0.00 | 1,981.00 | 1,122.00 | 11,820.00 | 9,717.00 | 2,103.00 |
| Car Park and Toilet Donations | 1,974.15 | 1,734.85 | 1,824.10 | 1,880.05 | 2,359.40 | 1,915.05 | 1,360.95 | 647.95 | 695.68 | 495.17 | 852.45 | 15,739.80 | 17,048.55 | -1,308.75 |
| Other Donations | 0.00 | 407.63 | 0.00 | 0.00 | 250.00 | 0.00 | 3,073.73 | 0.00 | 200.00 | 0.00 | 27.29 | 3,958.65 | 3,731.36 | 227.29 |
| EV Charging Income | 100.00 | 100.00 | 50.00 | 49.54 | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 | 17.53 | 60.00 | 477.07 | 439.54 | 37.53 |
| Interest Received | 0.00 | 748.23 | 250.00 | 250.00 | 450.00 | 350.00 | 350.00 | 690.53 | 400.00 | 400.00 | 652.76 | 4,541.52 | 3,798.23 | 743.29 |
| Variable Income | 2,144.15 | 6,290.71 | 2,994.10 | 2,861.59 | 3,321.40 | 4,166.05 | 6,476.68 | 1,358.48 | 1,315.68 | 2,893.70 | 2,714.50 | 36,537.04 | 34,734.68 | 1,802.36 |
| Total Income | 12,210.82 | 16,357.37 | 13,230.43 | 12,984.81 | 13,444.62 | 14,289.27 | 16,599.90 | 11,481.70 | 11,438.90 | 13,016.92 | 12,837.72 | 147,892.46 | 146,090.10 | 1,802.36 |
| Management Costs | 5,186.03 | 4,375.79 | 3,751.40 | 3,154.40 | 2,888.48 | 3,246.82 | 3,471.71 | 3,468.25 | 3,827.66 | 3,319.77 | 3,169.38 | 39,859.69 | 40,909.33 | 1,049.64 |
| Office costs | 1,313.40 | 484.34 | 1,151.90 | 353.35 | 432.01 | 2,495.50 | 546.21 | 614.88 | 479.89 | 845.99 | 735.55 | 9,453.04 | 11,051.23 | 1,598.19 |
| LNP including Costs of Democracy | 0.00 | 0.00 | 0.00 | 0.00 | 186.73 | 0.00 | 0.00 | 0.00 | 1,091.09 | 55.00 | 280.00 | 1,612.82 | 2,186.73 | 573.91 |
| Street Cleaning and Green Maint | 2,446.87 | 2,628.79 | 2,736.87 | 2,714.62 | 2,466.16 | 2,584.95 | 9,254.84 | 2,014.33 | 1,833.26 | 2,421.34 | 1,820.55 | 32,922.57 | 37,721.68 | 4,799.11 |
| Public Realm | 878.67 | 853.67 | 1,573.67 | 700.37 | 500.00 | 805.19 | 750.19 | 600.19 | 600.19 | 596.00 | 596.00 | 8,454.13 | 9,062.50 | 608.37 |
| Toilet Costs | 761.27 | 1,664.52 | 1,382.68 | 1,119.96 | 1,197.19 | 2,355.41 | 860.81 | 1,468.08 | 1,065.14 | 882.96 | 1,893.17 | 14,651.18 | 14,717.71 | 66.52 |
| Water St | 254.17 | 254.17 | 382.05 | 254.17 | 389.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 3,058.71 | 3,458.71 | 400.00 |
| Community Events including Grants | 0.00 | 1,048.78 | 0.00 | 0.00 | 0.00 | 133.34 | 0.00 | 992.73 | 5,737.50 | 0.00 | -1.00 | 7,911.35 | 10,182.12 | 2,270.77 |
| EV Costs | 310.03 | 77.51 | 78.08 | 46.03 | 48.19 | 28.99 | 18.94 | 78.46 | 564.71 | 43.90 | 36.27 | 1,331.11 | 727.77 | -603.34 |
| Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 800.00 | 800.00 |
| Total Costs | 11,150.44 | 11,387.57 | 11,056.65 | 8,342.90 | 8,107.93 | 11,904.36 | 15,156.86 | 9,491.08 | 15,453.60 | 8,419.12 | 8,784.08 | 119,254.60 | 130,817.77 | 11,563.17 |
| Surplus/(Deficit) | 1,060.38 | 4,969.80 | 2,173.77 | 4,641.91 | 5,336.69 | 2,384.91 | 1,443.04 | 1,990.62 | -4,014.70 | 4,597.79 | 4,053.64 | 28,637.86 | 15,272.33 | 13,365.53 |

| | | |
|-----------------------------------|-----------|---|
| Burial Fees | 2,103.00 | Dependent on number of deaths, whole year income was £6,000 in 2022/23. March reforecast amt is £250 so this variance will remain. |
| Car Park and Toilet Donations | -1,308.75 | Cash £398, Card £336, Card and Cash Accruals cf £291 less bf £173. Variance expected to diminish in March. March reforecast amt is £1,000 |
| Other Donations | 227.29 | Christmas Lights Donations |
| EV Charging Income | 37.53 | Per Electroad Statement |
| Interest Received | 743.29 | Received March 4 2024 |
| Management Costs | 1,049.64 | No clerk Cover costs incurred, reforecast contained £1,000 |
| Office costs | 1,598.19 | No Cllr Training Costs incurred |
| LNP including Costs of Democracy | 573.91 | Timing Difference. No work done on LNP publicity |
| Street Cleaning and Green Maint | 4,799.11 | No cemetery repairs £1,500. No extra leaf sweeping £750 or green maint/tree costs £1,800 incurred, poor weather main factor. |
| Public Realm | 608.37 | No significant variance |
| Toilet Costs | 66.52 | No significant variance |
| Water St | 400.00 | No significant variance |
| Community Events including Grants | 2,270.77 | £5,000 Grant saving offset by unbudgeted costs of Dec Lav Life & Parish Annual Newsletter £1,600. new Christmas Lights £700, new defibs £400. |
| EV Costs | -603.34 | No significant variance |
| Contingency | 800.00 | Contingency |
| | 13,365.53 | |

| | | Mar 23 | Feb 24 | Increase/(decrease) | Notes |
|-------------------------|-------------|--------------------|--------------------|---------------------|---|
| Fixed Assets | | 135,407.90 | 150,968.05 | 15,560.15 | New bins £4k, Phone Box £6k, Kissing Gate £5k. |
| Debtors | | 0.00 | 0.00 | 0.00 | None |
| Accrued Income | | 404.27 | 3,700.50 | 3,296.23 | Babergh Cleaning Grant 4 months, interest and car park donation |
| VAT Refunds | | 1,585.76 | 1,240.82 | -344.94 | Purchase dependent |
| | | <u>1,990.03</u> | <u>4,941.32</u> | <u>2,951.29</u> | |
| Cash at Bank | Bus Prem | 325,883.44 | 380,003.06 | | |
| | Current Acc | 1,971.91 | 9,650.00 | | |
| | Petty Cash | 110.00 | 0.00 | | |
| | | <u>327,965.35</u> | <u>389,653.06</u> | <u>61,687.71</u> | Precept received for year and £50k ncil money |
| Trade Creditors | | 0.00 | -6,456.36 | 6,456.36 | Minor trading items |
| Accruals | | -9,726.01 | -19,620.94 | 9,894.93 | Business Rates and Street Lighting Accruals are key drivers |
| Deferred Income | | 0.00 | -9,175.00 | 9,175.00 | Precept for whole year received. |
| Lights Creditor | | -135,407.90 | -133,633.91 | -1,773.99 | |
| | | <u>-145,133.91</u> | <u>-168,886.21</u> | <u>23,752.30</u> | |
| Loans | | -78,744.89 | -72,452.44 | -6,292.45 | Capital Repayments made |
| Net Assets | | <u>241,484.48</u> | <u>304,223.78</u> | <u>62,739.30</u> | |
| General Funds | | 143,776.98 | 167,570.46 | 23,793.48 | |
| Ballot Fund | | 4,800.00 | 4,800.00 | 0.00 | No change |
| Public Realm | | 5,000.00 | 869.09 | -4,130.91 | Spending on Bins and Notice Board |
| Number 2 Lady St | | 3,000.00 | 0.00 | -3,000.00 | Drawn down in July |
| NCIL | | 47,387.04 | 87,161.99 | 39,774.95 | £50k received |
| Lavenham Funds in Trust | | 1,500.00 | 1,500.00 | 0.00 | No change |
| Neighbourhood Plan Fund | | 4,173.51 | 0.00 | -4,173.51 | All spent |
| Lighting Sinking Fund | | 27,081.58 | 36,056.87 | 8,975.29 | In lieu of depreciation and to avoid overstating General Funds |
| Christmas Lights Fund | | 0.00 | 0.00 | 0.00 | |
| Street Fair Fund | | 4,765.37 | 6,265.37 | 1,500.00 | Loan/Grant repaid in full. |
| Total Reserves | | <u>241,484.48</u> | <u>304,223.78</u> | <u>62,739.30</u> | |
| Imbalance | | 0.00 | 0.00 | 0.00 | |

| | B/F | Per I and E contains no earmarks | In lieu dep'n lighting earmark | NCIL Cash received | NCIL Cash Spent | LNP2 Cash Spent | LNP Overspend | Coronation Refund | Lady St Grant | NCIL Correction | Lights Donation and Spend | Bin Moving | Public Realm Items Capitalised | C/F | |
|-------------------------|------------|-------------------------------------|-----------------------------------|--------------------|-----------------|-----------------|---------------|----------------------|------------------|--------------------|---------------------------|------------|-----------------------------------|------------|------|
| General Funds | 143,776.98 | 28,637.86 | -8,975.29 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 3,820.15 | 167,570.46 | 0.00 |
| Ballot Fund | 4,800.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 310.76 | 0.00 | 4,800.00 | 0.00 |
| Public Realm | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -310.76 | -3,820.15 | 869.09 | 0.00 |
| Number 2 Lady St | 3,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -3,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NCIL | 47,387.04 | 0.00 | 0.00 | 50,703.34 | -11,320.00 | 0.00 | 0.00 | 0.00 | 0.00 | 391.61 | 0.00 | 0.00 | 0.00 | 87,161.99 | 0.00 |
| Lavenham Funds in Trust | 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| Neighbourhood Plan Fund | 4,173.51 | 0.00 | 0.00 | 0.00 | 0.00 | -4,589.60 | 416.09 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Lighting Sinking Fund | 27,081.58 | 0.00 | 8,975.29 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 36,056.87 | 0.00 |
| Christmas Lights Fund | 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 |
| Street Fair Fund | 4,765.37 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,265.37 | 0.00 |
| Total Reserves | 241,484.48 | 28,637.86 | 0.00 | 50,703.34 | -11,320.00 | -4,589.60 | 416.09 | 1,500.00 | -3,000.00 | 391.61 | 0.00 | 0.00 | 0.00 | 304,223.78 | 0.00 |

| | | | | | |
|----------|-----------|-----------|---------------------------------------|----------|-------------------------|
| April | 15,288.81 | 8,277.30 | Capital Road Safety | 1,578.90 | Broxap: New Litter Bins |
| October | 35,414.53 | 232.90 | County Washrooms: Public Conveniences | 588.97 | Glasdon: New Dog Bins |
| February | | 2,809.80 | Andrew Cameron TWP | 1,491.52 | Notice Board |
| | 50,703.34 | 11,320.00 | | 160.76 | Bin resiting |
| | | | | 3,820.15 | |

| | |
|------------------------------|----------|
| Glasscubes | 450.00 |
| HJ Lazarus | 165.00 |
| Out Design | 500.00 |
| Modicum Planning | 3,434.20 |
| Project Orange: LNP Printing | 40.40 |
| | 4,589.60 |

Overspend 0.00

| | April Actual Mth | May Actual Mth | Jun Actual Mth | Jul Actual Mth | Aug Actual Mth | Sep Actual Mth | Oct Actual Mth | Nov Actual Mth | Dec Actual Month | Jan Actual Month | Feb Actual Month | Feb Actual YTD | Feb Reforecast YTD | Favourable /(Adverse) | Notes |
|--|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|---------------------|-------------------|-----------------------|--------------------------|--|
| Staff salaries and Other Consultancy Costs | 4,870.03 | 4,115.79 | 3,491.40 | 2,996.40 | 3,798.48 | 3,156.82 | 3,347.71 | 3,332.25 | 3,691.66 | 3,183.77 | 3,033.38 | 39,017.69 | 40,115.33 | 1,097.64 | Payroll plus Nupremis Planning Consultancy re Bury Rd E647 and Nest Pension Scheme Set up E495 |
| Audit and Payroll bureau costs | 316.00 | 260.00 | 260.00 | 158.00 | -910.00 | 90.00 | 124.00 | 136.00 | 136.00 | 136.00 | 136.00 | 842.00 | 794.00 | -48.00 | Accruals for Auditor and Payroll bureau costs. Pkf Invoice much smaller than accrued due to reduced Revenue. |
| Management Costs | 5,186.03 | 4,375.79 | 3,751.40 | 3,154.40 | 2,888.48 | 3,246.82 | 3,471.71 | 3,468.25 | 3,827.66 | 3,319.77 | 3,169.38 | 39,859.69 | 40,909.33 | 1,049.64 | YTD costs are Payroll, audit accruals, Nupremis Planning Consultancy re Bury Rd E647 and Nest Pension Scheme Set up E495 |
| Telephone & broadband | 113.41 | 85.94 | 70.53 | 83.12 | 161.78 | 10.53 | 96.51 | 83.52 | 83.52 | 83.52 | 88.52 | 960.90 | 1,007.86 | 46.96 | Not material |
| Website Dev and .gov | 0.00 | 0.00 | 374.40 | 59.40 | 59.40 | 109.40 | 59.40 | 109.40 | 59.40 | 84.68 | 98.40 | 1,013.88 | 899.60 | -114.28 | .Gov Implementation and hsoing of this and the website |
| Accounting software & computer | 50.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 400.00 | 300.00 | Computer Repair |
| Office Materials | 0.00 | 187.57 | 316.67 | 0.00 | 0.00 | 0.00 | 0.00 | 24.99 | 0.00 | 245.82 | 31.66 | 806.71 | 704.24 | -102.47 | Fire extinguishers and Filing Cabinet purchased for Office. |
| 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 | 0.00 | 0.00 | No costs incurred |
| Subscriptions & Insurance | 680.94 | 0.00 | 0.00 | 0.00 | 0.00 | 192.59 | 152.59 | 152.59 | 152.59 | 207.59 | 152.59 | 1,691.48 | 1,826.12 | 134.64 | Insurance and SALC membership |
| All Training/Clr meetings | 39.22 | 0.00 | 180.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 120.00 | 339.22 | 1,419.22 | 1,080.00 | Environmental Conference Clr Mitchell and SALC Councillor Training |
| Room hire PC meetings | 109.00 | 40.00 | 40.00 | 40.00 | 40.00 | 35.00 | 20.00 | 60.00 | 0.00 | 40.00 | 60.00 | 484.00 | 404.00 | -80.00 | Village Hall |
| 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 | 200.00 | 200.00 | No costs incurred, no accruals made, immaterial |
| Digital mapping | 150.00 | 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 | Pear Technology Annual Invoice |
| Parish Office business rates | 87.50 | 87.50 | 87.50 | 87.50 | 87.50 | 2,014.65 | 101.05 | 101.05 | 101.05 | 101.05 | 101.05 | 2,957.39 | 2,957.39 | 0.00 | All paid for year, 5 months have been prepaid. |
| 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 | 916.67 | 916.67 | 0.00 | Accrued to forecast |
| Office Miscellaneous | 0.00 | 0.00 | -0.53 | 0.00 | 0.00 | 0.00 | 33.33 | 0.00 | 0.00 | 0.00 | 0.00 | 32.80 | 166.14 | 133.33 | No costs incurred, no accruals made, immaterial |
| Office costs | 1,313.40 | 484.34 | 1,151.90 | 353.35 | 432.01 | 2,495.50 | 546.21 | 614.88 | 479.89 | 845.99 | 735.55 | 9,453.04 | 11,051.23 | 1,598.19 | |
| LNP Costs incl Cost of Democracy | 0.00 | 0.00 | 0.00 | 0.00 | 186.73 | 0.00 | 0.00 | 0.00 | 1,091.09 | 55.00 | 280.00 | 1,612.82 | 2,186.73 | 573.91 | Babergh DC Invoice |
| Green Maintenance | 958.75 | 958.75 | 958.75 | 958.75 | 958.75 | 958.75 | 345.00 | 345.00 | 345.00 | 345.00 | 345.00 | 8,091.25 | 10,546.25 | 2,455.00 | Charge is E958.75 per mth unchanged from prior yr |
| Tree Maintenance and Care | 0.00 | 27.99 | 0.00 | 0.00 | 0.00 | 0.00 | 3,060.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,087.99 | 3,087.99 | 0.00 | Bux Bush Maint |
| Street cleansing | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 14,062.40 | 15,062.40 | 1,000.00 | Charge is E1278.40 per month unchanged from prior year |
| Refuse collection bins & dog bins | 74.72 | 212.80 | 364.72 | 74.72 | 74.72 | 212.80 | 74.72 | 235.48 | 74.72 | 362.80 | 74.72 | 1,836.88 | 1,689.18 | -147.71 | Supply of dog poo bags purchased May and new bins installed June |
| Chapel Business Rates | 135.00 | 135.00 | 135.00 | 135.00 | 135.00 | 135.00 | 1,047.97 | 135.15 | 135.15 | 135.15 | 135.15 | 2,399.57 | 2,397.97 | -1.60 | |
| All cemetery management | 0.00 | 15.85 | 0.00 | 0.00 | 19.29 | 0.00 | 0.00 | 19.29 | 0.00 | 0.00 | 19.29 | 73.72 | 1,535.14 | 1,461.42 | Water |
| Play equipment | 0.00 | 0.00 | 0.00 | 267.75 | 0.00 | 0.00 | 2,835.00 | 0.00 | 0.00 | 300.00 | -32.00 | 3,370.75 | 3,402.75 | 32.00 | Playquip |
| Street Cleaning and Green Maint | 2,446.87 | 2,628.79 | 2,736.87 | 2,714.62 | 2,466.16 | 2,584.95 | 9,254.84 | 2,014.33 | 1,833.26 | 2,421.34 | 1,820.55 | 32,922.57 | 37,721.68 | 4,799.11 | |
| Street furniture | 170.00 | 145.00 | 865.00 | 0.00 | 0.00 | 205.00 | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,535.00 | 2,135.00 | 600.00 | Cleaning of Benches and other minor repairs |
| 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 | 5,500.00 | 5,500.00 | 0.00 | Accrual based on final electricity cost for 2022/2023 |
| PWLB Interest | 208.67 | 208.67 | 208.67 | 200.37 | 0.00 | 100.19 | 100.19 | 100.19 | 100.19 | 96.00 | 96.00 | 1,419.13 | 1,427.50 | 8.37 | Minor forecasting error |
| Public Realm | 878.67 | 853.67 | 1,573.67 | 700.37 | 500.00 | 805.19 | 750.19 | 600.19 | 600.19 | 596.00 | 596.00 | 8,454.13 | 9,062.50 | 608.37 | |
| Church Street energy | 157.21 | 120.49 | 79.39 | 38.70 | 44.83 | 47.60 | 54.14 | 64.63 | 129.08 | 136.80 | 143.91 | 1,016.78 | 1,142.36 | 125.58 | Actual Costs |
| Church Street water | 0.00 | 251.49 | 0.00 | 0.00 | 269.90 | 0.00 | 0.00 | 219.27 | 0.00 | 0.00 | 447.13 | 1,187.79 | 1,121.39 | -66.40 | Invoiced quarterly, not material, no accruals |
| Church St Toilets Business Rates | 58.33 | 58.33 | 58.33 | 58.33 | 58.33 | 1,343.10 | 67.37 | 67.37 | 67.37 | 67.37 | 67.37 | 1,971.59 | 1,971.59 | 0.00 | |
| Prentice St Water | 0.00 | 57.73 | 0.00 | 0.00 | 63.75 | 0.00 | 0.00 | 382.03 | 0.00 | 0.00 | 168.63 | 672.14 | 321.48 | -350.66 | Invoiced quarterly, not material, no accruals |
| Prentice St non EV energy | -236.79 | 97.35 | 58.76 | 20.23 | 0.77 | 47.97 | 38.40 | 41.47 | 35.29 | 36.60 | 29.66 | 169.71 | 226.69 | 56.98 | Prentice St Non EV Energy refund E432 re estimated readings is key driver |
| Donation Points | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 394.90 | 394.90 | 0.00 | E35.90 is regular monthly cost |
| Washroom Cleaning & Consumables | 746.62 | 651.62 | 850.30 | 666.80 | 723.71 | 880.84 | 665.00 | 657.41 | 797.50 | 606.29 | 1,000.57 | 8,246.66 | 8,147.68 | -98.98 | Actual Costs |
| Minor Maintenance | 0.00 | 391.61 | 300.00 | 300.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 991.61 | 1,391.61 | 400.00 | NCIL Accounting Correction re 22/23 and County Wash Minor Repair |
| Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No costs incurred |
| Toilet Costs | 761.27 | 1,664.52 | 1,382.68 | 1,119.96 | 1,197.19 | 2,355.41 | 860.81 | 1,468.08 | 1,065.14 | 882.96 | 1,893.17 | 14,651.18 | 14,717.71 | 66.52 | |
| Water Street green maintenance | 0.00 | 0.00 | 127.88 | 0.00 | 135.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 262.88 | 662.88 | 400.00 | Weed Kill carried out by JPB |
| Water Street Business Rates | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 2,795.83 | 2,795.83 | 0.00 | Accrual |
| Water St | 254.17 | 254.17 | 382.05 | 254.17 | 389.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 3,058.71 | 3,458.71 | 400.00 | |
| Small Grants (combined) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 6,000.00 | 5,000.00 | Lav Pre Sch |
| Christmas trees/lighting | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 650.44 | 2,552.50 | 0.00 | 0.00 | 3,202.94 | 2,500.00 | -702.94 | Festive Lights |
| Xmas Eve Community Carols | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 600.00 | 0.00 | 0.00 | 600.00 | 500.00 | -100.00 | Accrued |
| 1st Meadow summer facilities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No costs incurred |
| Misc | 0.00 | 1,048.78 | 0.00 | 0.00 | 0.00 | 133.34 | 0.00 | 342.29 | 1,585.00 | -1.00 | -1.00 | 3,108.41 | 1,182.12 | -1,926.29 | Newsletter, Bellward Leaving |
| Bellward Award | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No costs incurred |
| Community Events including Grants | 0.00 | 1,048.78 | 0.00 | 0.00 | 0.00 | 133.34 | 0.00 | 992.73 | 5,737.50 | 0.00 | -1.00 | 7,911.35 | 10,182.12 | 2,270.77 | |
| EV Costs | 310.03 | 77.51 | 78.08 | 46.03 | 48.19 | 28.99 | 18.94 | 78.46 | 564.71 | 43.90 | 36.27 | 1,331.11 | 727.77 | -603.34 | E288 Anglia Charging Backdated invoice relating to 2022/2023 received May 2023. |
| Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 800.00 | 800.00 | |
| Total Expenses | 11,150.44 | 11,387.57 | 11,056.65 | 8,342.90 | 8,107.93 | 11,904.36 | 15,156.86 | 9,491.08 | 15,453.60 | 8,419.12 | 8,784.08 | 119,254.60 | 130,817.77 | 11,563.17 | |
| Surplus/(deficit) | 1,060.38 | 4,969.80 | 2,173.77 | 4,641.91 | 5,336.69 | 2,384.91 | 1,443.04 | 1,990.62 | -4,014.70 | 4,597.79 | 4,053.64 | 28,637.86 | 15,272.33 | 13,365.53 | |

8b Receipts and Payments

Current Account

| | | |
|------------|---|------------------|
| 31/01/2024 | Balance Brought Forward | 4,115.81 |
| 01/02/2024 | Rent: Lavenham Community Council | 1.00 |
| 01/02/2024 | Employer and Employee Pension Contributions | -161.61 |
| 05/02/2024 | Chritmas Lights Donations | 27.29 |
| 05/02/2024 | Car Parking Income Cash Payments | 85.00 |
| 05/02/2024 | Supplier Payment: Society of Local Clerks | -144.00 |
| 05/02/2024 | Car Parking Income Card Payments | 69.35 |
| 01/02/2024 | Buria Income: Luxstone | 440.00 |
| 06/02/2024 | Transfer from Business | 10,000.00 |
| 07/02/2024 | Supplier Payment: British Gas | -46.09 |
| 08/02/2024 | Supplier Payment: Seago Stopps | -129.60 |
| 08/02/2024 | Supplier Payment: JPB Landscapes | -1,948.08 |
| 08/02/2024 | Supplier Payment: Infinity Cleaning | -727.55 |
| 08/02/2024 | Supplier Payment: Onsite IT | -71.28 |
| 08/02/2024 | Supplier Payment: Village Hall | -40.00 |
| 08/02/2024 | Supplier Payment: Zoom | -15.59 |
| 08/02/2024 | Supplier Payment: Duchesne Christmas Tree | -325.00 |
| 08/02/2024 | Supplier Payment: Community Action Suffolk | -30.33 |
| 08/02/2024 | Supplier Payment: National Allotments Assoc | -66.00 |
| 08/02/2024 | Andrew Smith Jan Net Wages | -2,202.13 |
| 12/02/2024 | Car Parking Income Card Payments | 72.20 |
| 12/02/2024 | Supplier Payment: British Gas | -143.64 |
| 12/02/2024 | Supplier Payment: British Gas | -38.43 |
| 12/02/2024 | Car Parking Income Cash Payments | 95.00 |
| 13/02/2024 | EV Revenue | 16.04 |
| 13/02/2024 | EV Revenue | 301.49 |
| 16/02/2024 | Car Parking Income Card Payments | 113.05 |
| 19/02/2024 | Car Parking Income Cash Payments | 115.00 |
| 20/02/2024 | Supplier Payment: BT | -76.91 |
| 20/02/2024 | Supplier Payment: Glasscubes | -66.00 |
| 20/02/2024 | Supplier Payment: Playquip | -321.60 |
| 22/02/2024 | Buria Income: Luxstone | 220.00 |
| 23/02/2024 | Buria Income: Deacons | 462.00 |
| 26/02/2024 | Car Parking Income Card Payments | 81.70 |
| 26/02/2024 | Supplier Payment: BT | -13.73 |
| 26/02/2024 | Car Parking Income Cash Payments | 103.00 |
| 27/02/2024 | Supplier Payment: Anglian Water | -19.29 |
| 29/02/2024 | Supplier Payment: Go Cardless Paya | -43.08 |
| 29/02/2024 | Supplier Payment: HP Inks | -37.99 |
| 29/02/2024 | Balance Carried Forward | 9,650.00 |
| 29/02/2024 | Per Bank Statement | 9,650.00 0.00 |

Deposit Account

| | | |
|------------|-----------------------------|--------------------|
| 31/01/2024 | Balance Brought Forward | 386,510.39 |
| 06/02/2024 | Transfer to Current Account | -10,000.00 |
| 12/02/2024 | Babergh Cleaning Grant | 2,844.66 |
| 19/02/2024 | HMRC VAT Refund | 648.01 |
| 29/02/2024 | Balance Carried Forward | 380,003.06 |
| 29/02/2024 | Per Bank Statement | 380,003.06 0.00 |

Transactions Close search

Showing 1-40 of 40 transactions between **31 Jan 24** and **1 Mar 24**

From date To date Containing the words (optional)

31/01/2024

01/03/2024

Search
Advanced search

> Pending debit card transactions

| | Date | Description | Money In | Money Out | Balance | |
|---|----------------|--------------------|----------|-----------|-----------|----------|
| > | Thu, 29 Feb 24 | HPI INSTANT INK UK | | -£37.99 | £9,650.00 | 9,650.00 |

| | Date | Description | Money In | Money Out | Balance | |
|---|----------------|---------------------|-----------|-------------|-------------|------------|
| > | Mon, 4 Mar 24 | INTEREST PAID GROSS | £1,452.76 | | £381,455.82 | |
| > | Mon, 19 Feb 24 | HMRC VTR | £648.01 | | £380,003.06 | 380,003.06 |
| > | Mon, 12 Feb 24 | BABERGH GEN PAYMTS | £2,844.66 | | £379,355.05 | |
| > | Tue, 6 Feb 24 | 208350 00567094 | | -£10,000.00 | £376,510.39 | |

Help with a transaction

 Export All
 Download All PDF
 Print All

Communications Policy

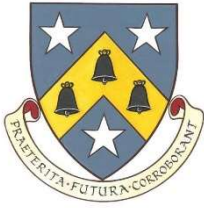
Over recent years the law has grown considerably more complex with respect to the rights of individuals to demand organisations share with them the information they hold on them. It is crucial that Council complies with these legislative requirements. Failure to comply would present not only legal difficulties but could impact the reputation of Council and Councillors.

It is also important that Council communicates with the 'outside world' in a joined up and professional manner and that this need is not in any way a hindrance to Councillors ability to express their own opinions.

Key points:

- a) Councillors should use their .gov accounts and expect that every email could come into the public domain.
- b) All official correspondence from the Council should be sent by the Clerk.
- c) Councillors must ensure that all communication with the public reflects the decisions and policies of the Parish Council regardless of the Councillor's individual views on any subject. Should a Councillor have a different opinion to the decision and policy of the Council then they must make it clear that these views are personal.
- d) Individual Councillors should not approach Officers of other Local Councils or Local Authorities or other Statutory Agencies. This is to ensure that all business matters are processed via the Clerk.
- e) Letters or articles representing the views of the Council should only be submitted to the media by the Clerk following specific instruction of the Council.
- f) Unless a Councillor has been authorised by Council or the Chair to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that any views they express are personal and not necessarily those of the Council.

Motion: to adopt the Communications Policy



Communications Policy

1. Purpose

The purpose of this policy is to define the roles and responsibilities within the Council regarding communications. This is a complex area with a considerable amount of relevant legislation. This policy seeks to avoid misunderstandings and ensure that Council, including its Members and Officers, operates in accordance with the law and best practice.

2. Scope

Councillors are provided with a .gov email account and are expected to use only this account for Council business. Personal emails should not be sent from this account. The reasons for this clear guidance are:

- Emails received by the Council's Officers or Members may be disclosed following a request under the Freedom of Information Act 2000 or following a subject access request under the Data Protection Act 1998 or during legal proceedings.
- Information that relates to the official business of the Council that is held in personal email accounts (for example Hotmail, Yahoo and Gmail) of Members or the Officer is caught by the 2000 Act.
- If official business of the Council held in personal email accounts of Members (and the Officer) contains personal data, it may come within the scope of a subject access request under the 1998 Act.
- If the personal email accounts of Members contain personal data that relates to their activities as a Parish Councillor or campaigning for election, it may come within the scope of a subject access request to the Member under the 1998 Act.
- If internal emails are defamatory, offensive, or wrongly disclose confidential information or personal data (which means information that may identify a living individual, such as name, address or telephone number) to those who should not have such confidential information or personal data, this may provide others with a means of legal redress against the Council.

Information in the personal emails of Members (and the Officer) that does not relate to the business of the Council will not be subject to the 1998 or 2000 Act.

3. Key principles

- When writing any official communication it is important to assume that it may have to be disclosed to a court or tribunal or to the Information Commissioner.
- Emails even when they have been deleted can often be retrieved and may be disclosable to a court or the Information Commissioner and so any email should be considered permanent.
- Emails even if marked private or confidential, might eventually need to be disclosed when it is lawful to do so, e.g. under the 2000 or 1998 Acts or as part of the requirement on parties to

disclose documents in the course of legal proceedings. It is therefore important that business language is used at all time in Council emails.

- Information in communications may not be confidential but may be sensitive.
- Always respect the privacy of others and do not write anything in communications that might be construed as offensive or discriminatory.
- Negative comments about an individual, including members of the public, Members, Officer, or business suppliers are not appropriate.

4. Official Parish Council Correspondence

4.1 Incoming Communications

Most contact with the Council is electronic. Arising from the legislative protections set out in Section 2, it is therefore necessary there is central point for all communications to the Council in order that a complete record is maintained. Individual Councillors should never be the sole custodian of any correspondence or information received or sent in the name of the Parish Council. The composition of the Council changes from time to time and it therefore imperative there is a central point of correspondence storage. The Clerk's office is permanent and is therefore the primary depository of contact with the Council.

All correspondence for the attention of the Parish Council as a body should therefore be addressed to the Clerk. As there is no way of communicating this requirement to all sources who may approach the Council, if Councillors directly receive correspondence, judgment is required to determine whether the substance of the correspondence is a matter for Council. The following general principles shall be applied to process written contacts.

- Correspondence received by a Councillor from commercial sources, voluntary organisations, the print media, the public beyond Lavenham residents or organisations, should be forwarded to the Clerk for action
- Contact from Officers of Local Authorities about matters pertaining to the Council should be forwarded to the Clerk
- Complaints about the performance or behaviour of the Clerk should be made to the Chair as described in the Complaints policy.

4.2 Outgoing Communications

- All official correspondence from the Council should be sent by the Clerk in the name of the Council using council letter headed paper, making it clear that it is written in its official capacity.
- Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person. Explicitly blind copying should be avoided to ensure transparency.

4.3 Sharing of Content

The Clerk receives a high volume of correspondence which will be shared with Councillors as necessary or appropriate; this includes sharing the opinions of members of the public. Councillors do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.

5. Councillor Contact with External Parties

Councillors should expect to be contacted by the people they serve. Members of the public can contact Councillors via the email addresses shown on the Parish Council website. These will also be posted on notice boards and Lavenham Life on a periodic basis.

Enquiries may be in person, by telephone, letter, e-mail or via social media. When in doubt about how to respond to an enquiry, Councillors should seek the guidance of the Clerk.

At no time should councillors make any promises to the public about any matter raised with them other than to say they will investigate the matter. Depending on the issue it may be appropriate to:

- Refer the matter to the Clerk to deal with it as appropriate
- Request an item on a relevant agenda provided the Clerk considers it legal
- Investigate the matter personally, having sought the guidance of the Clerk.

Councillors must ensure that all communication with the public on Council related matters reflects the decisions and policies of the Parish Council regardless of the Councillor's individual views on any subject. Should a Councillor have a different opinion to the decision and policy of the Council then they must make it clear that these views are personal.

6. Contact with other Councils and Councillors

Individual Councillors should not approach Officers of other Local Councils or Local Authorities or other Statutory Agencies. This is to ensure that all business matters are processed via the Clerk.

Councillors are empowered to communicate with other Councillors including representatives of other local councils or Local Authorities on a Councillor to Councillor basis. Contact from Councillors whether colleague Parish Councillors or Local Authority Councillors should be regarded as a personal approach from the correspondent. As such the individual Councillor may manage the correspondence personally, providing the substance does not commit the Parish Council to a particular course of action. Where Councillors have doubt the Clerk should be approached for advice.

A copy of all outgoing correspondence relating to the council or a Councillor's role within it, should be sent to the Clerk, and it should be noted on the correspondence, e.g. "copy to the Clerk", so that the recipient is aware that the Clerk has been advised. This is to maintain a clear history of issues raised and conclusions reached and to avoid 're-invention of the wheel' at a later date.

7. Communications with Parish Council Staff

7.1 Instructions to the Clerk

Individual Councillors or a group of Councillors may not give instructions to any member of staff, unless authorised to do so by the Council. The Council may not give instructions to the Clerk or to another employee which are inconsistent or conflict with previous Council decisions or arrangements for delegated power unless those arrangements have been varied by a resolution of the Council.

7.2 Councillor correspondence with the Clerk

Instant replies should not be expected from the Clerk who is a single employee with the authority to prioritise the business of the Council. Emails sent out of hours will be responded to within 5 working days. Councillors are asked to be courteous and should respond to emails from the Clerk within the timescale requested by the Clerk when requested to do so. Where timescales are issued by the Clerk this is to ensure that the business of the Council is conducted in a timely manner.

8. Contact with the Media (all Forms)

8.1 Approaches from the Media

- Members and the Clerk should always have due regard for the long-term reputation of the Council in all their dealings with the media.
- The Clerk is the first point of contact for all media enquiries
- Approaches to Councillors from any form of media should be referred to the Clerk.

8.2 Approaches to the Media

- Letters or articles representing the views of the Council should only be submitted to the media by the Clerk following specific instruction of the Council. However, on occasions when it is necessary for the public to be informed immediately, the Clerk is tasked to make announcements using Social Media and/or the website and by exception Print Media E.g. Road Closures.
- The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. The Clerk, in consultation with the Chair, is responsible for issuing press releases.
- Unless a Councillor has been authorised by Council or the Chair to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that any views they express are personal and not necessarily those of the Council.
- At no time, should confidential matters be divulged.
- If Members choose to express their own opinions on Council matters, they must make clear that the views put forward are those of the individual Member and not representative of Council policy.

9. Documents for Council and Working Groups

- Agendas and supporting documents should be clear and concise. They should contain sufficient background and details of proposals to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.
- Communications between Councillors regarding agenda items should have regard to the potential issue of pre-determination. While it is perfectly acceptable to exchange thoughts, ideas and information, Councillors should ensure they retain an open mind and avoid comments that might give the perception of having reached a conclusion in advance of the Council meeting.

Implementation Date:

Review Date:

LAVENHAM PARISH COUNCIL:

Agenda Item 8d

Report to Council: 4th April 2024

Spending Powers of a Parish Council

It is important that Council Expenditure is permitted by law. The table below sets out those rights

Motion: Each motion to spend money refers to the relevant statutory provision.

| Function | Powers | Statutory Provision |
|---|--|---|
| Allotments | Power to provide allotments duty to provide allotment gardens if demand exist | Smallholdings and Allotments Act 1908, subsections 23, 26 and 42 |
| Baths and washhouses | Power to provide public baths and washhouses | Public Health Act 1936, subsections 221-223, 227 |
| Borrowing | Power to borrow money for statutory functions | LGA 1972, Sch 13 |
| Burial grounds, cemeteries and crematoria | Power to acquire and maintain Power to provide Power to agree to maintain memorials and monuments Power to contribute to expenses of maintaining cemeteries | Open Spaces Act 1906, subsections 9 and 10 LGA 1972, section 214 Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s 1 LGA1972, section 214(6) |
| Bus shelters | Power to provide and maintain bus shelters | Local Government (Miscellaneous Provisions) Act 1953, section 4 |
| Christmas lights | Power to provide to attract visitors | LGA 1972, section 144 |
| Citizens Advice Bureau | Power to support | LGA 1972, section 142 |
| Clocks | Power to provide public clocks | Parish Councils Act 1957, section 2 |
| Closed churchyards | Power (and sometimes duty) to maintain | LGA 1972, section 215 |
| Community centres | Power to provide and equip community buildings Power to provide buildings for use of clubs having athletic, social or educational objectives | LGA 1972, section 133 Local Government (Miscellaneous Provisions) Act 1976, section 19 |
| Conference Facilities | Power to provide and encourage the use conference facilities | LGA 1997, section 144 |

LAVENHAM PARISH COUNCIL:

| | | |
|------------------------------------|--|---|
| Crime prevention | Power to spend money on various crime prevention measures | Local Government and Rating Act 1997, section 31 |
| Drainage | Power to deal with ditches and ponds | Public Health Act 1936, section 260 |
| Entertainment and the Arts | Provision of entertainment and support for the arts including festivals and celebrations | LGA 1972, section 145 |
| Flagpoles | Power to erect flagpoles in the highways | Highways Act 1980, section 144 |
| Free Resource | Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | LGA 1972, section 137 |
| Highways | Power to maintain footpaths and bridleways Power to light roads and public places Power to provide parking places for vehicles, bicycles and motor-cycles Power to make a dedication agreement for a new highway or widening of an existing highway Power to plant trees etc. and maintain roadside verges Power to provide traffic signs and other notices | Highways Act 1980, subsections 43 and 50 Parish Councils Act 1957, section 3 Road Traffic Regulation Act 1984, section 57 Highways Act 1980, subsections 30 and 72. Highways Act 1980, section 96 Road Traffic Regulation Act 1984, section 72 |
| Land | Power to acquire land by agreement, to appropriate land and to dispose of land | LGA 1972, subsections 124, 126 and 127 |
| Lighting | Power to light roads and public places | Parish Councils Act 1957, section .3 and Highways Act 1980, section 301 |
| Litter | Power to provide litter bins in streets and public places | Litter Act 1983, subsections 5 and 6 |
| Newsletters | Power to provide information relating to matters affecting local government | LGA 1972, section 142 |
| Open Spaces | Power to acquire and maintain open spaces | Public Health Act 1875, section 164 Open Spaces Act 1906, subsections 9, 10 |
| Parking facilities | Power to provide parking places for motor vehicles and bicycles | Road Traffic Regulation Act 1984, subsections 57 and 63 |
| Parks and pleasure grounds | Power to acquire land or to provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them | Public Health Act 1875, section 164; LGA 1972 Schedule 14 paragraph 27; Public Health Acts Amendment Act 1890 section 44 |
| Public buildings and village halls | Power to provide buildings for offices and for public meetings and assemblies | LGA 1972, section 133 |
| Public conveniences | Power to provide public conveniences | Public Health Act 1936, section 87 |

LAVENHAM PARISH COUNCIL:

| | | |
|--------------------|--|--|
| Publicity | Power to provide information about matters affecting local government | LGA 1972, section 142 |
| Recreation | Power to provide a wide range of recreational facilities | Open Spaces Act 1906, section 9-10, Local Government (Miscellaneous Provisions) Act 1976, section 19 |
| Seats and shelters | Power to provide roadside seats and shelters | Parish Councils Act 1957, section 1 |
| Tourism | Power to contribute to encouragement of Tourism | LGA 1972, section 144 |
| Traffic calming | Power to contribute to the cost of traffic calming measures | Highways Act 1980, section 274A |
| Transport | Power to (a) establish car-sharing schemes; (b) make grants for bus services; (c) provide taxi-fare concessions; (d) investigate public transport, road use needs; (e) provide information about public transport services | Local Government and Rating Act 1997, section 26, Transport Act 1985, section 106A |
| Village signs | Power to use decorative signs to inform visitors | LGA 1972, section 144 |
| Village greens | Power to maintain, to make bylaws for and to prosecute for interference with village greens | Open Spaces Act 1906, section 15; Inclosure Act 1857, section 12; Commons Act 1876, section 29 |
| War memorials | Power to maintain, repair and protect war memorials | War Memorials (Local Authorities Powers) Act 1923, section 1 as extended by LGA 1948, section 133 |

Speedwatch

Councillors met with the lead from Great Waldingfield.

He advised us that we will need team of at least 6 volunteers.

Each session requires 3 volunteers, 1 with the speed gun, 1 with the clipboard and 1 to help. The helper dictates vehicle registration details etc.

Each report needs Car Registration and two out of Make, Model And Colour to match.

No sessions are in the dark, rain or in foggy, icy etc conditions.

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

The minimum speed tolerance is 10% plus 1 mph. So, in a 30mph area the lowest speed recorded is 35 mph.

Suffolk Police send a letter to first offenders, a sterner letter to second offenders and visit subsequent offenders.

Training for New CSW Teams

Purpose

- The purpose of CSW is to improve road safety within your Community
- It is NOT our aim for you to catch as many people as possible
- Standing on the roadside should act as a visual deterrent
- This is an advisory scheme with letters designed to remind motorists that their speed has exceeded a limit and to consider their actions in the future

The Big Picture

- Your returns will create letters to be sent to the motorists. They get the first letter on their first occasion of being caught anywhere in Suffolk. After that, they get a second more strongly worded letter if they're caught within Suffolk again. On a third occasion, or if they're over 50mph at any point, they will get a visit from a Police officer (provided they live in Suffolk). We are unable to provide you with feedback on the officers visits.
- The Camera safety team have access to the CSW data and if an area is identified as being higher volumes, or consistent high speeds, they will deploy one of their SDR devices to measure the speeds of a road over a 7 day period. This will then guide them whether to include this area in their enforcement rota.
- If you identify a particular problem in an area, you can contact your Community Engagement Officer who can then liaise with the Camera team to obtain data if none already exists.

Equipment

- Each team is provided with:
 - Speed Gun – This is calibrated as they're new. In 2 years, please contact your Community Engagement Officer who can do a cross check to ensure accuracy. This is then done annually. We will replace any faulty devices. Batteries go in the handle and take 2 x C Cell. There are 6 in your box but if you need more, please ask
 - 2 Pop up signs for roadside sessions

- 2 Large & 2 Small Fixed CSW Signs – These can be fixed onto lamp posts or other posts in your village to act as a permanent deterrent. Please do not fix these to speed signs as SCC have asked us not to.
- A selection of High-Viz jackets – We ask you to share these. If a team has an issue and needs other sizes or replacements, please contact us and we will send some out.
- Pack containing some roadside monitoring sheets and roadside letters. If you're unable to copy these, please ask us for more.

Safety

- Issued Florescent jackets must be worn at all times and must be done up. If you have your own jacket, it can be worn as long as it has 2 reflective bands on each arm and bands on the main body, this makes them compliant with current H&S regulations
- Only operate a CSW session in Daylight hours

Scan site on arrival

- Only operate at approved sites. If you want new sites, contact your local CEO who will be able to assess them for you.
- On arrival check the site to ensure nothing has changed since the last time you were there. Only conduct a session if you are happy it is safe to do so

Set Up Signs

- Signs should be placed either side of the check point approximately 25-50m away. They can be on which side of the road suits as long as they're placed somewhere that does not cause an obstruction to motorists or pedestrians.
- The signs are there to inform motorists who you are and that you're operating on behalf of Suffolk Constabulary
- They are not there to warn motorists of your presence
- When opening them, the new signs will be stiff to start with. Make sure you don't nip yourself in the mechanism!

Allocate Responsibilities

- You need 3 people to operate a session
- 1 person will hold the speed gun and operate that, calling out to the others when they have someone who is speeding so attention is focussed on the vehicle
- 1 person will write down the information on the returns sheet as it is called out
- 1 person will be responsible for obtaining the Registration number, Make, Model and Colour of the vehicle. The person holding the speed gun can also help to obtain this information

How to conduct a check

- You can conduct sessions whenever you like, as long as you have a minimum of 3 people present. Most teams do 30-60 minutes per session but again, that is down to you to do what works best for you as a team.
- The person with the gun points it at a vehicle when they think they're speeding. Press the trigger on the gun and releasing when you have a reading. The gun will always provide the highest reading it captured during the time the trigger was depressed. This reading will stay on the screen until the trigger is pressed again. It only takes a second to obtain a speed. There is no need to hold it on for the whole time the car is in your sight.
- When the person with the gun has a "speeder" they call out the speed to the others so you can all look at the vehicle going past. Collectively obtain the Registration number, Make, Model and Colour.
- It is essential for you to obtain at least 2 of the 3 make, model and colour else the system will reject it.
- Always record what you think you saw
- DO NOT under any circumstances check this against online databases after your session and amend the information written down. It must be based on your observations.
- You can use a Dictaphone to record your speech but must not use any camera's etc to record the vehicles. This antagonises motorists and is more likely to cause a confrontation
- Julie will use common sense when processing the returns to accept or reject the vehicle. So for example, if you say it is a VW Polo and it is a VW Golf, she would authorise a letter. If you said it was a White Van and

PNC shows it to be a Green Motorbike, that would be rejected. We are aware people see colours differently and you won't always get makes and models right, but just do your best and we do the rest. If you get it wrong, it really doesn't matter. Your mere presence on the roadside will have made a difference.

- The gun will register cars coming towards you and driving away. Because it is a Radar gun, it will throw out loads of beams and respond to whatever it gets back, so be careful to make sure you're only measuring the one vehicle travelling towards you. If a vehicle is also travelling away, wait for it to be out of sight or well behind the one coming towards you before you lock the trigger. This helps to avoid inaccurate speeds. If you have a line of traffic, you will naturally measure the front vehicle. In times of heavy traffic, isolating one vehicle to measure can be difficult (and frustrating).
- Other vehicles will go past whilst you're trying to get the details for one written down, don't worry, just focus on one vehicle at a time.
- You can count cars if you want to (so you know how many are speeding as a percentage) but we don't need you to do this and don't need this information sent to us
- Make sure you only point the gun in one direction at one time. If your site allows, you can check cars in both directions during a session.
- Be careful to stand as still as possible to check a vehicle, just don't follow the car as it goes past you and rotate your body as this creates a problem called "Slip" which will give you an inaccurate reading.
- Please do not use any hand gestures towards the cars (thumbs up/down etc). These can easily be misinterpreted and may be cause for complaints. Feel free to smile for those complying with the speed limit.
- Please use a sensible stance to hold the gun. Don't try to hide what you're doing and no James Bond style shoot out positions either! 😊

Making Records

- You only need to write down the speeding vehicles
- We operate on a 10%+1 rule for speeding, this is national NPCC policy. This allows 10% of the speed limit for driver error and 1mph for speedometer error. So this means for you, in a 30mph limit you need to record vehicles doing 35mph and over. In a 20mph limit, that is 24mph and over.
- The returns sheet has a box for notes. You can use this to make a note of a company name if the vehicle has livery, or it has something distinctive

about it. We send letters to companies but we don't send them to Hire companies such as Enterprise etc as experience tells us they don't pass them on, and equally it will be someone else driving it next time it is seen and they would get the wrong letter.

Roadside Letters / Disputes

- If a member of the public stops and speaks to you, you can explain the purpose of the scheme and provide them with a roadside letter (which is in you pack).
- If there is a confrontation and you feel at all uncomfortable, please pack up and leave. We don't want anyone put in a situation where they're uncomfortable or feel in fear.
- If a dispute escalates and there is a threat to the CSW members, please call 999 at the earliest opportunity.

Packing Up

- Make sure you turn off the speed gun
- Remember to recover your pop-up signs
- Keep your jackets on until you're away from the roadside

Provide Returns

- After the session, someone needs to type the details onto the electronic returns sheet and email this to the main CSW email account within 48 hours of your session. This is to ensure we send out letters within the 14 day period (same as prosecutable offences as we use the same computer system)

Community Speeding issues

- We try to keep CSW issues and general Community Speeding separate where possible. CSW administration is managed by Julie for the whole of Norfolk & Suffolk and we need to limit the volume of work coming to her to be just CSW. IF you have anything CSW related, please email the main CSW email account, no need to copy in other individual officers as she will forward this on if someone else needs to help. If you have a

speeding issue in your parish that is not directly linked to one of your sites, please liaise with you Community Engagement Officer

Complete Training Record

- Please ask each person present to sign the training record then scan and email this to communityspeedwatch@suffolk.police.uk
- Once Julie has this training record, she will send out the electronic returns sheet to the team and they're ready to start.

Community Speed Watch Application Form



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Please complete ALL SECTIONS of this form in **BLACK INK**. Please note it must be **SIGNED BY HAND**.

CSW Scheme Details

| | |
|--|----------------------|
| Name of Scheme you wish to join: | Scheme Co-ordinator: |
| Co-ordinator <input type="checkbox"/> Team member <input type="checkbox"/> | Parishes covered: |

Your Details

| | |
|-----------------|-----------------|
| Family Name: | Forenames: |
| Previous Names: | Previous names: |
| Address: | Contact No's: |
| Postcode: | Home: |
| | Mobile: |
| Email address: | |
| D.O.B: | Place of Birth: |

Information About You including Criminal Convictions and Driving Offences

In accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and the Rehabilitation of Offenders (Northern Ireland) Order 1978 (Exceptions) Order 1979, there is no requirement to declare spent convictions.

Further information on spent convictions, cautions, reprimands and final warnings can be found on the NACRO website but it is not a definitive assessment of the ROA.

If you have been convicted or cautioned you may still be eligible for Speedwatch clearance depending on the nature and circumstances of the offence(s). Checks are unlikely to be necessary for this role but failure to disclose details may count against you.

If you have ever received any of the following (please tick relevant box):

| | |
|--|--|
| 1. Convictions for any offences (including traffic offences), formal cautions, any restorative justice, a Bind over imposed by a Court or fixed penalty notices by police for any offence. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Have you been subject of a police investigation (whether or not this then led to a prosecution)? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Charged or summoned for any offences that have not yet been dealt with? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

If you have answered yes to any of the above, please provide details here:

Date of Offence:
 Details of Offence:

Date of Offence:
 Details of Offence:

Date of Offence:
 Details of Offence:

DECLARATION:

I consent to the information being submitted for checking against the records of the Police and associate organisations, should this be a requirement, in accordance with the Norfolk & Suffolk Constabulary Vetting Policy.

I am aware I can withdraw my consent by contacting the CSW Administrator and understand that this will withdraw my application.

I declare that the information I have provided is true and complete to the best of my knowledge and belief.

I undertake to notify any material changes or additions in the information I have provided in this form, to the Vetting Unit at my earliest convenience.

| | |
|------------|-------|
| Name: | Date: |
| Signature: | |

Information is handled in accordance with General Data Protection Regulation (GDPR) and Data Protection Act 2018 which set out the principles of good information handling practice and governs the fair and lawful processing, maintenance and security of data. For further details on how we use information and your information rights, please visit: www.norfolk.police.uk / www.suffolk.police.uk



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VOLUNTEER RECRUITMENT MONITORING FORM

Norfolk & Suffolk Constabularies are committed to developing a culturally diverse scheme and recruiting volunteers on the basis of their ability and the requirements of the role. The information you give will be used for statistical purposes only and will not be used as part of the selection process.

We hope you will assist us to monitor the scheme by completing this form and returning it with your application.

Name.....

Date of Birth:

Where did you find out about this role?

I am: Female Male

I am: Married/In a Civil Partnership Divorced Separated Cohabiting Single Widowed

Prefer not to say

How would you describe your ethnic origin?

WHITE

- British
- Gypsy or Irish Traveller
- Irish
- Any other White background

MIXED/ MULTIPLE ETHNIC GROUP

- White and Asian
- White and Black African
- White and Black Caribbean

ASIAN OR ASIAN BRITISH

- Bangladeshi
- Chinese
- Indian
- Pakistani
- Any other Asian background

BLACK/ AFRICAN/ CARIBBEAN/ BLACK BRITISH

- African
- Caribbean
- Any other Black background

ANY OTHER ETHNIC GROUP

- Arab
- Any other ethnic group

Prefer not to say

How would you describe your religious belief?

- | | | |
|---|---|--|
| Agnostic <input type="checkbox"/> | Atheism <input type="checkbox"/> | Bahá'í <input type="checkbox"/> |
| Buddhist <input type="checkbox"/> | Christian <input type="checkbox"/> | Hindu <input type="checkbox"/> |
| Islam (Muslim) <input type="checkbox"/> | Jainism <input type="checkbox"/> | Jewish <input type="checkbox"/> |
| Mormon <input type="checkbox"/> | Pagan <input type="checkbox"/> | Rastafarianism <input type="checkbox"/> |
| Shinto <input type="checkbox"/> | Sikh <input type="checkbox"/> | Unitarianism <input type="checkbox"/> |
| Zoroastrians (Parsi) <input type="checkbox"/> | Any other religion <input type="checkbox"/> | Prefer not to say <input type="checkbox"/> |

How would you describe your sexual orientation?

Bisexual Heterosexual Lesbian/Gay Prefer not to say

Do you consider yourself to have a disability? Yes No Prefer not to say

If you have any questions about completing this form please contact the CSW Administrator by email:

Please send your completed applications for both Norfolk & Suffolk to

*CSW Administrator
PO Box 3293
NORWICH
NR7 7ET*

Or scan and email to communityspeedwatch@norfolk.police.uk

Box Bushes in the Churchyard

Minutes of 7th March 2024 Meeting of Council:

'Clerk is instructed to go back to the Contractor, explain that Councillors are undecided about this and ask what the price would be for a single spray and whether that would be helpful to the bushes i.e. establish what harm or progress would that achieve. Clerk is instructed to ask the Contractor what harm or progress the use of nematodes would have and a decision is deferred until the April meeting of the Council'

Report from Bartletts (Contractor who pruned the bushes and carried out the soil improvement work):

- a) Opinion concerning the state of the Box Bushes and their life expectancy:

The Box shrubs are currently in relatively good health. Some are struggling more than others as would be expected, but overall, they appear to be in good shape and I would expect the general lifespan to be at least 20-40 years. However, with a good maintenance and health care program, this could be much longer.

- b) Opinion concerning what would be achieved by three sprays and thoughts with respect to purchasing just a single spray.

I would still recommend that three treatments are applied this season. Going forward, this could be dropped to one treatment and then monitor for any localised outbreaks of Box Caterpillar and blight.

At this stage one treatment would be relatively ineffective as there is a need initially to gain control of the caterpillar population and incidence of blight. This is best achieved with a program of treatments. The quoted price would still be applicable if you chose to go ahead in the next few weeks or month.

- c) Opinion concerning use of nematodes.

Nematodes can be used, and certainly are a future option. We are utilising bio controls in tandem with conventional treatments with some positive effects recently.

However, we would still recommend the use of the conventional treatment program to begin with and then use bio controls to maintain populations of caterpillar.

Nematode application for Box Caterpillar is a little more expensive than the conventional treatment but could very much be an option. This is a service we provide.

The use of nematodes is often not quite as successful as the conventional treatment, which is why we use it primarily to maintain populations rather than rely on nematodes to reduce numbers.

- d) Ongoing Maintenance

I would recommend that the trimming is carried out on an annual basis to maintain the size and shape. We usually trim Box during May and/or September to avoid the hottest

LAVENHAM PARISH COUNCIL:

and coldest times of the year. With regards to the fertiliser, again I would recommend this is carried out on an annual basis. The age, size and location of the trees will mean that they will require a helping hand to maintain their health in the years to come. In turn, the healthier the trees are, the less likely they are to suffer from serious pest and disease issues.

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.

Public Realm Maintenance Schedule

In autumn 2023 Council asked Cllr Morrey and the Clerk to draw up such a schedule.

The aim of the schedule is to ensure that maintenance is carried out in a proactive and planned way.

It is recognised that this schedule does not currently include dog bins, these will be added in due course.

The schedule shows the need to carry out maintenance work on the:

- a) Notice Boards
- b) Green pumps
- c) Litter Bins
- d) Planters

It is anticipated that the cost of these repairs will in total not exceed £3,000 which is the maximum amount which can be spent without obtaining three quotes. This work has been included in the budget for 2024/25.

Motion: The Clerk will seek the services of local tradesmen to carry out this work without delay.

LAVENHAM PUBLIC REALM MAINTENANCE SCHEDULE

| Location: | Item: | Task: | Schedule: | Annual +/- | Date: | Action: | Due Date | Date: | Action: | Completed: |
|---------------------------------|---------------|--------------|------------------|-------------------|--------------|------------------------------|-----------------|--------------|----------------|-------------------|
| Church Str - cnr Bridge Road | Bench | Inspect | Spring/Aut | Annual | 23-Mar-24 | | | | | |
| Church St - opp Church | Bench x 2 | Inspect | Spring/Aut | Annual | 20-Mar-24 | Scrub; cut back foliage | | | | |
| Church St - cnr Bears Lane | Bench | Inspect | Spring/Aut | Annual | 20-Mar-24 | None required | | | | |
| Church St - bus stop | Bench | Inspect | Spring/Aut | Annual | 20-Mar-24 | None required | | | | |
| High Street - Greyhound | Bench | Inspect | Spring/Aut | Annual | 20-Mar-24 | None required | | | | |
| High Street - Bus Stop (Co-Op) | Bench | Inspect | Spring/Aut | Annual | 20-Mar-24 | None required | | | | |
| High Street - opp Chapel | Bench | Inspect | Spring/Aut | Annual | 20-Mar-24 | None required | | | | |
| Bury Rd -Railway Walk | Bench | Inspect | Spring/Aut | Annual | 20-Mar-24 | None required | | | | |
| Bury Road - Bus Stop | Bench | Inspect | Spring/Aut | Annual | 20-Mar-24 | None required | | | | |
| Prentice St Car Park | Bench x 2 | Inspect | Spring/Aut | Annual | 20-Mar-24 | None required | | | | |
| Market Place | Bench x5 | Inspect | Spring/Aut | Annual | 20-Mar-24 | None required | | | | |
| Cnr Bears Lane | Grit Bin 9 | Inspect | Spring/Aut | Annual | 20-Mar-24 | Replacement purchased | Apr-24 | | | |
| Cnr Bury Road/Preston Rd | Grit Bin 1 | Inspect | Spring/Aut | Annual | 20-Mar-24 | None required | | | | |
| Cnr Preston Rd/ Frogs Hall Rd | Grit Bin 2 | Inspect | Spring/Aut | Annual | 20-Mar-24 | None required | | | | |
| Cnr Weavers Cl/ Lower Road | Grit Bin 3 | Inspect | Spring/Aut | Annual | 20-Mar-24 | None required. * | | | | |
| Cnr Lower Rd / Trinity Guild | Grit Bin 4 | Inspect | Spring/Aut | Annual | 20-Mar-24 | None required. * | | | | |
| Lower Road/ Bridge over RBrett | Grit Bin 5 | Inspect | Spring/Aut | Annual | 20-Mar-24 | None required | | | | |
| Spring St (Top) | Grit Bin 6 | Inspect | Spring/Aut | Annual | 20-Mar-24 | None required (no. missing!) | | | | |
| Barton St/ Shilling St | Grit Bin 7 | Inspect | Spring/Aut | Annual | 20-Mar-24 | None required | | | | |
| Potland Lane/ Park Rd | Grit Bin 8 | Inspect | Spring/Aut | Annual | | | | | | |
| Harwood Place | Notice Board | Inspect | Spring/Aut | Annual | | | | | | |
| Meadow Close/Bears Lane | Notice Board | Inspect | Spring/Aut | Annual | | | | | | |
| Church Street/Car Park | Notice Board | Inspect | Spring/Aut | Annual | | | | | | |
| Church St/Bus Stop | Notice Board | Inspect | Spring/Aut | Annual | 20-Mar-24 | New - excl. Council use | | | | |
| High St Bus Stop (Co-Op) | Notice Board | Inspect | Spring/Aut | Annual | 20-Mar-24 | Poor - repaint Sandolin | | | | |
| Pump Court | Notice Board | Inspect | Spring/Aut | Annual | 20-Mar-24 | Top poor - repaint Sandolin | | | | |
| Spring Road | Notice Board | Inspect | Spring/Aut | Annual | 20-Mar-24 | | | | | |
| Church Street/Bus Stop | Green Pump | Inspect | Spring | Annual | 20-Mar-24 | Poor - repaint green | | | | |
| Pump Court | Green Pump | Inspect | Spring | Annual | 20-Mar-24 | Poor - repaint green | | | | |
| Bury Rd/Railway Walk | Green Pump | Inspect | Spring | Annual | 20-Mar-24 | Poor - repaint green | | | | |
| Prentice St | Green Pump | Inspect | Spring | Annual | 20-Mar-24 | Poor - repaint green | | | | |
| Hall Road | Green Pump | Inspect | Spring | Annual | 20-Mar-24 | Poor - repaint green | | | | |
| Church St/cnr Bridge St | Green Pump | Inspect | Spring | Annual | 23-Mar-23 | Poor - repaint green | | | | |
| Church Street/Bears Lane | Litter Bin | Inspect | Spring/Aut | Annual | 20-Mar-24 | Wash front, lip & top | Apr-24 | | | |
| Church Street/Bus Stop | Litter Bin | Inspect | Spring/Aut | Annual | 20-Mar-24 | Wash front, lip & top | Apr-24 | | | |
| High St/Pharmacy | Litter Bin | Inspect | Spring/Aut | Annual | 20-Mar-24 | Wash front, lip & top | Apr-24 | | | |
| High St/Greyhound | Litter Bin | Inspect | Spring/Aut | Annual | 20-Mar-24 | Wash front, lip & top | Apr-24 | | | |
| Market Place | Litter Bin x2 | Inspect | Spring/Aut | Annual | 20-Mar-24 | In good condition | | | | |
| Market Place | Planters x2 | Inspect | Spring/Aut | Annual | 20-Mar-24 | Wash sides | Apr-24 | | | |
| Cnr Bridge Road/Church St | Planter x 4 | Inspect | Spring/Aut | Annual | 23-Mar-24 | Wash sides | Apr-24 | | | |

| August | | 12A Planning Decisions | BDC | LPC |
|-------------|-------------------------------|--|-------------------------|--|
| 03085 | 68 Church St | Garden Room and Shed | Approved | Approval |
| 03091 | River Cottage, Lower Rd | Trees | Approved | Approval |
| 03467 | The Guildhall | Pune 1 Hazel Tree | Approved | Approval |
| 03012 | 1 Green Willows | Garage, revision of 00424 | Approved | Approval |
| 01344 | Land West of Bury Rd | 6 Houses | Refusal | Refusal |
| 02224 | Briarside, Bridge St Rd | New House | Approved | Approval |
| September | | | | |
| 03637 | 21 Shilling St | Extension: Planning Permission | Approved | Approval |
| 03638 | 21 Shilling St | Extension: Listed Building Consent | Approved | Approval |
| 03840 | Rear of 45 High St | Changes to roof and windows | Approved | Not Consulted, non material amendment |
| 03803 | Garden Cottage, 16 High St | Trees | Approved | Refusal |
| 03713 | Old Saddlery 93 High St | Trees | Approved | Approval |
| 04089 | Little Hall, The Market Place | Fell two trees | Approved | Comments deadline Sep 21, extension declined |
| October | | | | |
| 03819 | The Pound, 2 Park Rd | Extension | Approved | Approval |
| 03806 | Dean House, Church St | Extension and roof over inner courtyard | Approved | Approval |
| 03523 | 3 Pegtile Ct | Listed Building Consent | Refusal | Refusal |
| November | | | | |
| 04503 | 42 High St | Hand rails by front door | Approved | Approval |
| 04879 | 53 Green Willows | Willow pollard | Approved | Approval |
| 04420 | 51 High St | Change of use from Dental Practice to residential | Approved | Approval |
| 04410 | 15 The Paddocks | Garden Room | Refusal | Approval |
| January | | | | |
| 05448 | The Hall, Hall Rd | Fell three trees | Approved | Approval |
| 02659 | Second Meadow Stables | Erection of new buildings, demolition of old | Refusal | Refusal |
| 05244 | 73 Church St | Listed Building Consent: Stairlift | Approved | Approval |
| 05658 | Rowan Cottage, The Common | Extension to Car Port | Approval with Condition | Approval with Condition |
| 05679 | 37 Water St | Windows and Doors, replacement and new | Approved | Approval |
| 05680 | 37 Water St | Listed Bldg Windows and Doors, replacement and new | Approved | Approval |
| 05724 | 4 Butfield | Garage Conversion and extension | Approved | Approval |
| 04883 | Land off Norman Way | Erection of Cartlodge/Store | Approved | Refusal |
| February | | | | |
| 00223 | Pippins, Bridge St Rd | Tree pruning | Approved | Approval |
| 00359 | 28 High St | Reduce a bay tree by 2m | Approved | Approval |
| 00214 | 41 High St | Conversion of garage to residential annex | Refused | Approval |
| March | | | | |
| 00483 | 57 High St | Window and Render changes | Approval | Refusal |
| Open items: | | | | |
| 00360 | The Grove, 5 Lady St | Rebuild Boundary Wall and fell 1 tree | Ongoing | Approval |
| 00332 | The Hall, Hall Rd | Re-roof with steel sheets | Ongoing | Refusal |
| 00503 | 47 High St | Extension | Ongoing | Approval |
| 00510 | 47 High St | Extension | Ongoing | Approval |
| 00540 | The Grove, 5 Lady St | Fell Lime Tree | Approval | Approval with v minor Condition |
| 00688 | 24 Bolton St | Single Storey rear extension | Ongoing | Approval |
| 00743 | The Old Rectory Church St | Stone portico to replace timber pediment Planning Permission | Ongoing | Refusal |
| 00744 | The Old Rectory Church St | Stone portico to replace timber pediment Listed Bldg Consent | Ongoing | Refusal |
| 00753 | Land west of Bury Rd | 6 houses | Ongoing | Refusal |
| 01050 | 15 The Paddocks | Side Extension | Ongoing | Ongoing |
| 01197 | Great House Hotel | Outdoor Courtyard | Ongoing | Ongoing |
| 01199 | Great House Hotel | Outdoor Courtyard | Ongoing | Ongoing |

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 4th April 2024

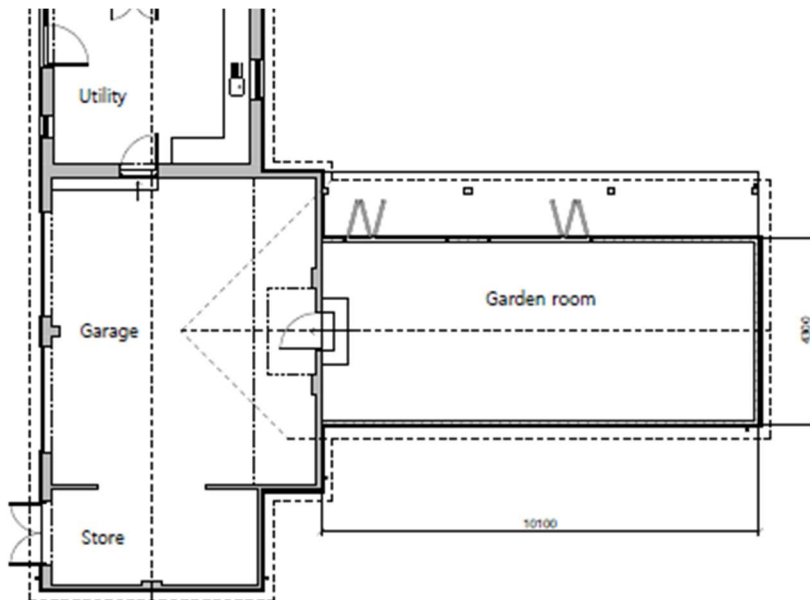
DC/24/01050

Full Planning Application - Erection of single storey side extension
15 The Paddocks, Lavenham, Sudbury, Suffolk CO10 9UF

This application is for a garden room, attached to the rear of the garage. This extension is on a large plot away from the boundaries and any adjacent properties.

This application is outside the settlement boundary. It was originally proposed as a separate outbuilding in application DC/23/04410 (refused), It was not acceptable under the recently adopted Babergh Joint Local plan policy SP03. However, in policy LP03, extensions are acceptable, and this application meets the criteria.

IL Recommendation
Recommend approval.



Policy LP03 - Residential Extensions and Conversions

- 1) Proposals for extensions to existing dwellings or conversions of buildings to ancillary use within the curtilage of residential dwellings will be supported where they:**
 - a) Incorporate a high standard of design which maintains or enhances the character and appearance of the buildings, street scene and surroundings;**
 - b) Will not result in over-development of the plot and will retain suitable amenity space. The cumulative effects of a number of extensions or conversions within the plot will be taken into account;**
 - c) Will not unacceptably affect the amenities of neighbouring occupiers; and**
 - d) Ensure sufficient parking spaces and turning spaces (where required) are retained or provided.**



DC/24/01197

Planning Application

The Great House Hotel, Market Place, Lavenham, CO10 9QZ

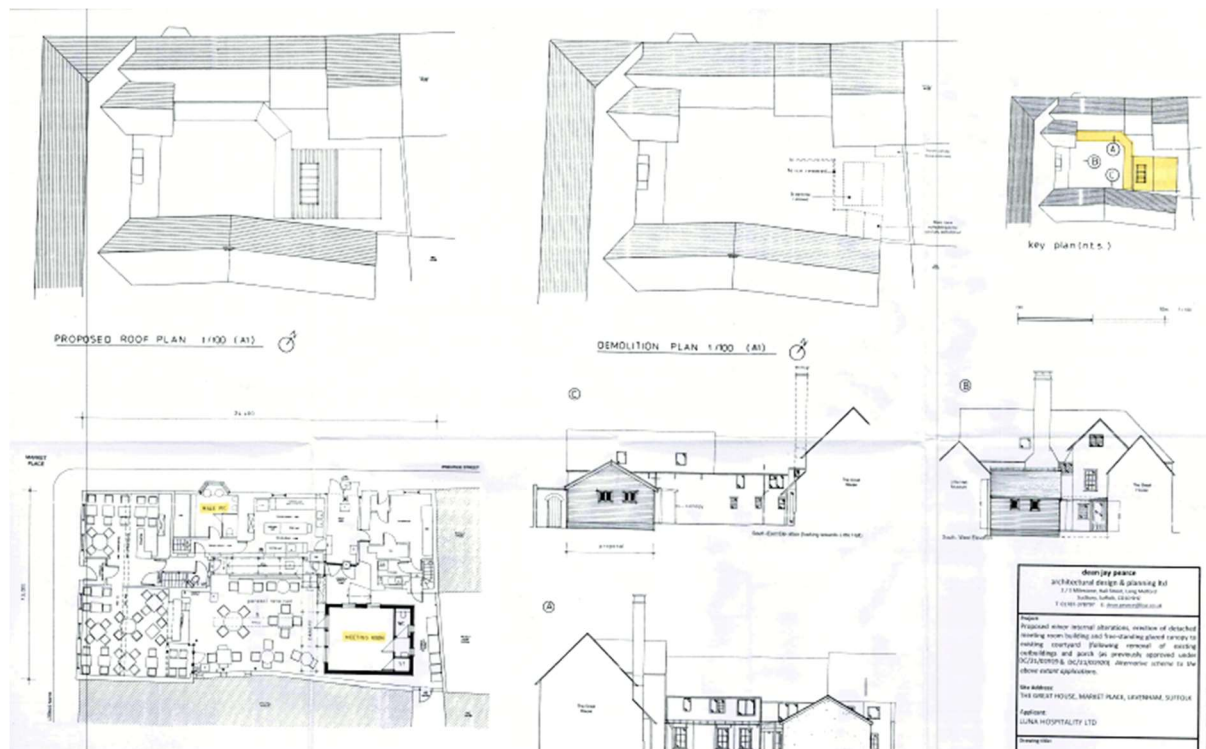
Creation of outdoor courtyard to form additional meeting room, WC and glazed walkway. Minor internal alterations (Alternative proposal to that approved under DC/21/01919)

DC/24/01199

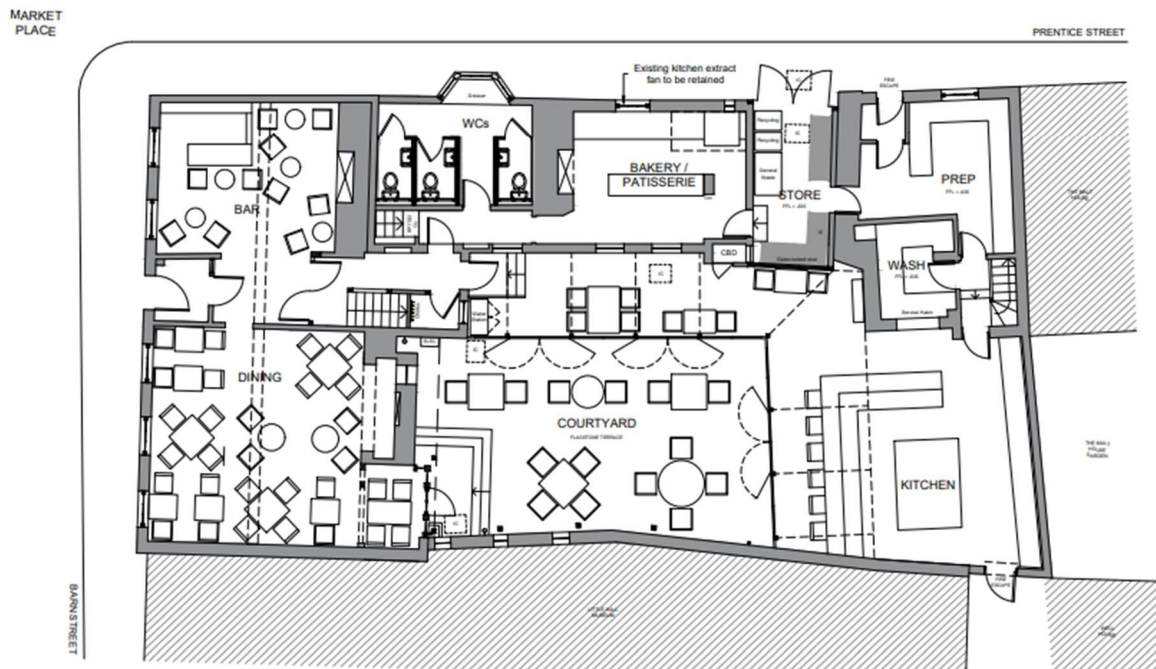
Application for Listed Building Consent

The Great House Hotel, Market Place, Lavenham, CO10 9QZ

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



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



IL Recommendation
 Recommend approval.