

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 5th September 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 local matters. This item will generally be limited to 10 mins. 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 the last meeting of the Council**
- 5. Public participation session (10 minutes)**
- 6. Chairman's Announcements**
- 7. Local Authority Councillors' Reports**
- 8. Planning**

Planning Group: To receive reports and recommendations.

9. Car Parking

9.a Receive report from the Clerk summarising recent meeting with Babergh Council.

9.b Motion to exclude Water St from the charging arrangements.

10. Lavenham Neighbourhood Plan

10.a Receive report from the Clerk summarising progress and timetable to referendum date.

10.b Motion to approve spending on finalisation of the Plan and community publicity.

11. Lorry Signage

11.a Receive report from the Clerk summarising latest correspondence from Suffolk Highways.

11.b Motion that the Parish Council approve design and latest quotation from Suffolk Highways.

12. Clerk/RFO report

12.a Update concerning maintenance and enhancement of Public Realm.

12.b Update and motion concerning External Auditors Report and Public Rights.

12.c Update and motion concerning Insurance.

12.d Motion to approve Accounts for month ending 31 July 2024.

12.e Motion to approve Receipts and Payments for month ending 31 July 2024.

13. Date of next meeting – Thursday 3rd October 2024



Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 29th August 2024

PARISH COUNCIL MEETING

Held on Thursday 8th August 2024, commencing at 7.30 pm. in the Village Hall.

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

Present:

Chair: Cllr Janice Muckian. Cllrs: Iain Lamont, Irene Mitchell, Mary Morrey (from 7.50pm), Jane Ranzetta, Chris Robinson and Michael Sherman. Four members of the public.

Opening Statement by the Chair:

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

1. Apologies and approval of Absences

The Clerk explained that Councillors Bourne and Domoney had sent their apologies.

2. Declarations of Interest

No Councillor declared an interest.

3. Requests for Dispensations

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

4. To approve as accurate minutes of the 11th July 2024 meeting of the Council

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

Motion: to approve as accurate the minutes of the 11th July 2024 meeting of Council.

Proposed: Cllr Sherman

Seconded: Cllr Mitchell

Decision: The minutes of the 11th July 2024 meeting of the Council were approved as accurate with no votes against. Cllr Ranzetta abstained having not been present at that meeting. Cllr Morrey had not yet joined the meeting.

5. Public Participation Session

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

A Member of the Public expressed concern about the proposed light in Pump Passage, item 9 on the agenda, saying that the light is extremely near his property and will shine into it. He and his neighbours are concerned that damage to their properties, many of which are listed and without foundations, might be caused by the proposed installation. He detailed the proposed works as explained to him by Suffolk Highways staff carrying out a site survey. The alley, he said, is little used at night with many walkers carrying torches. He concluded by saying that in his opinion the work is un-necessary and he urged the Parish Council to cancel this project.

A Member of the Public asked if a decision would be taken tonight on the 20mph project without a costing. The Chair said that tonight's agenda contained a report but no motion requiring a decision.

A Member of the Public expressed his concerns with respect to some of the views expressed by some of the Councillors at the 11th July 2024 meeting of Council. He said that the decision to enter into final negotiations with Babergh concerning the detail of the charges to be introduced had been made by a slim majority of Councillors with not all Councillors either present for the vote or having attended the Public Meeting. He said that to make such a decision in contradiction to the views expressed at the Public Meeting would harm relations between the Council and the Village. He said he felt insulted by the views expressed and language used by a Councillor not understanding the contribution made by local businesses and that many local business owners do pay Council Tax within the Parish. He questioned the way the concept of 'fairness' had been applied in the Council's decision-making arguing that just because all residents do not use a service should not mean that the service should be charged for; whilst not a user of children's play equipment he did not object to contribute to paying for the provision of this. He asked whether local businesses had been asked for financial contributions.

The Chair responded that the Parish Council remained opposed to charges for car parking but that the timetable imposed by Babergh meant that the Council could delay the decision no further. She reminded all that whilst the Public Meeting has been attended by many people, the attendance was not necessarily representative of the village as a whole and that the purpose of that Meeting was to give residents an opportunity to speak, contribute ideas and hear the views of others but not to determine the final decision of Council. The PC made contact with the Lavenham Business Group when the charges were announced and no financial contribution had been offered.

A Member of the Public asked why a question from a Councillor at the previous meeting of the Council concerning his attire had not been included in the minutes of the meeting. He said that he understood that the Pump Court Alley light issue went back as far as 2014 and asked how many other such issues were still to emerge. He concluded by asking why the most of the documents concerning car parking charges had been removed from the Parish Council Noticeboard. The Chair replied that the minutes are not a verbatim transcript of the meeting and that this Council had not been aware of the Pump Court Alley issue until very recently. The Clerk replied that the car parking charges information had been displayed for many months and had been removed in order to display legally required notices.

6. Chairman's Announcements

The Chair began by explaining that in July, Lee Morris from the Hub, and Cllr Morrey attended the launch of the Wool Towns Walk, hosted by Suffolk Ramblers. This is a fully waymarked 50 mile circular walk divided into stages which showcases the notable villages in our area including Lavenham. Guides are available on line and the Hub will have a stock of their literature.

The Chair reported that in regards to improving the energy performance of listed buildings, Babergh Councils has reported that, with the support of Historic England, they are amending their planning rules. A Local Listed Building Consent Order will allow Grade II listed property owners to upgrade or replace windows without having to make individual applications (subject to conditions). A Local Development Order allowing solar PV and other renewable technologies to be installed on unlisted buildings within the curtilage of a Grade II listed property (subject to conditions). The Chair explained that the details are now being drafted and will be subject to Public Consultation prior to being officially adopted.

The Chair told Councillors that a Member of the Public had contacted her regarding dog fouling and urination in public areas of the village. Fouling she said is illegal and enforced by the District Council, urination by dogs whilst unpleasant in inappropriate areas, is not unlawful. She reported that additional anti-fouling signage had been requested from and installed by Babergh and that she had included this subject in her announcements to further raise awareness of the issue.

The Chair concluded by reporting that she together with Cllr Mitchell and the Clerk had met with County Cllr Paul West who is the Cabinet Member for Operational Highways and Flooding. The meeting also included representatives from Transport strategy and Network Assurance.

The PC asked Cllr West to expedite the installation of the additional signage at the Cockfield turn-off from Bury and it was agreed that Highways representatives will investigate amending the signage at the junction of the A1071 and the A1141 from Hadleigh. This would emphasise that HGVs should go straight-on rather than turning off and cutting through Lavenham.

7. Local Authority Councillors' Report

County Cllr Lindsay talked through his report highlighting and welcomed the County Council decision to approve the proposed 20 mph scheme. He regretted that the scheme, due to the County Council rules, did not cover a wider area. He acknowledged the disquiet concerning the number of repeater signs.

He reported that the Council has decided to invest a further £9.1 million from reserves into Suffolk's SEND (Special Educational Needs and Disabilities) service.

The service, he said, needs extra staff and capacity mainly to speed up its production of children's Education, Health and Care Plans (EHCPs) and is currently failing to meet its statutory duty to complete them all within 20 weeks. Investment in extra staff already made has brought the proportion completed in time from 0% a year ago to 16% now. They have a target of getting to 100% by September 2025. The Council's recently completed Accounts for the 2023-24 year, he said, showed a near £15 million drop in the Council's useable reserves – their 'savings for a rainy day' – to £180 million adding that whilst the last Government did increase funding to Councils for special needs, the Council Officers say it is not enough to meet growing need.

He reported that the Suffolk County Council Scrutiny Committee had recently met to discuss the state of the roads in the county, how much was spent annually and how works were prioritised.

Officers from Highways, he said, had explained how roads are categorised from Green to Red (poor condition), that the optimal resurfacing programme would require around £50 million per year in funding, whereas the current amount available for resurfacing works was more like £17 million per year.

He said that his political group are pressing for a review of the county's Highway Maintenance Operational Plan (HMOP) which sets out the parameters on what defects Highways respond to and the timeframe for response and believe that the reporting systems for defects are not working correctly.

All of the committee, he said, agreed that better communication with residents and timely fixes for road defects would be beneficial to the public perception of Suffolk's roads – as overall, according to the figures provided by Officers, the number of roads rated Red (in poor condition) has dropped since 2012, and the number of roads rated Green (in good condition) has risen.

Cllr Lamont asked if all the speed repeater signs had to be installed, Cllr Lindsay said they had to be. Cllr Mitchell pointed out that the County whilst insisting on all the speed repeater signs then refuse to replace any that get damaged/removed suggesting that this an inconsistent policy that could possibly get amended after the May 2025 Suffolk County Council elections.

Cllr Morrey referred to the report provided by the District Councillors, who unfortunately were both unable to attend the meeting, commenting that the support received from the District Councillors opposing the car parking charges, had made it possible for Lavenham to negotiate a compromise. She wished to thank them for their efforts.

8. Planning Applications for Consideration

The Clerk informed Cllrs that no decisions had recently been received from Babergh Council contrary to the PC's recommendations. The Clerk added that the PC had been asked for a response to an application for a pavement licence by The Great House. The time limit for PC response imposed by Babergh Council had not permitted a PC response. He was aware that a majority of Councillors had written to Babergh Council in support of the application.

DC/24/00776

Patch Cottage 84 High Street Lavenham Sudbury Suffolk CO10 9PT
Application for Listed Building Consent to replace fallen section of the wall in the same style and materials.

Motion: that Application DC/24/00776 be recommended for approval

Proposed: Cllr Mitchell

Seconded: Cllr Robinson

Decision: Approved unanimously.

DC/24/02715

6 Shilling Street Lavenham Sudbury Suffolk CO10 9RH

Application for Listed Building Consent. Removal of existing render, repairs to sole plate and replacement of rotten timber.

Retrospective application for work already undertaken.

Savolit Wood Wool Breathable membrane fixed and covered with Lime plaster.

The Chair reported that she considered the repairs to be essential and been done in a manner suitable for a listed building. Cllr Mitchell suggested that the PC should approve this subject to the materials being acceptable to the Heritage Officer.

Motion: that Application DC/24/02715 be recommended for approval subjected to being acceptable to the Babergh Heritage Officer

Proposed: Cllr Ranzetta

Seconded: Cllr Mitchell

Decision: Approved unanimously. Cllr Sherman was not present in the room.

DC/24/03084

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

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

The Clerk confirmed that an application for Planning Permission had subsequently received, it was agreed that application would be discussed at the next meeting of Council. Cllr Mitchell commented that it is standard Babergh procedure to validate the Listing Building Consent first, should Listed Building Consent not be granted then the application for Planning Permission will automatically be rejected.

Cllr Lamont reported that this application is converting an existing building inside the conservation area, but outside the settlement boundary. The buildings being converted are not listed but are in the curtilage of the Grade II listed Hall. There is a small new building to be used as a bedroom suite, this is flat roofed and will not be visible from the street. The conversion uses traditional style materials with black barn style weather boarding. The existing roof is being kept which was recently restored with the same materials. He concluded by saying that as far as we are aware there is no loss of employment and that Babergh pre-application advice was sought and amendments made following this consultation.

It was noted by Councillors that solar panels are planned within the curtilage of a listed building (a matter currently being reviewed by Babergh) and that the application is compliant with the proposed LNP2 and with JLP1.

Motion: that the Parish Council supports Application DC/24/03084 but has concerns that solar panels are proposed within the curtilage of a Grade 2 building visible from a Grade 1 building (the church).

Proposed: Cllr Ranzetta

Seconded: Cllr Mitchell

Decision: Approved unanimously.

DC/24/03114 and DC/24/03115

Shilling Grange Shilling Street Lavenham Sudbury Suffolk CO10 9RH

Householder application and Application for Listed Building Consent for replacement of timber posts.

Proposal is to replace existing rotting posts with similar in the same locations, the proposed timber posts will be made of oak to match the existing size, the existing metal chain would be reinstated.

Cllr Ranzetta expressed surprise that permission was being sought since it was like for like replacement.

Motion: that Applications DC/24/03114 and 5 be recommended for approval

Proposed: Cllr Ranzetta

Seconded: Cllr Robinson

Decision: Approved unanimously

DC/24/03174

4 Deacons Close Lavenham Sudbury Suffolk CO10 9TT

Householder Application – Erection of single storey extension (following demolition of conservatory)

This replaces an existing conservatory with a more permanent structure, the outline of the building is of a similar size and proportions and the materials are complementary.

Cllr Morrey expressed concerns that the more permanent structure might deprive neighbouring properties of light but in the context that no objections had been received from neighbours was not opposed to the application. The Chair commented on the improved thermal nature of the property.

Motion: that Application DC/24/03174 be recommended for approval

Proposed: Cllr Robinson

Seconded: Cllr Sherman

Decision: Approved unanimously, Cllrs Morrey and Ranzetta abstained. Cllr Ranzetta was not in the room.

9. Motion that the Parish Council cancel the Pump Passage light and negotiate a financial settlement with Suffolk County Council

The Clerk explained that two Public Consultation meetings were held in 2014 concerning the LED street lighting proposals. Consequent of these a bollard style light was proposed for the alley between Pump Court and the Market Place and was ordered from Suffolk Highways by the PC at a cost of £4,034.

The light was repeatedly chased up by Cllr Lamont and the Clerk and in October 2023 a revised quote of £5,720.34 was received. The Clerk and Cllr Mitchell together negotiated this down to £4,664.02.

The Clerk told Councillors that Suffolk Street lighting conducted site meetings and surveys in May to July 2024 which brought the proposed installation to the attention of local residents who have expressed their concerns both verbally and in writing to the Parish. The local residents are concerned of the potential damage to the walls and buildings that such works would inflict.

The bollard style light, to be situated immediately at the exit of the covered alleyway, will get power from the street light in Pump Court necessitating the digging of an approximately 30m long trench under the concrete path surface. The digging will be between old flint and brick walls which join onto listed buildings. Neither the walls nor the houses have foundations.

Following the concerns raised by residents the Clerk wrote to Highways receiving the following reply:

‘Because of the footpath being narrow, it will require a full footpath closure for H&S reasons, and also it would be easier to reinstate the whole footpath which would leave a much neater finish rather than trying to patch up just the trench works.

In my untrained opinion I do have concerns with regards to the lack of foundations to the old buildings, clearly, we (SCC) or the contractor would not want to leave ourselves open to any possible future structural issues or insurance claims in the event of any possible shift in the foundations due to ground disturbance for these works, whether it be hairline cracks in the walls etc to anything more substantial which could affect the integrity of the building. I would also suggest that any current cracks or damage to the building is noted and photographed by the PC prior to the works commencing as to avoid any potential blame or claims by the resident

As the works have been requested by the PC, then this is something that you would also need to consider, as we would need to be certain that all concerns have been correctly addressed before this work is carried out, it could be that (local resident name redacted) insists that a structural engineer is brought in to give expert advice and opinions on what can and can't be done with regards to excavations and reinstatement.

On a separate note, since the latest information has been brought to our attention by (local resident name redacted), I am concerned that the costs will start to increase due to the possible additional reinstatement of the whole footpath, additional excavation works surrounding the hand digging close buildings etc. I appreciate that this work has been ongoing for a long time and the PC have been patient about this, however had the works been completed sooner then the same issues would have been brought to our attention at that time resulting in additional costs being added'.

The Clerk told Councillors that this light has been an incomplete project for nearly ten years, there has been little or no adverse comment received concerning this delay and the absence of the light. The proposed light is clearly of concern to local residents and an already expensive project is likely to become more expensive and complicated.

From a legal perspective, he said, Council has decided to install this light and has contracted with Suffolk to install it, should Council wish to cancel the project a motion needs to be passed instructing the Clerk to a) inform Suffolk County Council of the cancellation and b) to negotiate a financial settlement with Suffolk County Council.

Cllr Mitchell commented that she had had no idea until very recently this project was so complicated and confirmed that during her time as Chair of the Council she had received no communication from Members of the Public concerning the delay to the project.

The Clerk concluded by saying that there may be cancellation costs imposed by Suffolk Highways but these would certainly be less than completing the project.

Cllr Ranzetta suggested that possibly the proposed light could be replaced by a light in the pavement itself but acknowledged that would not remove the need to dig the potentially damaging trench. She asked whether the area would be adequately lit should the project be cancelled. Cllr Lamont responded that there was an LED light on top of a pole approximately 20 metres away.

Cllr Robinson suggested that a proper survey would be required for the project to go ahead. Cllr Lamont said that he would be disappointed should the project be cancelled it having emerged from two consultations.

Proposed: Cllr Robinson

Seconded: Cllr Ranzetta

Decision: Approved. Cllr Lamont voted against.

10. Motion that the Parish Council approve the application from the Lavenham Woodland Project for a grant of £2,500 as a contribution towards building a shelter in the Outdoor Activities/Forest School area.

The Clerk explained that Council invites applications twice a year for Grants and that the annual budget is £6,000 and that there had been no deterioration in the financial position of the Council meaning that the Grant expenditure budget does not need reconsideration.

The Clerk explained that only one application had been received and highlighted the key elements of the proposal, displayed a photograph of the proposed shelter and explained that the project met the criteria for financial support. The Woodland Project he said was clearly well supported locally and legally constituted, solvent but not in a financial position that it could clearly entirely pay for the project from its own resources.

Cllrs Ranzetta and Mitchell commented on the effort put in by so many people to establish and develop the Lavenham Woodland Project and how well supported it is in the village. Other Councillors concurred.

Proposed: Cllr Ranzetta

Seconded: Cllr Mitchell

Decision: Approved unanimously

11. Motion that the Parish Council purchase a replacement 1st Meadow Bridge.

The Clerk detailed the Council's decision at its meeting of March 7th 2024 that together with Cllr Robinson the Clerk have further discussions with two possible suppliers to understand the differences between the quotes and return to Council with a recommendation.

The Clerk explained that early in the following weeks it had become clear that a steel base would be considerably more durable. Supplier B replied that they were unable to fully quote for a bridge with a steel base whilst Supplier A confirmed that the quote for the bridge with a steel base involved the use of fully galvanised steel not steel painted with galvafrond making their price considerably more understandable.

Additionally close reading of the quote from Supplier A showed that Supplier A had quoted for steel handrails which would be visually unattractive and poorly suited to the setting. Supplier A has re-quoted changing the proposed design to a steel based bridge with wooden hand rails which slot (for ease or repair and replacement) into metal box sections welded onto the steel base. The hand rails in a design to reduce the likelihood of accidents.

Supplier A commented that raw material prices have increased since the issue of the original quote on 5th October 2023. The final quote is £9,423 plus VAT an increase of £455. The 2.5% retention amount included in that quote to be paid the later of a) 90 days after installation and b) any teething problems having been rectified'.

The Clerk showed Councillors photographs illustrating the proposed design. Cllr Robinson added that the bridge was being designed to facilitate access by those less mobile. The Clerk and Cllr Robinson told Councillors that discussion on-site with Supplier B had been most satisfactory.

Cllr Lamont asked why the proposal why Neighbourhood CIL was not proposed as the funding method as Neighbourhood CIL funds expire after 5 years. The Clerk replied that should Neighbourhood CIL be used for this there would be an inadequate amount left for the 20mph scheme and that should that scheme not go ahead the scheme could be charged to Neighbourhood CIL.

Proposed: Cllr Ranzetta

Seconded: Cllr Mitchell

Decision: Approved unanimously

12. Proposal to adopt a 20 mph scheme: update from Clerk

The Clerk highlighted the key points from the working paper updated for recent developments.

The Suffolk Highways Officer recommendation is that the Scheme go ahead and the report has now been approved by the Head of Transport Strategy and the Cabinet Member for Transport Strategy, Planning and Waste

The plans are unchanged from those previously issued, there will be 44 repeater signs which Highways will insist upon.

The Clerk reminded Councillors that the last motion passed by Council was to 'approve the Version 3 preliminary design prepared by Suffolk County Council and to issue an order to proceed to public consultation' what Council had not decided to do was implement the scheme. That implementation will he said will need a motion at a future meeting of Council.

The Clerk concluded by explaining that in response to request for a ball-park cost estimate Suffolk had replied that they will start compiling the detailed estimate shortly with the big unknown being the cost of the lighting work to illuminate the two sets of 20mph terminal signs at High St and Brent Eleigh Rd. These costs, they have said, may take some time to obtain from the street lighting contractor and that without this information any estimate could prove to be wildly inaccurate.

Cllr Mitchell commented that it may well be sensible to defer a decision until after the May 2025 Suffolk County Council elections.

13. Clerk/RFO Report

The Clerk explained that he had now agreed availability with the Parish handyman and would shortly order the Speed Indicator Device, the replacement dog bins and various other small public realm items.

The Clerk explained that in May 2024 The National Association of Local Councils revised its model Financial Regulations. The revisions improve guidance in a number of areas including risk management but are not substantial. The Lavenham approach is to accept the revised model (and indeed some parts of the model are not negotiable) modifying the wording only where the standard wording is inappropriate to how this Council operates. He thanked Cllr Mitchell for her time spent helping with detailed review of the draft.

He concluded by saying that none of these changes are fundamental highlighting the very sensible change in the regulations which demand that the Bank Mandate is reviewed each year.

Motion: to approve the revised Financial Regulations and approve continuation of the current Bank Mandate which requires any two of Cllrs Mitchell, Morrey, Muckian and the RFO to make all transactions other than to move funds between the Council's Bank Accounts.

Proposed: Cllr Ranzetta

Seconded: Cllr Morrey

Decision: Approved unanimously.

Date of next meeting

Thursday 5th September 2024 7.30 pm in the Village Hall.

The meeting closed at 9.33pm.

Planning Applications for consideration at LPC meeting on 5th September 2024 – Planning Group Recommendations

DC/24/03572

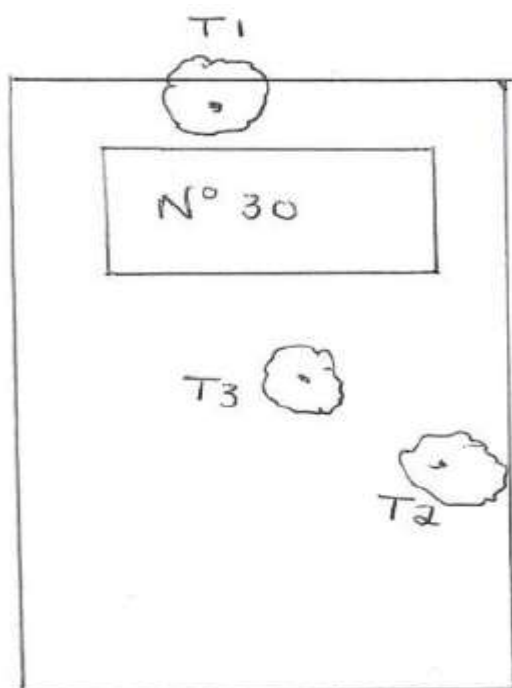
Teazle Cottage, 30 Water Street, Lavenham Sudbury Suffolk CO10 9RN

Application for works to trees in a Conservation Area

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

Fell 1 No Himalayan Birch (T2) as the tree is dead and died from honey fungus.

Fell 1 No Cherry (T3) as the tree is dying, suspected honey fungus as tree is close Himalayan Birch, signs of decay at the base.



This represents reasonable tree maintenance and felling of diseased trees

Recommend Approval

DC/24/03461

57 High Street, Lavenham, Sudbury Suffolk CO10 9PY

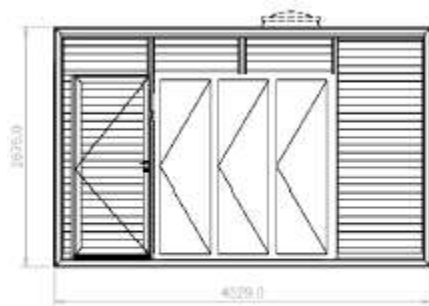
Householder application - Erection of a detached outbuilding for use as home office (following demolition of existing shed)

The building is Grade II listed but outside the Conservation area. The building would be partially visible from some of the houses on Spring St but would not be visible from the High Street.

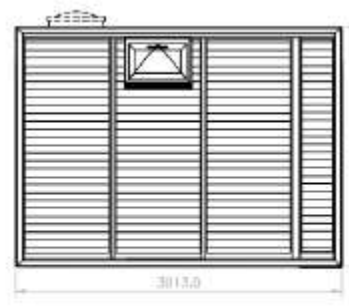
The proposed outbuilding is flat roofed and clad in red cedar panels. This would have little impact on the area. The proposal is for a non-permanent structure replacing another temporary building.

Recommend approval on the condition it cannot be used as residential accommodation.

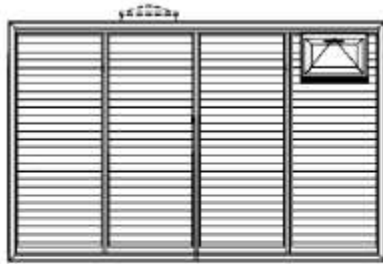




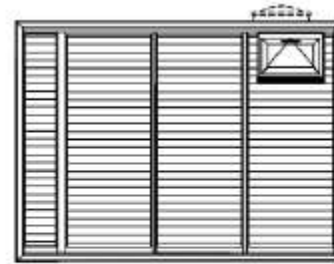
FRONT ELEVATION F-F
SCALE 1:50



SIDE ELEVATION L-L
SCALE 1:50



REAR ELEVATION B-B
SCALE 1:50



SIDE ELEVATION R-R
SCALE 1:50



Proposed site at end of rear garden (replacing existing shed).



Computer generated image of proposed garden room (not to scale).

DC/24/03450

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

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

The current render is a mixture of sand and cement on East, West and South elevations, and is not the correct traditional mix.

After it is removed the proposal is to make repairs to the timber frame as required, install wool insulation, a breathable membrane and then cover with traditional lime render.

This is repairing and improving the condition of a Heritage asset.

Recommend Approval**DC/24/03400**

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

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

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

Below is an extract from the application form giving details of the works.

- 1. Fire Stopping Seals: The application of intumescent fire stopping seals around where existing electric and fire alarm cables penetrate through ceiling and wall plaster in various locations in the basement ground, first and second floors to provide protection from fire spread through voids.*
- 2. Ceiling hatch to storeroom 2 on second floor- Replace a modern ceiling loft hatch within the first-floor store room of inadequate thickness with a new 44mm thick loft hatch*
- 3. Second Floor: Loft Space above storeroom 2: The incorporation of two layers fire protecting Firefly – Athena 60/60 Barrier Curtain to be installed onto southwest internal wall within the attic to provide 60 minutes of fire and 60 minutes of integrity between two spaces within the property. The material is formed of layers of woven and unwoven glass fibre, specifically with a proprietary coating to increase fire resistance and aluminium foil. The product is IFC Certified for use on Timber – BS476 Part 20 & 22.*
- 4. Historic Loft Hatch – Install a 40mm thick fire resisting panel to the upper side (attic side) of the original hatch.*
- 5. Loft 2 wall with modern door: Door to be routed out around the edge and 15mm smoke seals fitted. Fire rated hinges to be fitted incorporating intumescent hinge protection. Overhead door closer to be fitted.*

This is to improve fire safety in this building used by the public.

Recommend Approval

DC/24/03083

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

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

This application is the Planning Permission Application that is related to the Listed Building Consent Application DC/24/03084 that was considered and recommended for approval by the Lavenham Parish Council meeting on 8th August 2024

Energy Efficiency and Flood Risk Assessments have been undertaken and look to be satisfactory.

The Heritage Statement includes details of Pre-application advice has been given by the Planning Office under pre-application consultation ref: DC/23/04862. A number of changes have been made as a result of the consultation and it is confirmed the application meets Joint Local Plan policy LP19.and Lavenham Neighbourhood plan 2016.

The Design and Access statement also addressed alignment with the recently published JLP and Lavenham Neighbourhood plan 2016. This is satisfactory

Note the Ecology assessment identifies a need for Bat Boxes, Sparrow Terrace and Hedgehog Ramp and a Non-Licensed Method Statement. These need to be included in the development.

Recommend Approval

DC/24/03337

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

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

This is an exert from the Heritage Statement

This Planning Application submission is in parallel with an insurance claim being dealt with by Sedgwick International UK, relating to remedial repairs required to a detached garage building located in the curtilage of the Grade II listed Mill Cottage, Bears Lane, Lavenham and the erection of a boundary fence.

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

The garage is modern. This section of fence is not visible from the road and it as the rear of the property. The fence will match the existing boarding on the back of the garage. Note that the proposal is that only part of the hedge is removed.

Recommend Approval

Agenda Item 9

Report to Council: 5th September 2024

Car Parking

Background:

At the meeting of the Parish Council held on 11th July 2024 the following motion was passed:

‘That this Parish Council finalise the concessions to the proposed scheme of car parking charges, as set out in Option 1, for implementation by Babergh Council.

There will be no further public consultation, this Parish Council will not subsidise free car parking in the village.

This Parish Council will negotiate with Babergh Council to fulfil motion 8b passed at the Council Meeting of 6th June 2024 ‘that should Babergh Council introduce charges in the Church St and Prentice St Car Parks the Parish Council will ask Babergh Council to introduce the same charges in the Water St Car Park conditional on concluding satisfactory negotiations with Babergh Council to use those funds to enhance the proposed mitigations and/or contribute to the maintenance of the Water St Car Park’.

Subsequent meeting with Babergh District Council Officer held 19th August 2024:

The hours of parking are confirmed as 8 am to 6pm every day of the week.

Charges will apply on Bank Holidays.

No restriction for overnight parking except HGVs and staying in vehicles e.g. camper vans overnight.

The parking charges per hour and day are unchanged from those previously announced. Up to 2 hours parking will cost £1 and all day parking £2.50. Blue Badge holders will be allowed 3 hours free parking.

It is envisaged that charging will not begin until January 2025.

The concessionary parking is 2 free hours in the Church St car park for users of the Library, Pre-School, Community Centre and Surgery. It is intended that a machine will be installed in Community Centre area, this is a matter for negotiation between the Community Council and the District Council. The availability of the machine on Farmers Market Sundays is a matter to be determined by the Community Council and the District Council.

The Parish Council has had no contact with the Surgery though the Chair of the PC did visit Surgery and explain.

The Community Council is yet to make decision as to what it wishes to do with its own car park.

£10 Coach Parking Fee.

All visits less than 5 minutes are effectively free as Enforcement Officer has to see an offence being committed for five minutes so permitting use of recycling bins. No Automatic Number Plate recognition.

LAVENHAM PARISH COUNCIL:

The annual parking permit is £95 or £50 for six months with free and unlimited change in car registration numbers. It is a digital permit issued online.

The introduction of Water St is not sufficiently profitable to Babergh to permit an inducement offer to the PC; however, the PC can ask Babergh to introduce parking controls to Water St, at a future date of its choosing, at no cost to the PC.

The signage in Water St and Prentice St will be replaced by Babergh DC. Babergh has offered assistance with the design and installation of the parking signs permitting the PC to collect donations for the toilets.

Babergh to consider (as part of signage project) landscaping of public area at entrance to Church St car park, Babergh to respond with proposal.

The imposition of the car parking charges will make the operation of the public toilets loss making, currently the donations received are broadly equal to the toilet running costs incurred. Babergh agreed to consider a whether it wishes to making a financial contribution to these facilities or to take over the responsibility for clearing the Prentice St car park sewer.

EV chargers in Prentice St: Babergh understands that the PC aims to enter the Connected Kerb arrangement promoted by Suffolk County Council, Babergh will aim to be helpful recognising the value of commissioning the chargers and giving certainty to the future arrangements.

Motion:

The Parish Council does not ask Babergh Council to include the Water St Car Park within its charging and parking enforcement arrangements.

Any change to the Water St Car Park parking arrangements will require a further motion by the Parish Council.

Lavenham Neighbourhood Plan

Timetable:

Complete: Updating Appendices and Glossary and proof reading all the documents.

Complete: Sending the final documents to Babergh for their review. This is a review to ensure that the Examiners comments have all been incorporated.

Then: Receive feedback from Babergh and make any final required changes. Likely late September.

Then: Finalise summary document and deliver to all houses in Lavenham. Likely early October.

Mid-October: Drop in sessions for Members of the Public.

Late- October: Referendum.

Note: All of these dates are approximate and subject to change.

Costs:

- a) The actual cost of holding the referendum will be paid by Babergh District Council.
- b) The costs incurred in 2024/25 to July 31 2024 inclusive of finalising the Plan are £220, the known additional costs to complete are £505. Additional costs to finalise the Plan are unknown but are unlikely to be greater than several hundred pounds.
- c) It is necessary to print a summary document, to hold drop in sessions and otherwise inform Members of the Public of the upcoming referendum. Council earmarked £2,000 for these costs in 2023/24 but did not pass a motion to spend this money.

Motion:

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

Agenda Item 11

Report to Council: 5th September 2024

Lorry Signage

Background:

At the Council meeting held on 9th May 2024 the following motion was passed:

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

The Planned signage was:

RS1: At Bury Rd junction near Cockfield. Width 3m, Height 2.5m, mounting height 1.8m

RS2: High St by Ropers Ct. Width 1.1m, Height 1.5m, mounting height 2.5m, x height of letters 80mm.

x-height is the measured height of the smaller lower-case letter that appears on the sign, such as an ‘o’, or ‘n’. I.e. one that doesn’t have an ascender/descender (as a ‘b’, ‘k’, ‘p’ or ‘q’ would). The x-height determines the size of any text, symbols and so the overall size of the sign.

RS3: By 81 Church St. Width 1.1m, Height 1.5m, mounting height 2.1m, x height of letters 80mm

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

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

Pricing Increase:

Increase to £12,724.90 including VAT.

The Parish Council can recover VAT, net cost now £10,604 not £6,513.

Email from Highways 9th August 2024:

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

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

Babergh Heritage Office suggestions:

“The proposed locations for the blue signs (RS2 and RS3) within the conservation area will appear within views that are highlighted as “important vistas” within the conservation area appraisal. We would therefore prefer to see signs of smaller dimensions. I wonder if it is necessary to refer to both A1141 and Water Street on these signs? Are the risks from local traffic – or due to satnav directions?

LAVENHAM PARISH COUNCIL:

No. 81 Church Street, with the projecting bay windows, is a grade II* listed building, it would therefore be preferable if the sign at the south end of the village be relocated away from this higher graded asset. Would the sign be equally effective placed further south-west towards the car and coach park, where there is other signage?"

Suffolk Highways Response to these suggestions:

- The size of the two blue/white signs is reduced to 60mm x-height, which should give a weight restriction roundel diameter of 450mm, rather than 600mm as currently proposed.
- We retain both 'A1141' and 'Water Street' as there is a street name plate on site and sat navs may reference the route by road number. I think both references are important.
- We move the southern sign to the location suggested (indicated below) – This may require a replacement post, or possibly a second new post installed close together with an extension to the existing. This would be subject to the position of buried services.



Comments from County Councillor Lindsay:

There were several vociferous complaints 5.5 years ago about the size of the original weight restriction sign that was put in by the bus stop opposite Water Street (picture attached). Highways shrunk it at my request - and then people complained that the sign was not being noticed by lorry drivers. I believe the sign now being proposed there is the similar size as the original. I will forward the correspondence I had at the time.

Kind regards,



Suggestion to move RS2 30 metres north to improve visibility:

Suffolk Highways response:

At the current proposed location (outside No.81) the new sign is due to be installed at a mounting height of 2.1m. This means that the bottom of the sign would be 2.1m above the footway level. I think this height would be sufficient, but potentially a higher mounting height could be specified, though this might have implications on post/foundation size.

The problem with placing the sign 30m north of that location is that those properties are also listed and I expect the Heritage Team would have similar concerns.

Considering the visual impact, relocating the sign to the car park is probably the right thing to do.

Though separate from this scheme, we should bear in mind that the proposed 20 mph speed limit will also introduce further signing into the area and there will be a cumulative impact.

Matters for Councillors to consider, a non-exhaustive list:

- a) Increase in cost
- b) The size and mounting heights of the blue signs RS2 and RS3, these signs are width 1.1m, height 1.5m, mounting heights 2.5m and 2.1m respectively.
- c) The history of increasing the sign size at the junction of Water St and High St.
- d) The suggestion of moving RS3 to outside the Parish Office. Water St would then not be the first right and the signage outside the Parish Office is already cluttered and it is highly likely Babergh will add further Car Park signs at that location.

LAVENHAM PARISH COUNCIL:

- e) The need for effective signage and the balancing of heritage interests
- f) The status of the Babergh Heritage Officers advice as advised by Suffolk Highways:

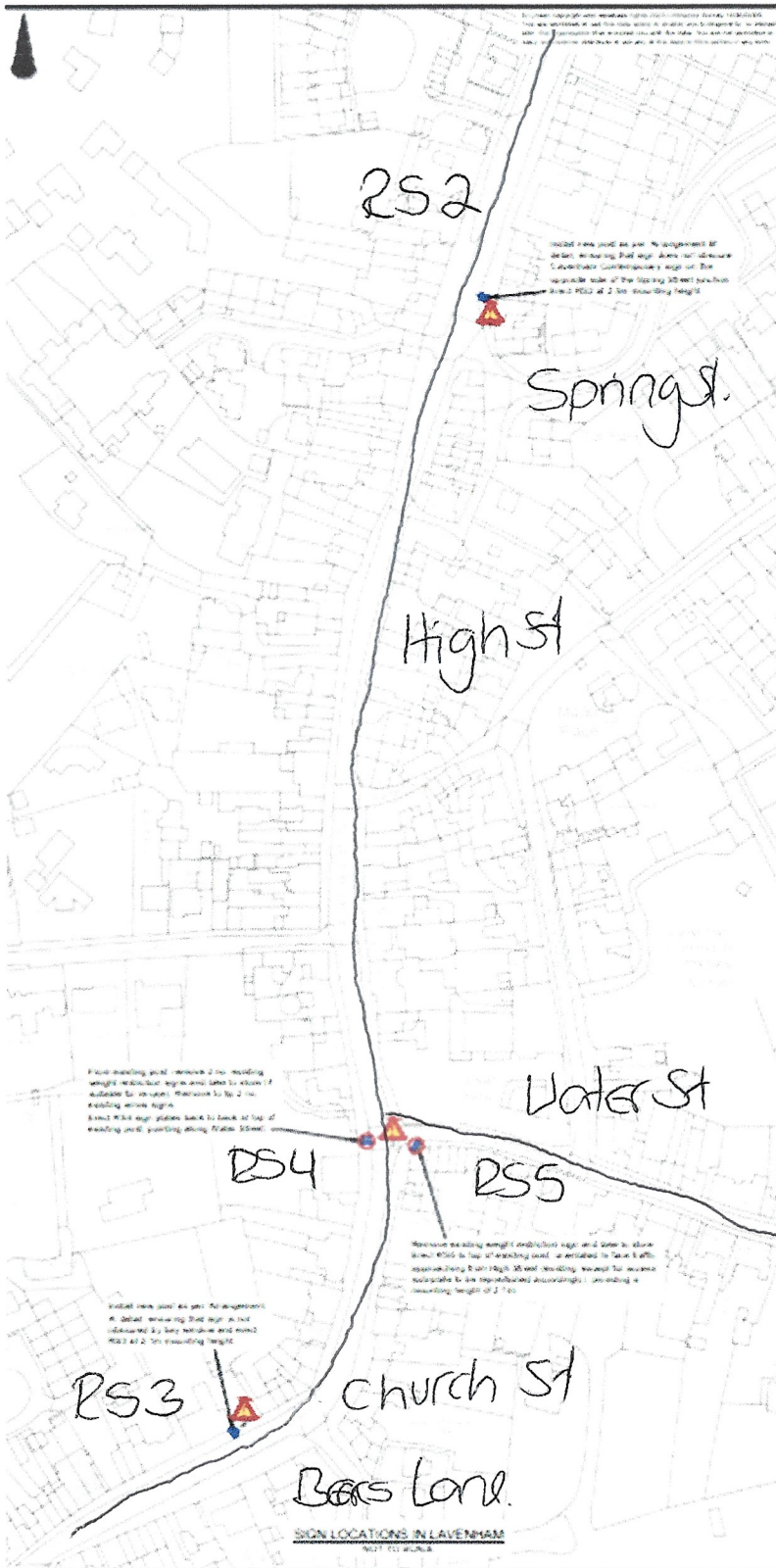
'This isn't a statutory consultation process, simply the enhancement of an existing Traffic Order, to aid compliance. We need to give due regard to the views of consultees, such as on heritage matters, but we are not required to formally consider them, as there isn't a statutory process to go through here.

As you say, it is very much a question of balance, and I can see that you have taken into account the sensitive nature of the surroundings in Lavenham in your signing design. I think your suggested signing changes strike a good balance between making the signing conspicuous to HGV drivers, while minimising the impact on the sensitive historic environment. I would say that the heritage matters are also highly balanced, while signing should be kept to a minimum, I would counter that the greater negative impact on the historic buildings in Water Street arises from the conflicts that occur on a very narrow street from HGVs ignoring the current restriction, potentially leading to physical damage to property, as well as the obvious road safety implications arising from these conflicts.

Therefore, I am happy that we have responded to the concerns raised by the Babergh Heritage Officers, and given appropriate regard to their response in our design and decision-making process. I'm happy for the scheme to proceed, we have clearly carried out the scheme design in a way which balances the competing factors at play, and responded sensitively to the historic setting. If it is possible to further reduce the impact of the signing through careful redesign of the sign X heights and locations, while not impacting on legibility, then this will further reduce any negative factors, enhancing the positive overall assessment of the signing scheme'.

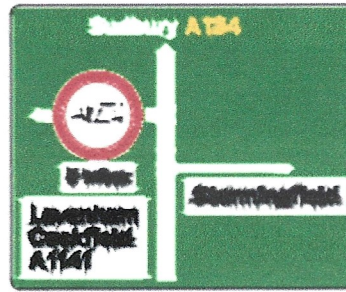
Motion: that the Parish Council notes the advice of the Babergh Heritage Officer and the mitigations suggested by Suffolk Highways but proceeds with the design as detailed in Appendix 2 at a cost of £10,604 plus VAT to be paid for by Neighbourhood CIL funds using Road Traffic Regulation Act 1984, section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

APPENDIX 1



NEW SIGNS TO BE INSTALLED

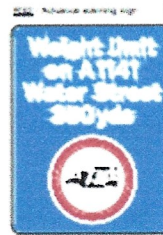
RS1 Advance direction sign



Sign	Quantity	Notes
RS1	1	See note 1

To be installed on 2.5m. Maximum signpost height 2.5m. Maximum signpost height 2.5m. Maximum signpost height 2.5m.

RS2 Advance warning sign



Sign	Quantity	Notes
RS2	1	See note 1

To be installed on 2.5m. Maximum signpost height 2.5m. Maximum signpost height 2.5m. Maximum signpost height 2.5m.

RS3 Advance warning sign



Sign	Quantity	Notes
RS3	1	See note 1

To be installed on 2.5m. Maximum signpost height 2.5m. Maximum signpost height 2.5m. Maximum signpost height 2.5m.

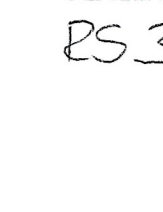
RS4 Direction sign (one of each direction) to be placed



Sign	Quantity	Notes
RS4	1	See note 1

To be installed on 2.5m. Maximum signpost height 2.5m. Maximum signpost height 2.5m. Maximum signpost height 2.5m.

RS5 Weight limit sign



Sign	Quantity	Notes
RS5	1	See note 1

To be installed on 2.5m. Maximum signpost height 2.5m. Maximum signpost height 2.5m. Maximum signpost height 2.5m.

RS1

RS3

RS2

RS4

RS5

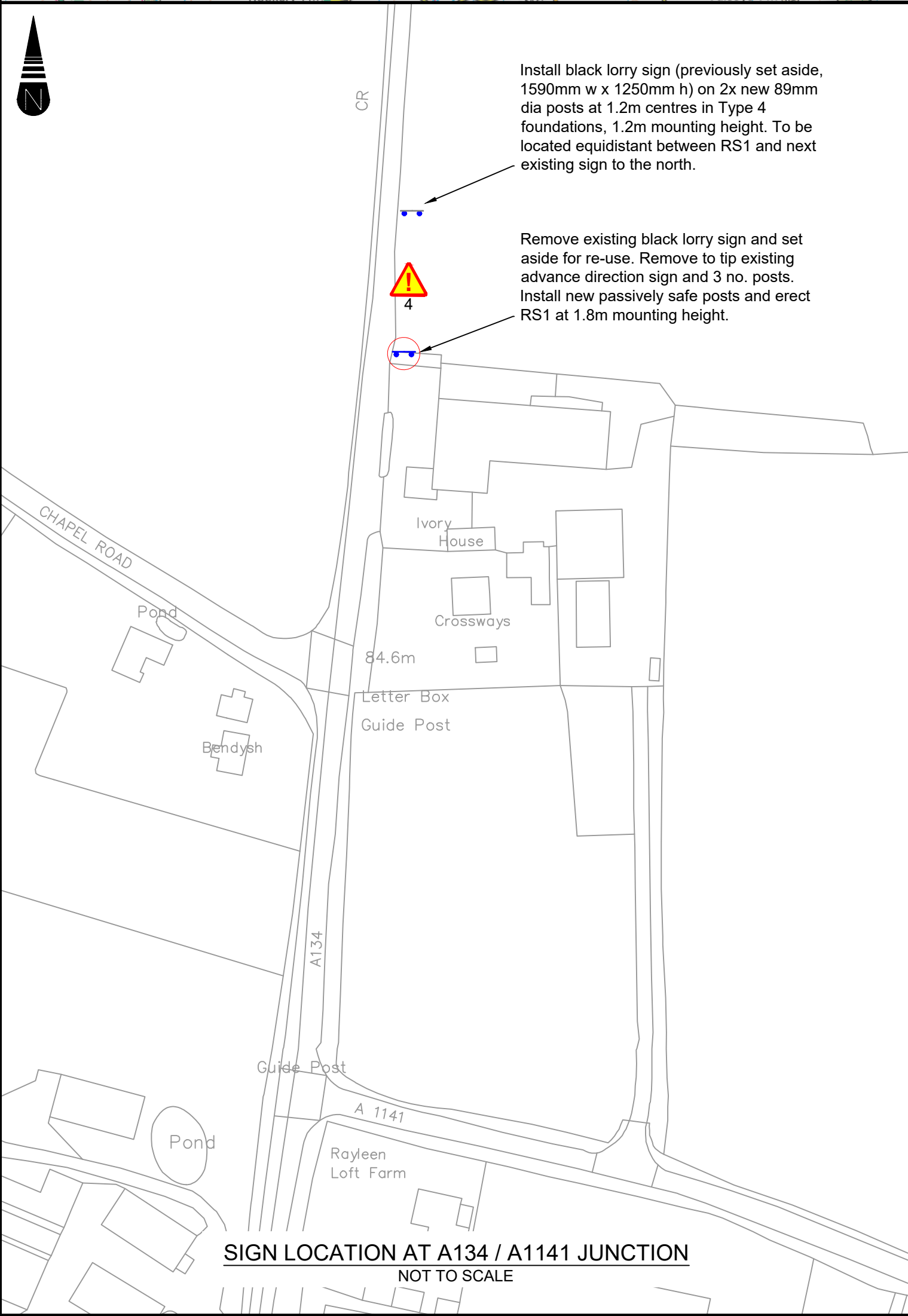
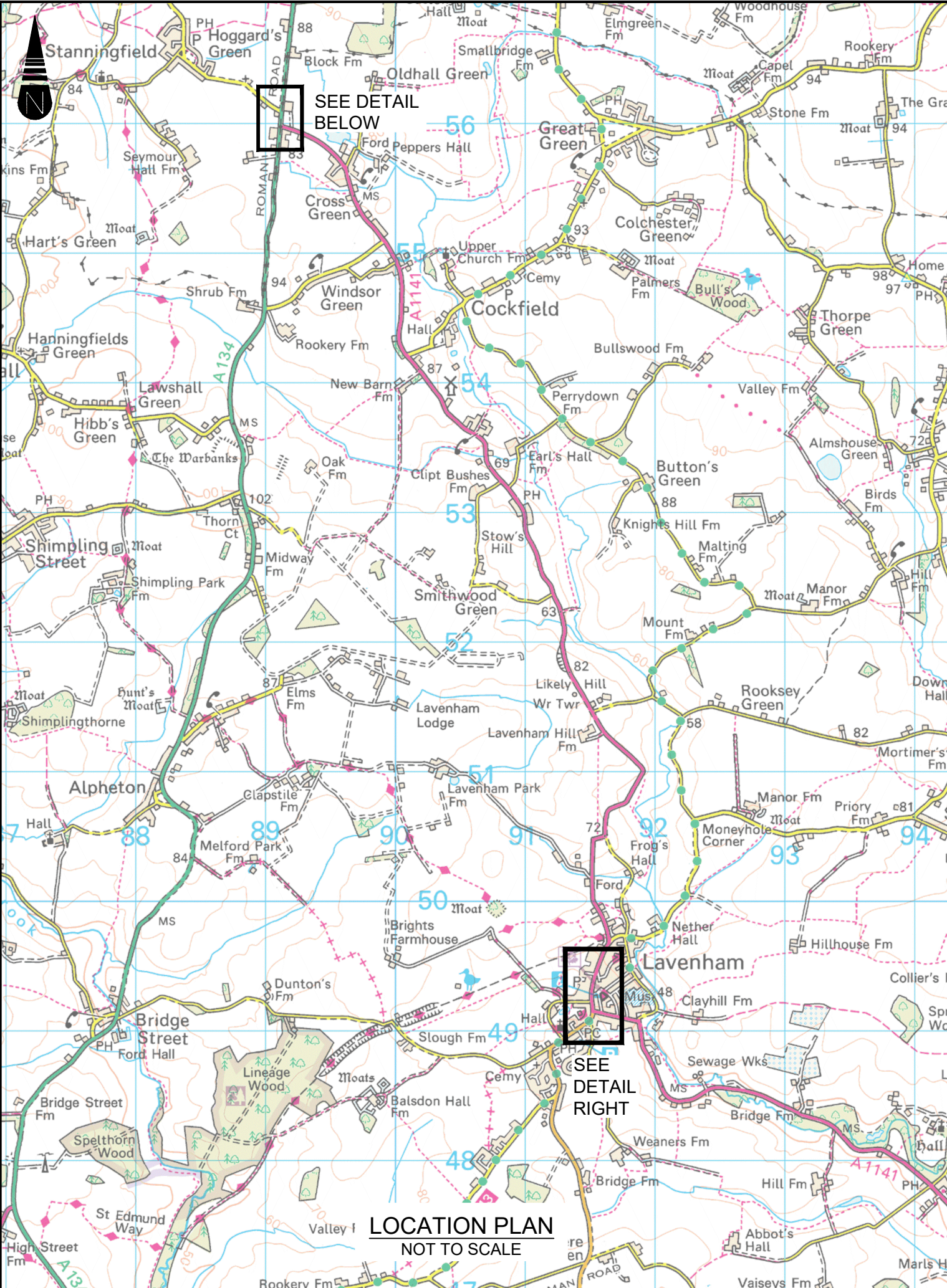


ARRANGEMENT A

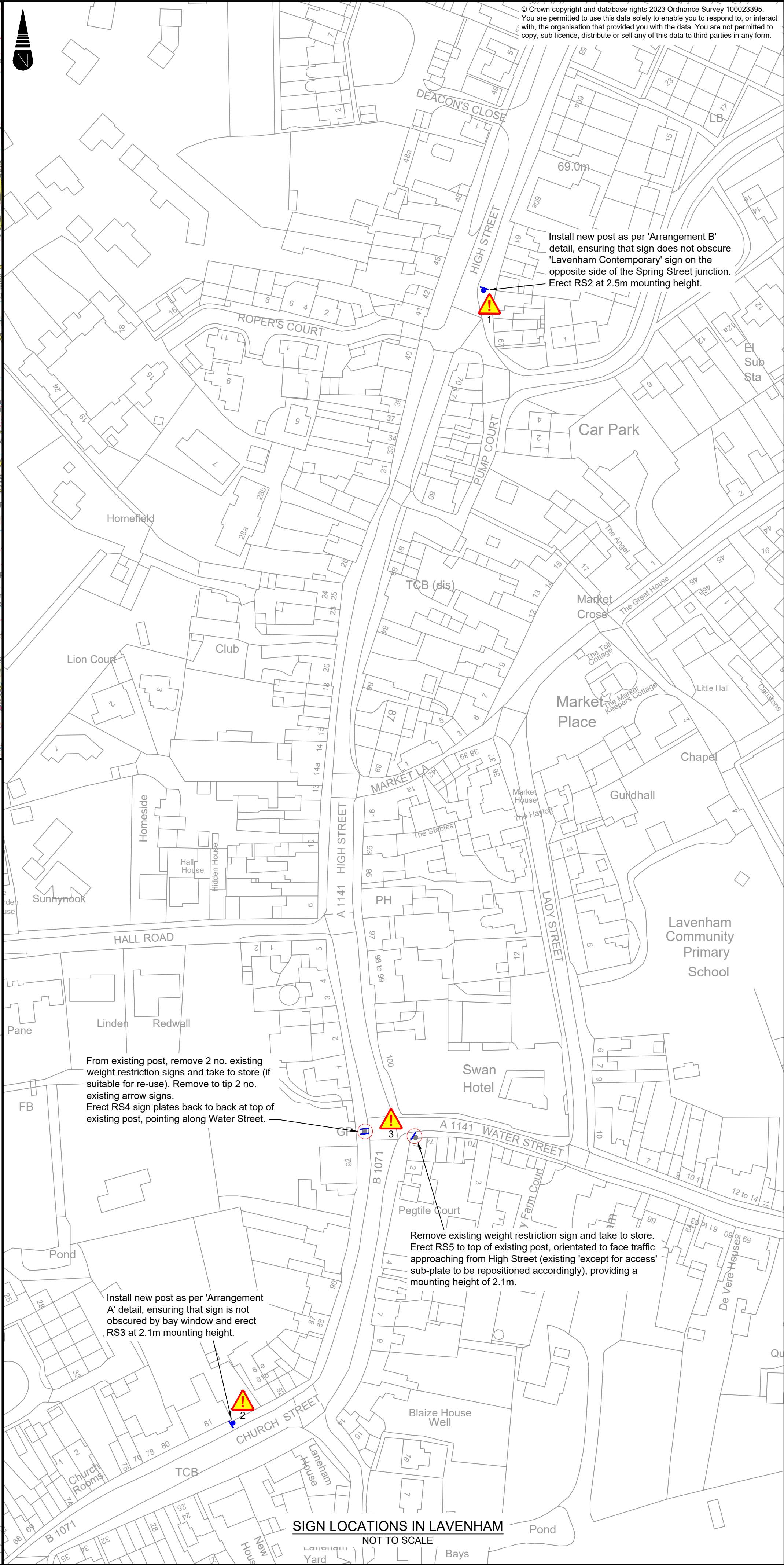
ARRANGEMENT B

RS3

RS2



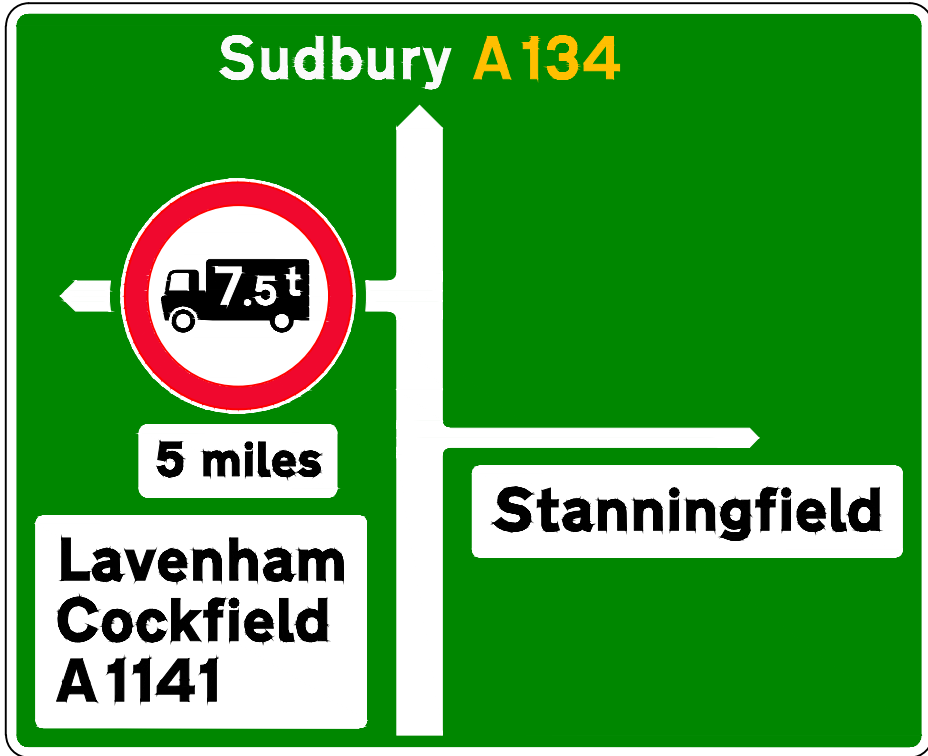
SIGN LOCATION AT A134 / A1141 JUNCTION
NOT TO SCALE



SIGN LOCATIONS IN LAVENHAM
NOT TO SCALE

NEW SIGNS TO BE INSTALLED

RS1 - Advance direction sign



Quantity:
1 no. required

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

To be mounted on 2 no. Mallatite Optimast posts (168 sections) at 1.8m mounting height.
Refer to relevant SignLoad Report for mounting arrangement.
Passively safe posts to be installed in accordance with manufacturers instructions.

RS2 - Advance warning sign



Quantity:
1 no. required
(black backed)

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

To be mounted on 1 no. new black 114mm dia. post at 2.5m mounting height. Refer to relevant KeyPost Report for mounting arrangement.

RS3 - Advance warning sign



Quantity:
1 no. required
(black backed)

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

To be mounted on 1 no. new black 114mm dia. post at 2.1m mounting height. Refer to relevant KeyPost Report for mounting arrangement.

RS4 - Direction sign (one of each direction erected back to back)



Quantity:
1 no. required
(black backed)



Quantity:
1 no. required
(black backed)

Scheme Ref.	Lavenham	
Sign Ref.	RS4 x2	x-height 100.0
Letter colour	BLACK	SIGN FACE
Background	WHITE	Width 1205mm
Border	BLACK	Height 800mm
Material	Class RA2 (12899-1:2007)	Area 0.96sq.m

Erect to top of existing black post (back to back) pointing along Water Street

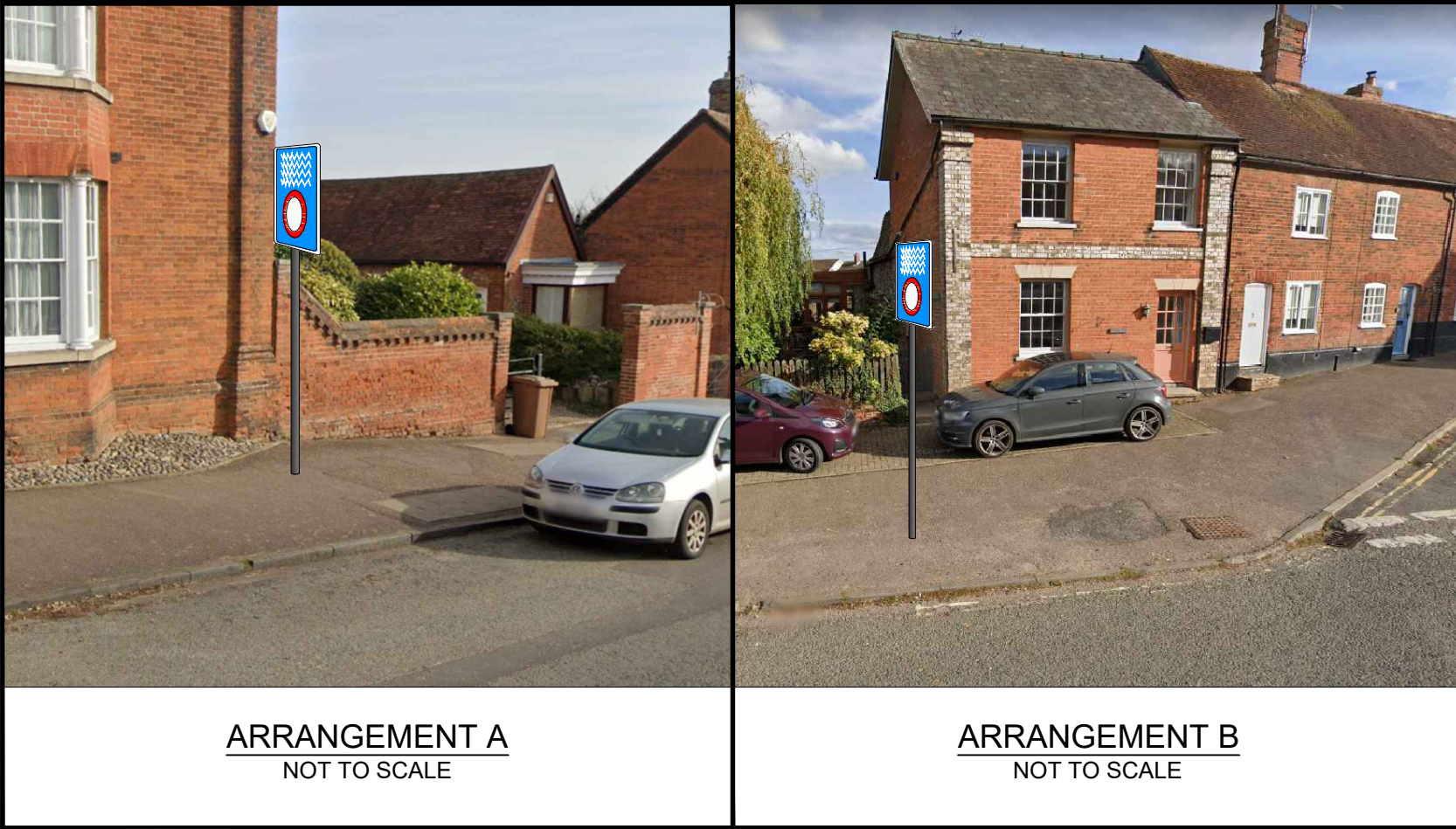
RS5 - Weight limit sign



Black backed

Sign Reference	RS5 (622-1A)
Height	750mm
Width	750mm
Area	0.44 sq.m
Material	Class RA2 (12899-1:2007)
Mount Height	2100

Erect to top of existing black post



ARRANGEMENT A
NOT TO SCALE

ARRANGEMENT B
NOT TO SCALE

NOTES

- Do not scale from this drawing.
- Report all discrepancies to the Drawing Originator immediately.
- This drawing is to be read in conjunction with all relevant documents provided in the Works Information, including the Pre-Construction Information, CDM Design Risk Assessment, C2 Stats Records and Environmental Checklist. All documents to be reviewed prior to commencing construction activities.
- Signs to be manufactured and installed in accordance with the Traffic Signs Regulations and General Directions (TSRGD) and the Traffic Signs Manual (TSM).
- RS2, RS3, RS4 and RS5 to have black sign backs.
- New posts for RS2 and RS3 to be black.
- In accordance with TSM Chapter 1, sign posts should not project above the top of sign plates.
- A minimum lateral clearance of 450mm must be maintained between the edge of the sign plate and the edge of the carriageway. In the case of RS1, this should be increased to a minimum clearance of 1m.
- Where stated, refer to relevant KeyPost or SignLoad report contained in the Works Information for installation detail on sign, post and foundation arrangement.
- Where items are to be tipped, these must be disposed of at a licensed recycling facility.
- All excavation locations are to be CAT scanned to confirm underground utility locations prior to excavating. Exact location of new posts subject to position of buried services identified on site. Further guidance/instruction to be sought from Designer should alternative locations be required.

Residual Risk Assessment

Wherever possible, risk is designed-out of this proposal during the design process. Where this is not possible the risk is indicated by this symbol.



SIGNIFICANT CDM HEALTH & SAFETY RISKS

- BURIED SERVICES: LP gas main and LV electricity in vicinity of works area.
- BURIED SERVICES: BT and LV electricity close to works area.
- WORKING AT JUNCTION / NARROW FOOTWAYS: High traffic / pedestrian movements expected, increased potential for conflict between road users and workforce.
- BURIED SERVICES: BT close to works area.

REFER TO C2 STATS RETURNS AND CDM DESIGN RISK ASSESSMENT.

KEY:

- Existing
- New
- Involves some element of removal

C01	16-07-24	FIRST ISSUE	SLB	JMc	JMc
Rev	Date	Description	Drn	Chkd	App.
Revisions					
Client					



Drawing Originator



A part of MGroup Services

Phoenix House, 3 Goddard Road, Ipswich, Suffolk IP1 5NP

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Drawing Status

FOR CONSTRUCTION

Project Name

A1141 WATER STREET, LAVENHAM
ADVANCE WEIGHT RESTRICTION SIGNING

Title

TRAFFIC SIGNS

Sheet Size	Scale	Drawn by	Checked by	Approved by
A1	N.T.S.	SLB	JMc	JMc
		Drawn Date	Checked Date	Approved Date
		15-07-24	16-07-24	16-07-24

Drawing Number	Status	Rev
232267-MIL-HSN-LAV-DR-CH-1201	S3	C01

External Auditors Report, Public Rights and Insurance

The External Auditors report was unqualified, i.e. the External Auditors raised no issues. See end of this report.

The required Notice of Public Rights was displayed 5th August 2024 to 29th August 2024.

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

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

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

Gallagher indicated that the annual insurance including Fidelity Cover would be over £4,000.

Community Action Suffolk quoted £2,630.

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

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

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

Section 3 – External Auditor's Report and Certificate 2023/24

In respect of

Lavenham Parish Council – SF0238

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

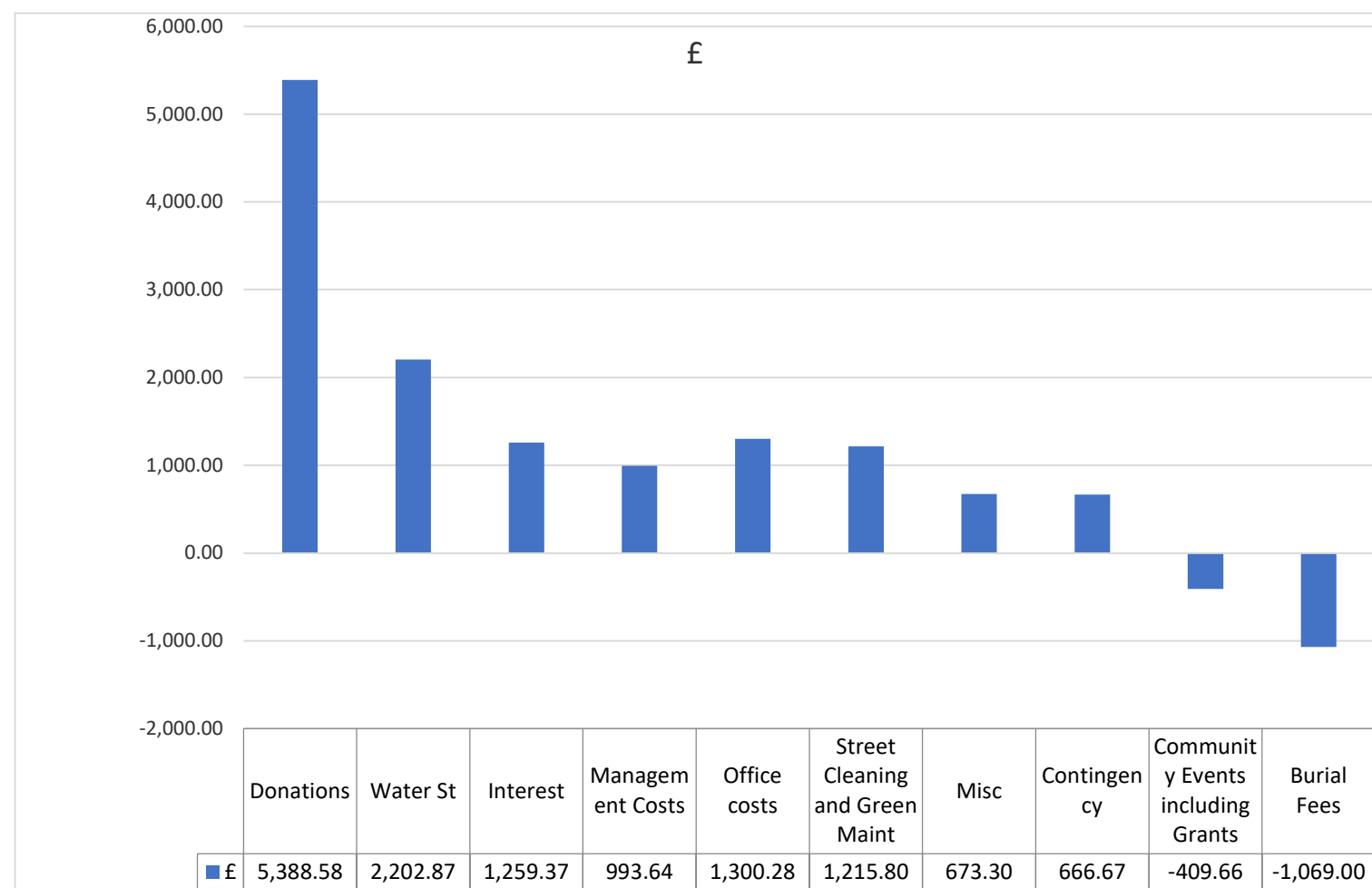
PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

01/08/2024



	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Actual YTD	Budget YTD	Favourable /(Adverse)	Notes
Precept	9,916.67	9,916.67	9,916.67	9,916.67	39,666.67	39,666.67	0.00	No variance
Babergh Cleansing Grant	1,041.04	1,041.04	1,041.04	1,041.04	4,164.16	4,000.00	164.16	Increase in Living Wage slightly more than estimate in budget
Fixed Income	10,957.71	10,957.71	10,957.71	10,957.71	43,830.83	43,666.67	164.16	
Burial Fees	753.00	400.00	778.00	0.00	1,931.00	3,000.00	-1,069.00	Not material
Car Park and Toilet Donations	1,311.25	1,323.96	1,225.30	1,528.07	5,388.58	0.00	5,388.58	Not budgeted
Other Donations	40.00	10.00	30.00	0.00	80.00	0.00	80.00	Finalisation of Christmas Donations and other small amounts
EV Charging Income	72.91	81.82	74.48	27.70	256.91	166.67	90.24	A little higher than budgeted
Interest Received	400.00	726.04	400.00	400.00	1,926.04	666.67	1,259.37	Interest rates higher than anticipated
Variable Income	2,577.16	2,541.82	2,507.78	1,955.77	9,582.53	3,833.33	5,749.20	
Total Income	13,534.87	13,499.53	13,465.49	12,913.48	53,413.36	47,500.00	5,913.36	Car Park and Toilet Donations is main variance
Management Costs	3,459.00	3,539.00	3,576.33	3,473.44	14,047.76	15,041.40	993.64	No consultancy or specialist advice costs incurred.
Office costs	814.98	708.99	613.48	608.93	2,746.38	4,046.67	1,300.28	Misc items with Cltr Training less than budgeted biggest item
LNP including Costs of Democracy	55.00	55.00	55.00	55.00	220.00	0.00	-220.00	LNP continues, was anticipated to be now complete
Street Cleaning and Green Maint	3,051.04	2,880.51	2,907.30	2,577.30	11,416.13	12,631.93	1,215.80	No extra tree work.
Public Realm	686.00	794.00	596.00	591.78	2,667.78	3,200.00	532.22	Not material
Toilet Costs	1,193.69	1,407.15	1,742.79	918.34	5,261.95	5,080.00	-181.95	Repair Costs
Water St	351.02	351.02	351.02	-1,755.92	-702.87	1,500.00	2,202.87	Business Rates saving
Community Events including Grants	0.00	1,128.86	0.00	2,530.80	3,659.66	3,250.00	-409.66	Jubilee plaques
EV Costs	65.99	23.85	63.83	37.70	191.37	400.00	208.63	Not material
Contingency	0.00	0.00	0.00	0.00	0.00	666.67	666.67	Contingency
Total Costs	9,676.70	10,888.36	9,905.73	9,037.37	39,508.17	45,816.67	6,308.50	
Surplus/(Deficit)	3,858.16	2,611.16	3,559.75	3,876.11	13,905.19	1,683.33	12,221.86	

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Actual YTD	Budget YTD	Favourable /(Adverse)
Staff salaries and Other Consultancy Costs	3,403.00	3,403.00	3,440.33	3,415.44	13,661.76	14,541.40	879.64
Audit and Payroll bureau costs	56.00	136.00	136.00	58.00	386.00	500.00	114.00
Management Costs	3,459.00	3,539.00	3,576.33	3,473.44	14,047.76	15,041.40	993.64
Telephone & broadband	95.05	82.06	82.06	82.06	341.23	400.00	58.77
Website Dev and .gov	59.40	59.40	59.40	59.40	237.60	400.00	162.40
Accounting software & computer	0.00	0.00	0.00	0.00	0.00	240.00	240.00
Office Materials	9.99	9.99	9.99	27.93	57.90	100.00	42.10
Data Protection	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subscriptions & Insurance	211.16	211.16	211.16	211.16	844.64	900.00	55.36
All Training/Cllr expenses	0.00	140.00	0.00	0.00	140.00	666.67	526.67
Room hire PC meetings	105.00	22.00	44.00	44.00	215.00	200.00	-15.00
Office Maintenance	0.00	0.00	0.00	0.00	0.00	83.33	83.33
Digital mapping	150.00	0.00	0.00	0.00	150.00	150.00	0.00
Parish Office business rates	101.05	101.05	101.05	101.05	404.19	480.00	75.81
Parish Office rent	83.33	83.33	83.33	83.33	333.33	333.33	0.00
Office Miscellaneous	0.00	0.00	22.49	0.00	22.49	93.33	70.84
Office costs	814.98	708.99	613.48	608.93	2,746.38	4,046.67	1,300.28
LNP Costs incl Cost of Democracy	55.00	55.00	55.00	55.00	220.00	0.00	-220.00
Green Maintenance	958.75	1,183.75	958.75	958.75	4,060.00	3,835.00	-225.00
Tree Maintenance and Care	380.00	0.00	420.00	0.00	800.00	1,400.00	600.00
Street cleansing	1,278.40	1,278.40	1,278.40	1,278.40	5,113.60	5,530.27	416.67
Refuse collection bins & dog bins	298.74	115.00	115.00	115.00	643.74	666.67	22.93
Chapel Business Rates	135.15	135.15	135.15	135.15	540.58	600.00	59.42
All cemetery management	0.00	168.21	0.00	90.00	258.21	600.00	341.79
Play equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street Cleaning and Green Maint	3,051.04	2,880.51	2,907.30	2,577.30	11,416.13	12,631.93	1,215.80
Street furniture	90.00	198.00	0.00	0.00	288.00	800.00	512.00
Street Lighting energy	500.00	500.00	500.00	500.00	2,000.00	2,000.00	0.00
PWLB interest	96.00	96.00	96.00	91.78	379.78	400.00	20.22
Public Realm	686.00	794.00	596.00	591.78	2,667.78	3,200.00	532.22
Church Street energy	116.23	82.97	73.53	66.05	338.78	500.00	161.22
Church Street water	0.00	279.82	0.00	0.00	279.82	300.00	20.18
Church St Toilets Business Rates	67.37	67.36	67.37	67.37	269.46	320.00	50.54
Prentice St Water	0.00	98.55	0.00	0.00	98.55	100.00	1.45
Prentice St non EV energy	38.34	36.69	40.22	37.05	152.30	100.00	-52.30
Donation Points	35.90	35.90	35.90	35.90	143.60	160.00	16.40
Washroom Cleaning & Consumables	660.85	660.85	1,200.77	711.97	3,234.44	3,200.00	-34.44
Washroom Minor Maintenance	275.00	145.00	325.00	0.00	745.00	400.00	-345.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Toilet Costs	1,193.69	1,407.15	1,742.79	918.34	5,261.95	5,080.00	-181.95
Water Street green maintenance	96.85	96.85	96.85	96.85	387.40	400.00	12.60
Water Street Business Rates	254.17	254.17	254.17	-1,852.77	-1,090.27	1,100.00	2,190.27
Water St	351.02	351.02	351.02	-1,755.92	-702.87	1,500.00	2,202.87
Small Grants (combined)	0.00	500.00	0.00	2,500.00	3,000.00	3,000.00	0.00
Christmas trees/lighting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Xmas Eve Community Carols	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1st Meadow summer facilities	0.00	0.00	0.00	30.80	30.80	250.00	219.20
Misc	0.00	628.86	0.00	0.00	628.86	0.00	-628.86
Bellward Award	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Events including Grants	0.00	1,128.86	0.00	2,530.80	3,659.66	3,250.00	-409.66
EV Costs	65.99	23.85	63.83	37.70	191.37	400.00	208.63
Contingency	0.00	0.00	0.00	0.00	0.00	666.67	666.67
Total Expenses	9,676.70	10,888.36	9,905.73	9,037.37	39,508.17	45,816.67	6,308.50
Surplus/(deficit)	3,858.16	2,611.16	3,559.75	3,876.11	13,905.19	1,683.33	12,221.86

	Mar 24	Jul 24	Increase/(decrease)	Notes
Fixed Assets	150,968.05	150,968.05	0.00	None
Debtors	0.00	0.00	0.00	None
Accrued Income	3,732.86	5,460.36	1,727.50	Babergh Cleaning Grant 3 months, interest and car park donation
VAT Refunds	2,091.70	1,298.93	-792.77	Purchase dependent
	5,824.56	6,759.29	934.73	
Cash at Bank	377,684.76	409,561.21		
Bus Prem	7,223.42	5,028.53		
Current Acc	0.00	0.00		
Petty Cash	384,908.18	414,589.74	29,681.56	Precept received for half year and £10k ncil money
Trade Creditors	-13,083.74	-5,578.59	-7,505.15	Payment of Suffolk Annual Lights bill of £5k is major item.
Accruals and Prepayments	-14,308.12	-11,359.53	-2,948.59	Business Rates prepayments is a key driver
Deferred Income	0.00	-19,833.33	19,833.33	Precept for half year received.
Lights Creditor	-133,633.91	-133,633.91	0.00	
	-161,025.77	-170,405.37	9,379.59	
Loans	-72,452.44	-69,268.65	-3,183.79	Capital Repayments made
Net Assets	308,222.57	332,643.06	24,420.49	
General Funds	159,753.32	170,210.10	10,456.78	
Ballot Fund	4,800.00	4,800.00	0.00	No change
Public Realm	869.09	869.09	0.00	No change
Number 2 Lady St	0.00	0.00	0.00	No change
NCIL	87,161.99	97,677.29	10,515.30	£10k received
Lavenham Funds in Trust	1,500.00	1,500.00	0.00	No change
Neighbourhood Plan Fund	0.00	0.00	0.00	No change
Cemetery Clean Up	5,000.00	5,000.00	0.00	No change
Telephone Box Maintenance	6,000.00	6,000.00	0.00	No change
Lighting Sinking Fund	36,872.80	40,321.21	3,448.41	In lieu of depreciation and to avoid overstating General Funds
Christmas Lights Fund	0.00	0.00	0.00	No change
Street Fair Fund	6,265.37	6,265.37	0.00	No change
Total Reserves	308,222.57	332,643.06	24,420.49	
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	C/F
General Funds	159,753.32	13,905.19	-3,448.41	0.00	170,210.10
Ballot Fund	4,800.00	0.00	0.00	0.00	4,800.00
Public Realm	869.09	0.00	0.00	0.00	869.09
Number 2 Lady St	0.00	0.00	0.00	0.00	0.00
NCIL	87,161.99	0.00	0.00	10,515.30	97,677.29
Lavenham Funds in Trust	1,500.00	0.00	0.00	0.00	1,500.00
Neighbourhood Plan Fund	0.00	0.00	0.00	0.00	0.00
Cemetery Clean Up	5,000.00	0.00	0.00	0.00	5,000.00
Telephone Box Maintenance	6,000.00	0.00	0.00	0.00	6,000.00
Lighting Sinking Fund	36,872.80	0.00	3,448.41	0.00	40,321.21
Christmas Lights Fund	0.00	0.00	0.00	0.00	0.00
Street Fair Fund	6,265.37	0.00	0.00	0.00	6,265.37
Total Reserves	308,222.57	13,905.19	0.00	10,515.30	332,643.06


Current

30/06/2024	Balance Brought Forward	3,928.09
01/07/2024	Car Parking Income Card Payments	154.85
01/07/2024	Supplier Payment: HP Inks	-11.99
01/07/2024	Supplier Payment: Go Paya Cardless	-43.08
02/07/2024	Supplier Payment: Land Registry	-17.94
04/07/2024	Car Parking Income Cash Payments	221.00
05/07/2024	Pension Contributions: NEST	-161.61
08/07/2024	Car Parking Income Card Payments	110.91
09/07/2024	Supplier Payment: British Gas	-67.02
09/07/2024	Car Parking Income Cash Payments	160.00
09/07/2024	Transfer from Deposit Account	15,000.00
10/07/2024	HMRC: PAYE	-2,352.86
10/07/2024	Andrew Smith: June Net Wages	-2,388.91
10/07/2024	Supplier Payment: Command Pest Control	-159.00
10/07/2024	Supplier Payment: JPB Landscapes	-2,800.80
10/07/2024	Supplier Payment: Babergh District Council	-1,656.00
10/07/2024	Supplier Payment: Bartletts Trees	-456.00
10/07/2024	Supplier Payment: Infinity Cleaning	-933.93
10/07/2024	Supplier Payment: Paul Holland	-325.00
10/07/2024	Supplier Payment: Onsite IT	-71.28
10/07/2024	Supplier Payment: Lavenham Community Council	-66.00
11/07/2024	EV Revenue Fuuse	2.76
11/07/2024	EV Revenue Fuuse	74.94
12/07/2024	Supplier Payment: British Gas	-77.20
12/07/2024	Supplier Payment: British Gas	-42.23
15/07/2024	Car Parking Income Card Payments	114.95
15/07/2024	Supplier Payment: Glasscubes	-66.00
16/07/2024	Public Works Loan Board Repayment	-3,759.79
22/07/2024	Car Parking Income Card Payments	128.01
22/07/2024	Supplier Payment: BT	-83.66
22/07/2024	Car Parking Income Cash Payments	400.00
25/07/2024	Supplier Payment: BT	-14.81
29/07/2024	Car Parking Income Card Payments	167.20
29/07/2024	Supplier Payment: HP Inks	-11.99
29/07/2024	Car Parking Income Cash Payments	176.00
30/07/2024	Supplier Payment: Paya Go Cardless	-43.08
31/07/2024	Balance Carried Forward	5,028.53
31/07/2024	Per Bank Statement	5,028.53
		0.00

Premium

30/06/2024	Balance Brought Forward	423,278.65
09/07/2024	Transfer to Current Account	-15,000.00
15/07/2024	VAT Refund	1,282.56
31/07/2024	Balance Carried Forward	409,561.21
31/07/2024	Per Bank Statement	409,561.21
		0.00


Recent transactions

 COMMUNITY 20-83-50 00567094		£5,415.23 Last night's balance £5,028.53		
Date	Description	Money in	Money out	Balance
Mon, 05 Aug 24	POST OFFICE	+ £210.00		£5,415.23
Mon, 05 Aug 24	CHARITIES TRUST	+ £176.70		£5,205.23
Tue, 30 Jul 24	GOCARDLESS		-£43.08	£5,028.53
Mon, 29 Jul 24	POST OFFICE	+ £176.00		£5,071.61
Mon, 29 Jul 24	HPI INSTANT INK UK		-£11.99	£4,895.61

View all transactions

5,028.53

Recent transactions

 Business Premium ME 20-83-50 20567116		£422,053.69 Last night's balance £409,561.21		
Date	Description	Money in	Money out	Balance
Mon, 05 Aug 24	BABERGH PAYMENTS	+ £12,492.48		£422,053.69
Mon, 15 Jul 24	HMRC VTR	+ £1,282.56		£409,561.21
Tue, 09 Jul 24	208350 00567094 FT		-£15,000.00	£408,278.65

View all transactions

409,561.21