

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 6th June 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. Proposed introduction of car parking charges by Babergh District Council**
 - 8.a Receive report from the Clerk.**
 - 8.b Motion to include Water St Car Park within Babergh arrangements.**
 - 8.c. Motion to hold Extraordinary Public Meeting to consider Parish Council contribution to Babergh to remove proposed charges.**
- 9. Speed Indicator Device (SID) for the Melford Rd**
 - 9.a Motion to purchase a Speed Indicator Device (SID).**

10. Clerk/RFO report

- 10.a **Update concerning maintenance of Public Realm.**
- 10.b **Update concerning CIL application for construction of footpath on Melford Rd near Green Willows.**
- 10.c **Motion to approve response to Babergh Housing Consultation.**

11. Planning

Planning Group: To receive reports and recommendations.

12. Clerk/RFO report: Finances

- 12.a **Motion: to approve Accounts for the month ended 30 April 2024.**
- 12.b **Motion to approve Receipts and Payments for the month ended 30 April 2024.**


13. Clerk Annual Review and Contractual Increment

- 13.a **Motion to note that Annual Review of Clerk's performance has taken place and to implement contractually due change to Clerks salary.**

14. Terms of Reference Working Groups

- 14.a **Motion to update Terms of Reference of Planning Working Group.**
- 14.b **Motion to update Terms of Reference of Finance Working Group.**
- 14.c **Motion to make dormant the Operations, Open Spaces and Natural Environment Working Groups.**

15. Date of next meeting – Thursday 11th July 2024



Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 31st May 2024

ANNUAL PARISH COUNCIL MEETING

Held on Thursday 9th May, commencing at 7.30 pm. in the Village Hall.

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

Present:

Chair: Cllr Irene Mitchell. Cllrs: Lizzie Falconer, Iain Lamont, Mary Morrey and Janice Muckian. Seven 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. Election of a Chair

The Chair asked for nominations for the position of Chair. Cllr Falconer nominated and Cllr Lamont seconded Cllr Muckian. The Chair told Councillors that Cllr Robinson had made it known that he would accept nomination. No Councillors nominated him. Cllr Muckian was elected unanimously. The Chair then handed control of the meeting to Cllr Muckian.

2. Election of a Chairman

The newly elected Chair, Cllr Muckian, asked for nominations for the position of Vice-Chair. Cllr Mitchell nominated and Cllr Falconer seconded Cllr Morrey. The Chair asked for nominations for Cllr Robinson for the position of Vice-Chair. No Councillors nominated him. Cllr Morrey was elected unanimously.

3. Apologies and approval of Absences

The Clerk explained that Councillors Bourne, Ranzetta and Robinson had given their apologies and that Cllr Domoney had not responded.

4. Co-Option of Michael Sherman as Councillor

The Clerk reported that the PC had advertised in September 2023 that there were two vacancies following the May 2023 elections, which Council sought to fill by co-option as soon as possible.

The Clerk explained that Cllr Chris Robinson had joined the Council in December 2023 filling the first vacancy and that now Michael Sherman has put his name forward for the remaining vacancy.

The Clerk detailed that he had confirmed that Michael Sherman is eligible, has completed the required Register of Interests Form and has been provided with a copy of the Code of Conduct.

Motion: that the Parish Council welcomes Michael Sherman to the Council and asks Mr Sherman to sign the Acceptance of Office with the Clerk instructed to a) inform Babergh District Council and b) lodge with Babergh District Council the 'Register of Members Interests' form.

Proposed: Cllr Mitchell **Seconded:** Cllr Morrey

Decision: the Parish Council welcomes Michael Sherman to the Council and asks Mr Sherman to sign the Acceptance of Office with the Clerk instructed to a) inform Babergh District Council and b) lodge with Babergh District Council the 'Register of Members Interests' form.

5. Declarations of Interest

No declarations of interest had been received.

6. Requests for Dispensations

The Clerk reported that Cllrs Morrey, Falconer, Lamont, Ranzetta, Muckian, Mitchell, Robinson and Sherman had all asked and been granted dispensations.

The dispensations allow Cllrs Morrey, Falconer, Lamont and Ranzetta to speak and vote on matters concerning Water St as long as they do not relate specifically to their disclosable pecuniary interests. The dispensation allows Cllr Muckian to remain in the Chair to conduct the meeting, participate in discussion and vote to exercise a casting vote where general matters concerning the High Street are the subject of discussion. Where matters to be discussed relate directly to her disclosable pecuniary interest or could be perceived as having a specific beneficial or negative impact on her disclosable pecuniary interest she will hand over to the Vice Chair (or another Councillor) and leave the room. The dispensations allow Cllr Mitchell to speak and vote on matter concerning Water St as long as the matter for decision cannot be viewed from her disclosable pecuniary interest and allow Cllr Robinson and Sherman to speak and vote on matters concerning Brent Leigh Road and Spring St respectively as long as they do not relate specifically to their disclosable pecuniary interests.

7. To approve as accurate minutes of the 4th April 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 4th April 2024 meeting of Council.

Proposed: Cllr Mitchell

Seconded: Cllr Morrey

Decision: The minutes of the 4th April 2024 meeting of the Council were approved as accurate with no votes against. Cllrs Falconer abstained having not been present at that meeting.

8. Chairman's Announcements

The Chair thanked Cllr Mitchell for her contribution to Council.

9. 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 spoke of the importance of visitors to the Lavenham economy saying that, in his opinion, the interests of visitors had not always been fully considered. He recalled that ten years ago the PC rejected its Traffic Working Group recommendation to remove seven car parking bays in front of the Guildhall suggesting that this would have enabled the NT handbook, used by six million NT members each year to plan visits to new regions, to include a picture of the front of the Guildhall and that this rejection has reduced the number of visitors to Lavenham.

The same member of the Public recalled that eight years ago, when the PC begun to install modern street lights in the Market Place, three heritage conservationists had written deploring these lights as totally inappropriate and damaging to its medieval image. The PC, he said, had ignored their advice and the modern lights were installed and are still there.

The same member of the Public thanked the Examiner of LNP2 commenting that otherwise the LNP2 would have allowed isolated homes of outstanding architectural merit to be built on Park Rd. He deplored the 20mph proposal saying that the proposal should have been rejected when it was realised that it cannot be enforced and its viability should also have been questioned when it became known that the planned installation involved over 70 signs which would urbanise the medieval streets of Lavenham's unique core. The PC he said should be more proactive concerning flood risks. Bad News, he said, is never good publicity, adding that no help can be expected from outside sources and so available PC funds should be used to remove debris dams on the Brett. All of these issues, he said, showed that the interests of visitors and residents are aligned.

The same Member of the Public concluded by suggesting that the PC should provide a short online summary of each PC Meeting and thanking all Councillors highlighting the work of the last three Chairs.

The Chair responded that the PC would continue to urge the relevant authorities to take more action with respect to flood risk and that she was aware that a number of local residents are in contact with the Environment Agency. She thanked the Member of the Public for his suggestion concerning a short online summary of each PC Meeting and said that she would discuss this with the Clerk.

A Member of the Public asked if the First Meadow grass could be cut shorter or more frequently and whether a Pest Controller could be hired to remove the moles. The Clerk replied that the second cut was shorter than the first and that he would ask the Contractors to cut the grass shorter. He would consider what could be done with respect to moles.

A Member of the Public said that LNP2 is difficult to read and that this is discouraging village residents from taking an interest in it. She added that the 24 limit on new developments in LNP1 had worked really well as it encouraged the building of affordable homes. The new LNP, she said, with its limit of 12 homes outside the settlement boundary, will make the construction of new affordable homes very difficult as Developers will build projects of 10 homes with none being affordable. The Member of the Public asked if the removal of the cap inside the settlement boundary could lead to a very large development on the Brent Eleigh Rd. The Member of the Public concluded by recommending that the PC delay moving LNP2 forward until the second part of the Joint Local Plan (known as JLP2) is written.

The Chair replied that the PC cannot and has not imposed a cap, it can and has included a resident's preference, the current resident's preference of 24 remains in place until LNP2 is adopted.

A Member of the Public said that he had never seen such a negative Examiners Report with respect to both the Plan itself and the rationale behind it. He recommended that the PC defer moving LNP2 forward until things are more in order.

A Member of the Public said that he wished to make similar points to the previous speaker commenting on the number of absences of Councillors at the Meeting for such a significant decision. He said that it was a pity some Councillors were not at the Meeting having not taken it seriously. Council he said was being asked to ratify a Local Plan based on a report written by one individual which is his opinion is not a proper appraisal. He urged the PC in the context of the second part of the Joint Local Plan (known as JLP2) which deals with spatial ie planning matters, not yet having even been issued in draft form, that the PC keep LNP1 in place with its implied cap of 24 pending the JLP being known in its entirety. He said that the advice given by many during the consultation had been ignored acknowledging that the PC is not bound to accept all such advice and comments.

The Chair replied that the Member of the Public did not know why some Councillors were unable to attend adding that the report is not the report of one person. It is, she explained, the report of the LNP Group which had been considered, prior to this meeting, by the Qualifying Body. Cllr Mitchell added that the Councillors missing tonight had attended the meeting of the Qualifying body expressing understanding of the point that the Joint Local Plan being developed was not fully complete but that this was not a matter in the control of the PC.

10. Local Authority Councillors' Report

The Clerk read Cllr Lindsay's report to the meeting. Cllr Lindsay sends his apologies, he has 18 other PCs in his division and tonight will attend Thorpe Morieux as they've gone longest without seeing him.

Cllr Lindsay reported that the "purdah" period because of elections meant there was very little to report. He thanked Cllr Mitchell for her contribution adding that it had been a pleasure working with her.

Cllr Lindsay commented that it is generally fruitful to get different authorities relating to a specific problem together in the same room, the Water St and lorry traffic meeting had been no exception. He had found the information from Trading Standards on Lorry Watch helpful adding that some years ago he had been involved in pushing for the extra signage outside the village warning about the weight restriction, particularly on the Cockfield turn off on the A134 from Bury, and so he is now pleased that the PC is now considering going ahead with it.

Cllrs Clover and Maybury presented their joint report detailing the intervention of the Overview and Scrutiny Committee of Babergh Council concerning the planned introduction of car park charges.

Cllrs Clover and Maybury reported that Suffolk County Council had refused the Sudbury Town Council proposal to close the Market Hill car park in the summer as an experiment in creating 'Café culture'. He said that local businesses who serve food and drink had said they would not be putting out tables and chairs, other than directly in front of their stores on warm days, and neither would they be employing extra staff. The survey results, he said, were forwarded to Suffolk who along with other financial considerations had taken the decision to terminate the Market Hill closure experiment.

Cllrs Clover and Maybury congratulated the PC on the sterling work carried out in collaboration with Suffolk County Council to enhance the 753 bus service to include evening journeys and a Sunday operating timetable. They expressed hopes that as many residents as possible make use of this improved service saying at £2 per journey it makes sense for us all to use these buses.

Cllrs Clover and Maybury pledged their support for the Parish Council's very reasonable proposal to help solve Lavenham's problems with lorries, in particular, using the A1141 through Lavenham as a short cut between Hadleigh and Bury St Edmunds saying that they will help in whatever way they can.

Cllr Maybury explained that Babergh will introduce food waste recycling and collection, in line with Central Government requirements, by 31st March 2026.

Cllrs Clover and Maybury concluded by thanking Parish Chair, Irene Mitchell for all the hard work and many achievements commenting that what is best for Lavenham has always been at the centre of her focus and that it had been pleasure to work with her.

11. Lavenham Neighbourhood: Report from LNP group

The Chair asked the Chair of the LNP Group to present his report.

The Chair of the LNP Group reminded that the LNP Group prepared a submission draft of the LNP which was approved by the PC approximately 12 months ago. That document has now been reviewed by the External Examiner who has suggested modifications. The LNP Group considers many of these modifications to be helpful and represent improvements, a number of the modifications are neutral, a very few of the modifications are not positive and require detailed consideration by the PC.

The Chair of the LNP Group explained that the Examiner considered that *'the consultation and publicity went well beyond the requirements, and it is clear that the qualifying body went to considerable lengths to ensure that local residents were able to engage in the production of the Plan'*, that *'the Plan is a well-written document, which is easy to read'* and that *'Subject to my recommendations being accepted, I consider that the Lavenham Neighbourhood Plan 2 will provide a strong practical framework against which decisions on development can be made'*.

The Chair of the LNP contrasted these comments with the views expressed during Public Participation acknowledging the Examiners professional background.

The Chair of the LNP explained that it is not permissible to have a Plan that does not include sustainable development and that the PC has three broad options for the next steps:

1. ACCEPT all recommended modifications and – on the assumption that Babergh Council does the same – proceed to a local referendum later this year, and possible ADOPTION
2. ASK Babergh Council not to accept some recommended modifications, and to replace these modifications with alternatives drafted by us.
3. WITHDRAW LNP2 – because some or all of the proposed modifications are unacceptable to the Parish Council, and/or the modified LNP2 would be unlikely to be supported in a local referendum.

In order to help the PC to choose between these options the LNP Group prepared a schedule showing:

1. The policies that would continue to apply, if LNP2 were to be WITHDRAWN (option 3), and the implications of withdrawal.

RAGs BY LNP2 THEME:	Red	Amber	Green
One – Responding to the climate change emergency	0	12	0
Two – A flourishing community, sustainable and resilient	6	2	12
Three – Protecting our heritage and landscape	2	3	2
Four – Movement of people and vehicles	2	1	0
TOTAL – ALL THEMES	10	18	14

- **Red** means the implication is really bad.
- **Amber** means the implication is somewhat bad, but not as bad as **Red**
- **Green** means the implication is acceptable.

2. The policies that would come into force, if LNP2 were to be ADOPTED (option 1), and the implications of acceptance.

RAGs BY LNP2 THEME:	Red	Amber	Green
One – Responding to the climate change emergency	0	0	12
Two – A flourishing community, sustainable and resilient	0	2	18
Three – Protecting our heritage and landscape	0	1	6
Four – Movement of people and vehicles	0	0	3
TOTAL – ALL THEMES	0	3	39

The key consequences of withdrawal would be:

- New housing schemes within or adjacent to the LNP1 boundary could be permitted. Schemes up to 24 dwellings would be the strong community preference.
- Affordable housing schemes could be permitted on edge of village rural exception sites. Schemes up to 24 dwellings would be the strong community preference.
- No Local Green Spaces would be safeguarded.

Conversely, if these policies were to be accepted, there would be:

- Sustainable development inside LNP2's new settlement boundary, with schemes outside the new boundary very restricted – Schemes up to 12 dwellings would be the strong community preference.
- Small affordable housing schemes on rural exception sites well connected to the settlement and key services; and on exception sites for community-led developments, adjacent to the settlement boundary – Schemes up to 12 dwellings would again be the strong community preference.
- 19 Local Green Spaces safeguarded.

The Chair of the LNP group explained that If LNP2 were to be withdrawn, in planning policy terms we would have the NPPF, the Joint Local Plan Part 1 and LNP1. When LNP1 neighbourhood policies (adopted in 2016) and JLP1 non-strategic policies (adopted 6 months ago) conflict, NPPF (paragraph 30) directs that the most recent policies (those in JLP1) would take precedence in Lavenham.

With respect to Option 2 the Chair of the LNP group explained that Babergh Council was very unlikely to be helpful and this would certainly cause delay. He concluded by saying that the issue is not whether the Plan is perfect but Council needs to decide whether the overall package including the Examiners Modifications is sufficiently worthwhile to adopt and that the LNP Group believes that Council should accept the modifications as that condition is satisfied.

The Chair of the PC thanked the LNP Group for all their hard work.

Cllr Lamont emphasised the importance of being the more recent document and the consequent declining importance of LNP1 and the longer this is delayed the longer decisions will be based on the JLP and not a local plan. Cllr Morrey said that these are the recommendations are what we need to carry Lavenham forward into the future and that whilst JLP2 is not complete it is important that Lavenham has a plan and is the latest in this series.

Cllr Falconer asked what all this means for affordable homes. The Chair of the LNP Group replied that the major exception to the no building outside the settlement boundary rule is affordable housing and community-led developments. Developments of 10 or more properties (a number below the community preference for a maximum of 12) will continue to be required to have a 35% affordable homes element. The plan therefore uses all the levers at its disposal to encourage affordable homes, it is not proven, he said, that as some have argued, that lowering the community preference from 24 to 12 will make it more difficult to build affordable homes with their being examples in nearby areas.

Cllr Mitchell commented that waiting for JLP2 was not realistic with there being no certainty as to when this will be made and highlighted the Examiners comments concerning the level of public engagement. She suggested that the list of Examiners recommendations was not overly long and that such lists were becoming longer and more sophisticated as the Neighbourhood Planning process beds down.

Motion: To accept all the LNP2 Examiner's Recommended Modifications; also, to ask Babergh District Council similarly to accept these Modifications, and then to proceed to a local referendum.

Proposed: Cllr Lamont

Seconded: Cllr Mitchell

Decision: The Parish Council accepts all the LNP2 Examiner's Recommended Modifications; asks Babergh District Council similarly to accept these Modifications and to proceed to a local referendum. Cllr Sherman abstained.

12. Clerk/RFO Report

a) Update concerning policies of Suffolk Highways

The Clerk reported that he had been informed by Suffolk Highways that it no longer repairs or replaces, fingerpost signs or the 30mph repeater signs (eg the one which has been laying on the ground by Howletts Garage) and will not repair or replace any 20mph repeater signs put up in connection with the proposed 20mph zone.

The Clerk introduced the Suffolk County Council Guide to Community Volunteer schemes explaining that he was intending that whether or not to join the scheme be an item for the June agenda.

b) Updates concerning Public Realm maintenance and repairs including the Prentice St toilets

The Clerk has asked Paul Holland to do the minor tasks agreed by Council at the last meeting and quote for the repainting of the green pumps. The need for at least one replacement dog bin and minor repairs to other bins have been identified and these will shortly be actioned.

The Clerk together (with the assistance of Cllr Robinson) had identified approximately 10 Highways and street signs which are in a poor state of repair.

As reported under item 12b Highways have refused to fix the 30mph repeater signs and fingerposts but much more positively Babergh have agreed to fix the street signs with the exception of 'Potland Lane' reporting that: 'Potland Lane' is no longer an official or live street name so therefore we would be unable to replace the existing sign. We can see there are no addresses on our database using this road name either. The ordnance survey map is out of date and will be updated on the next run. The road is known as Hall Road with the addresses down there being on Hall Road. We are happy for the existing sign to remain in place as this is causing no harm or confusion'. Councillors advised the Clerk that the current sign should remain in place.

The unkempt nature of the Cock Alley footpath, the Prentice St car park and the entrance to the Church St Car Park have also been reported. Babergh is working through these reports and has now cut back most of these areas.

The Water St pavement is on the 'to do' list of Milestone the maintenance contractor of Suffolk Highways. The Suffolk Highways Officer expressed his dismay at the delay. Highways are aware of the longstanding footpath works on Brent Eleigh Rd by an unknown utility company and are investigating.

The Clerk invited the contractor who built the step free ramp in the Prentice St Car Park to consider what footpath might be established at the rear of the Church St Car Park which is a 'desire line' footpath between Bears Lane and the Car Park. The Contractor highlighted the gradient and the tree roots and suggested that only a path with steps would be possible suggesting a brick or sleeper type path with handrails. Councillors advised the Clerk to develop step-based proposals.

The Prentice St toilet drains have had to be cleared for the third time this year. The blockage would appear to be partly the lack of gradient within the Prentice St Car Park and partly a blockage in the Anglian Water main drain. The main drain problem has been reported to Anglian Water. Council will need to monitor this situation.

c) Update with respect to car parking charges

The Clerk reported that he had met, together with Cllrs Mitchell and Muckian, with Babergh Officers on Tuesday May 7th.

Car Parking charges, he said, continue to move through the Babergh Democratic Process. The Overview and Scrutiny Committee has asked further questions of Babergh Cabinet.

These questions are generally around the effects on less advantaged people, at a local level the Parish Council has pursued similar themes.

The Parish Council has been determined to ensure:

- a) that residents can continue to freely access the Community Centre and other community facilities adjacent to the Church St Car Park
- b) that residents without off-street parking can use the council car parks, particularly Prentice St, at modest cost
- c) that local traders are not disadvantaged dependent on the days that they open
- d) that visitors to the village pay a substantial portion of the fees.

As a consequence of these discussions Babergh Council officers have suggested that:

- a) It may be possible to offer two hours free parking to users of the Community Centre, Pre School, Library, and Surgery. Most probably via check-in machines in the buildings.
- b) It may be possible to offer annual parking permits at a cost of approximately £95.

These changes, he reported, are made possible through the introduction of Sunday parking charges.

Further mitigations ie extensions of these arrangements, he said, may be possible if the Water St Car Park is also covered by the Babergh scheme. Changes, of some kind, he said are required to the Water St car park arrangements consequent of the Babergh changes.

Additionally, Babergh Officers have confirmed that Babergh would be prepared to remove the proposed Lavenham changes should the Parish Council be prepared to offer £67,500 in year 1 rising to £75,000 in year 3 (these figures are open to downward negotiation) to Babergh Council as a subsidy.

Such an arrangement would allow the Council to continue to receive car parking donations which would need to be supplemented by an increase in precept. Donations received in 2023/24 were £18,000.

The Charge to a Band D household would be £1 a week with increases each time Babergh increase the underlying charges.

He concluded by saying that Councillors need to consider this information and then Council must determine what decisions it wishes to make and how it wants to ascertain the opinions of all affected.

d) Motion: to approve Accounts for the year ended 31 March 2024.

The Clerk highlighted that the final surplus for the year was £32,000 in line with previous information supplied to Council. The reasons for the surplus were unchanged from prior months. He presented the information in tabular and graphic form.

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

Proposed: Cllr Falconer

Seconded: Cllr Morrey

Decision: Approved unanimously.

e) March 2024 Receipts and Payments

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

Proposed: Cllr Mitchell

Seconded: Cllr Falconer

Decision: Approved unanimously.

f) Motion to approve the Annual Governance and Accountability Returns and Internal Auditors Reports

The Clerk tabled the Internal Auditors Summary and Detailed Reports to Councillors together with the draft returns. The Clerk highlighted the only critical comment of the Internal Auditor which was that Fidelity Cover is not in place. He talked, at length, through the variances schedule.

Motion: to approve the Internal Audit Reports for the year ended 31 March 2024

Proposed: Cllr Sherman

Seconded: Cllr Lamont

Decision: Approved unanimously

Motion: to approve Section 1 of the AGAR.

Proposed: Cllr Sherman

Seconded: Cllr Lamont

Decision: Approved unanimously

Motion: to approve Section 2 of the AGAR.

Proposed: Cllr Sherman

Seconded: Cllr Lamont

Decision: Approved unanimously

Motion: to approve the supporting schedules of the AGAR.

Proposed: Cllr Sherman

Seconded: Cllr Lamont

Decision: Approved unanimously

Motion: to approve the exercise periods for public rights.

Proposed: Cllr Sherman

Seconded: Cllr Lamont

Decision: Approved unanimously

g) Motion to approve the purchase of two Speed Indicator Device posts to be situated on Melford Rd.

The Clerk detailed the final approved locations for the devices emphasising that Suffolk County Council had made concessions and been most helpful. One post in each direction.

Motion: to accept the quotation by Suffolk Highways to provide two extra SID posts at a total cost of £1,200 using Highways Act 1980, section 274A which gives Parish Councils the Power to contribute to the cost of traffic calming measures.

Cllr Lamont highlighted that Suffolk have said that it will take them six months to install these posts and so suggested an amendment to add to the motion 'and the clerk is instructed to obtain three quotes for sid devices and prepare a paper for the June meeting of Council setting out these quotes and recommending which quote to accept'. The additional Sid is to put first on the existing Melford Rd site..

Motion: to amend the motion and subsequently motion to pass the amended motion

Proposed: Cllr Lamont

Seconded: Cllr Mitchell

Decision: Approved unanimously

13a. Lorry Movement A1141, Update following meeting with James Cartlidge MP and Suffolk CC.

Cllr Mitchell reported that the local MP had reported the meeting via Social Media and so she would keep her report brief. The meeting she said had searched for solutions and had come up with four ideas. Highways have been persuaded to consider ideas for improved signage at the eastern end of the lorry route and a day of action Lorrywatch with the MP attending is planned. Working with Highways we will seek a) improved compliance with the approved lorry route and b) better dialogue with the utilities companies who are responsible for many of the diversions.

13b Lorry Movement A1141. Motion to approve the purchase of signage advising lorries of the restrictions in Lavenham.

Cllr Lamont explained the proposed signs as documented in the Working Paper. Cllr Falconer added that the signs were particularly important as Lorry Watch is unable to take action against foreign lorries whereas the Police can take action against lorries which are not complying with signage.

Motion: 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'.

Proposed: Cllr Falconer

Seconded: Cllr Morrey

Decision: Approved unanimously

14. Planning Applications for Consideration

DC/24/01943

Listed Building Consent - Removal of cement render, replacement with lime. Dyers Hall 95 High St, This proposal conforms to Policy LAV 33 of the emergent Lavenham Neighbourhood Development 2024 issued by the Examiner. The proposal seeks to enhance and preserve the heritage asset by restoring traditional breathable Lime Render.
Recommend Approval

DC/24/01687

Erection of garden room/office (following removal of shed). The Sparrows, 21 - 22 Water Street. This application requires a shed and one small tree to be removed. The garden room is a temporary structure. It is 2.5m high, so will be visible over the rear garden wall which is 1.8m, but not significantly so. Recommend Approval

Proposed: Cllr Sherman

Seconded: Cllr Mitchell

Decision: Approved unanimously.

Date of next meeting

Thursday 6th June 2024 7.30 pm in the Village Hall. The meeting closed at 9.55pm.

Proposed introduction of car parking charges by Babergh District Council

Background:

The car parking charges, proposed by Babergh Council, in Lavenham are £1 for up to 2 hours rising to £2.50 for all day parking. Annual Parking permits would cost £250.

Possible negotiated options are:

Option 1:

- a) Two hours free parking to users of the Community Centre, Pre School, Library, and Surgery. Most probably via check-in machines in the buildings.
- b) Discounted annual parking permits at a cost of approximately £95.

These concessions have been achieved as a result of negotiations between the Parish Council and Babergh Officers with an agreement to extend charging to Sundays.

The Parish Council currently receives approximately £18,000 annually of visitor donations for use of the car parks and toilets which supplement the Precept income. The imposition of car parking charges is anticipated to lead to a very significant fall in these donations.

Option 2:

Continue to negotiate with Babergh requesting further mitigations and changes to the mitigations.

However:

- a) No further significant mitigations are possible without additional funding being available.
- b) The PC needs to decide whether it is going to continue to offer free parking in the Water St Car Park or permit Babergh Council to introduce charges there also and use these revenues to fund additional mitigations.

If the Water St Car Park remains free it will fill with relatively long-stay vehicles e.g. those car sharing for journeys to Stansted airport and will become the preferred parking for many visitors to Lavenham.

Congestion and the potential for accidents and damage to pavements and buildings on Water St will increase as folk check first whether there are any Water St spaces available.

Increased usage of the car park will increase wear and tear on the shingle surface and the protective membrane below. If car parking charges are introduced in Water St, then the charges will be payable, for legal reasons, to Babergh not the PC. The PC would be able to ask Babergh to contribute towards these increased maintenance costs.

Motion:

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 and ask Babergh Council to use those funds to enhance the proposed mitigations and contribute to the maintenance of the Water St Car Park.

Option 3:

Background:

Babergh Council has said it 'would be prepared to remove the proposed Lavenham changes should the Parish Council be prepared to offer £67,500 in year 1 rising to £75,000 in year 3 (these figures are open to downward negotiation) to Babergh Council as a subsidy'.

Such an arrangement would:

- a) Allow the Community Centre and Surgery to continue to allow un-restricted free parking in their car parks.

If Babergh introduce car park charges in the Church St Car Park these organisations will have no choice but to include their car parks within the Babergh arrangements. The alternative would be for them to construct entrance gates or impose the charges themselves to avoid their car parks being abused.

- b) Not encourage additional on-street parking which will make it more difficult for residents to find places to park near their homes and near the shops and further put pressure on Market Place.
- c) Allow the Parish Council to continue to receive car parking donations which would contribute towards the subsidy paid to Babergh.
- d) Require an increase in precept. The charge to a Band D household would be 75 pence to £1 a week with increases each time Babergh increase the underlying charges.

There has been some suggestion that a Residents Parking Permit scheme could or should be introduced to manage on-street parking.

Such a scheme would have to be introduced by Suffolk County Council and (due to the necessary public consultations etc) would take two years to implement. It would not guarantee permit holders a parking place near their home. Annual Permits would cost approximately £100 per vehicle.

Any changes to the current arrangements may concern residents. The Parish Council is keen to engage with Members of the Public and hear their views and suggestions. Possible methods of engaging with the Village include an Extraordinary Public Meeting or a village poll i.e. referendum or both.

Motion:

That the Clerk should convene an Extraordinary Public Meeting to enable Members of the Public to ask questions and express their views on the proposed changes.

Purchase a Speed Indicator Device (SID) for installation on the existing post on the Melford Rd.

Background:

At its meeting of May 9 2024, in the context that Suffolk Highways have explained that it will take six months to install the two new SID posts on Melford Rd, Council agreed that:

The Clerk should obtain three quotes for SID devices and prepare a paper for the June meeting of Council setting out these quotes and recommending which quote to accept. The additional Sid is to put first on the existing Melford Rd site.

Progress made:

The Clerk has obtained five quotes as set out in the Appendix.

Description of Quotes obtained:

The quotes vary between £2,400 and £4,600.

All quotes are for solar powered units with battery backup and display emojis.

All quotes offer data download but one of the units does not allow this to be done remotely. For this device (Pandora) a laptop PC has to be connected via a cable to the device at the roadside. This device is therefore not recommended.

The ease of moving the devices varies considerably. Elan and Truvelo devices are more complicated to move and are therefore not preferred.

The Westcotec device is manufactured in Norfolk and is highly recommended by other local councils e.g. Acton and Cockfield but is approximately £1,000 more expensive than any other device.

The Messagemaker device is easy to move, moderately priced, has a six year warranty and has remote data download and is therefore considered most appropriate.

Three of the devices (Messagemaker, Pandora and Westcotec) are from smaller UK companies and are manufactured in the UK, the Elan and Truvelo devices are from larger European suppliers.






The PC's other device is a Truvelo.

Motion:

That the Clerk order a Messagemaker device at a cost of £3,590 plus VAT.

The Highways Act 1980 section 274A confers on Parish Councils the power to contribute towards the cost of traffic calming measures and the Road Traffic Regulations Act 1984 section 72 confers on Parish Councils the power to provide traffic signs and other notices.

Item 9 Appendix

	Elan	Truvelo	Messagemaker	Pandora	Westcotec
Location	French Company. UK Sales Office London	Austrian Company. UK Sales Office London	UK Company. Manufactured in Surrey.	UK Company. Manufactured in Cumbria	UK Company. Employee owned. Manufactured in Norfolk.
Display					
Device weight: Please detail.	Radar 10kg Battery 6kg, Solar Panel 11kg	Radar 4kg. Other weights unknown.	Radar 8kg. Other weights unknown	Sign and Battery 18kg, Solar 5kg	26kg incl battery and solar panel
Please describe device moving process including estimate of time and number of people involved.	5 torque straps. Not supplied. No detailed instructions.	2 people. Estimated time 1 hour.	Sign is fixed to a backplate that is attached via two 76mm clips. These clips are easily removed and can then be transferred to a	Optional Spigot £280 makes this a two minute job	Our SIDs are very easy to install and can be deployed by a single person. Estimated time of installation 5-10 minutes

			separate post.		
Digit height and width: Please detail.	49cm x 30cm	30cm x30cm	30cm x30cm	38cm x 28cm	30cm x30cm
Overall device size: Please detail.	76cm x70cm	62cm x 62cm	66cm x 43cm	74cm x 54cm	67cm x 43cm
Downloadable information:	Bluetooth connection with included software	Integral Sim for remote download at no extra cost for life.	Bluetooth Remote Data Download (module and antenna) is a £275 optional extra.	USB connection only	Bluetooth Remote Data Download (module and antenna) is a £379 optional extra.
Warranty Offered: Please detail.	2yrs	2 yrs with engineer visits if required	6 yrs	2 yrs	3yrs for sign and solar panel, 1 yr for battery
Service Agreements	£180 pa	Available	Warranty	Warranty	Warranty
Price:					
Cost	£2,340 +VAT	£4,229 +VAT Installation extra	£3,315 +VAT or £3,590 incl Bluetooth	£3,370 + VAT plus easy fit spigot £280 + VAT so £3,650 +VAT	£4,209 + VAT or £4,588 incl Bluetooth
Exec Summary:	£2,340	£4,229	£3,590	£3,650	£4,588
	Remote Data	Remote Data	Remote Data	No Remote Data, USB	Remote Data
	Moving not esp easy	Moving not exp easy	Easy to move	Easy to move	Easy to move
	Incl service 4 yr service agreement £3,060	Existing SID is Truvelo	Longest warranty. UK Manufacture.	Small Company based in Cumbria	As installed Cockfield, Acton and Sudbury. V Scary Face. Small company based in Norfolk

Update Concerning Public Realm

Pavements:

Suffolk Highways reported on May 23rd, following escalation to and intervention by Cllr Lindsay, that:

‘Operatives visited the site in Water Street and confirm that the issue is with the sewer connection. This has now been forwarded to the relevant utility company. As you are no doubt aware, utility companies often play ‘hardball’ with local authorities. Obviously, as this is utilities work I am unable to know any timescales for repair.

Brent Eleigh Road on the other hand is a different matter. I believe this was a Cadent site, however when their operatives visited site they discovered a void around their apparatus. Unfortunately, this now rebounds back to us to repair the void, which I have now ordered on 20 working days’.

Street Signs and Bollards:

Suffolk Highways have refused all requests for maintenance of all the street signs we reported to them for repair/replacement and also repair of the bollards by the Swan Hotel.

PC has requested Highways remove the collapsed 30mph repeater sign resting on the grass outside Howletts.

Lorry Signs:

These have been ordered from Suffolk CC who despite having told us the price was final now seem to be saying that it was not quite final. Await further information.

Street Name signs:

Babergh Council have repaired or replaced all of the reported damaged signs except Brent Eleigh Rd and Lady St which will be actioned shortly. The Potland Lane sign, has by agreement, been left in situ.

Cemetery Storeroom Doors:

Issues with the opening and closing of both doors. Locksmith has made one of the doors workable again, Contractor asked to repair the other door.

The Hub:

Leak around window and front door in heavy rain and strong winds. Contractor asked to investigate and fix.

Church St and Prentice St Toilets:

Church St: Non-functioning flush. One toilet now closed to the Public. County Washrooms taking up with Supplier under warranty. Prentice St: Last cleared April. No issues May.

Meadow Close:

New Grit bin purchased and will be installed shortly.

Grass Cutting:

Due to wet weather Babergh are behind with their programme and have appealed to Council Staff to volunteer for overtime. Adverse comments seen concerning Babergh areas. The Parish Council contractors similarly apologise.

Open space by Church St Toilets:

Babergh sprayed the weeds and have been reminded to visit and complete the tidy up.

Report on CIL bid for funding and construction of a footpath Connecting Green Willows with Lavenham.

Background:

Summer 2023: Idea put forward by local residents

Summer 2023: Discussed by Parish Council and agreed as an urgent priority.

Autumn 2023: PC conducted a survey of residents which showed overwhelming local support.

Winter 2023: Babergh Council confirmed that the bid was compatible with the Babergh Local Cycling and Walking Infrastructure Plan and that should the bid for the construction of the footpath come from Suffolk Highways 100% of the cost (excluding the costs with respect to the Streetlight) could be funded. Babergh Council invited an application to be made in the May 2024 CIL round.

May 2024: Application made by Suffolk Highways to Babergh Council for £57,268 of CIL funding for footpath.

May 2024: Quote for £4,450 issued by Highways to the Parish Council for construction of the streetlight.

Anticipated Timeline:

CIL Decision: August 2024

Detailed design by Highways August to December 2024

Construction: Spring/Summer 2025

Motion:

That the Parish Council formally accept the quotation of £4,450 for the construction of the streetlight.

The Parish Councils Act 1957 section 3 confers on Parish Councils the power to light roads and public places.

From: Adrian Last <Adrian.Last@suffolkstreetlighting.org>
Sent: 16 May 2024 16:55
To: Lavenham Parish Council <lavenhampc@yahoo.co.uk>
Cc: Andrew Smith <andrew.smith@lavenham-pc.gov.uk>
Subject: Proposed New Street Light Column Melford Rd Lavenham V1

Good Afternoon Lavenham PC,

Further to my updated e-mail this morning sent to Andrew Smith regarding the finalised position of the column as now agreed with Darren Smith, this has now led to the column being further away from the planned source of supply than my original allowance included in my original quotation

I have now amended the original quotation which now includes the additional meterage for the trenching, cabling / ducting and reinstatement to reflect these changes

Please see below SCC revised quotation which now include the additional costs to cover the above works as agreed with Darren Smith

For The Sum Of; £4,449.84 + VAT

Please confirm if the PC approves the costs so this can be included within the major scheme

Rgds

Ady

Ady Last
Streetlighting Engineer
West & South Area
Streetlighting
Growth, Highways & Infrastructure
Suffolk County Council

Motion to approve response to Babergh Housing Consultation

Background:

On 15th May 2024 Babergh and Mid Suffolk District Councils wrote to the PC explaining that:

Following adoption of the Babergh and Mid Suffolk Joint Local Plan Part 1 the Councils have prepared three draft Supplementary Planning Documents (SPDs).

- a) The draft Housing SPD provides further guidance and detail for addressing housing needs and affordable housing delivery within development proposals in the two Districts.
- b) The draft Intensive Livestock and Poultry SPD provides supplementary information on the issues and considerations relevant to intensive livestock and poultry planning applications.
- c) The draft Biodiversity and Trees SPD provides supplementary information to further explain the policies on biodiversity, protected species and habitats, and trees'

The deadline for comments is 4pm on Wednesday 19th June 2024.

The Parish Council focused on the Housing SPD.

Draft Comments:

The document is welcomed as it:

- a) Provides a degree of clarity about what is expected in development applications; usefully explaining differing arrangements between market led development and community led development
- b) Explains *Artificial or Contrived SubDivision*. This will go a long way to alleviating concerns about proposed developments lower than the threshold required for inclusion of affordable homes.
- c) Provides clear direction on when the affordable component of developments applies.

The Parish Council requests the Councils clarify in the document that the local connection criteria also apply to Rural Exception Sites.

Developments on rural exception sites are intended to meet housing need for local people and those with a local connection to a specific settlement. Section 2.8.4 of the consultation document sets out what a local housing needs survey needs to capture. Section 2.9.5 sets out the criteria for 'local connection' but in reference to self-builds. The document does not make clear whether those criteria also apply to Rural Exception sites.

Motion:

That the draft reply to the Consultation is approved and the Clerk instructed to reply on behalf of the Parish Council.

Agenda Item 11

Planning Register:				
February				
00332	The Hall, Hall Rd	Re-roof with steel sheets	Approved	Refusal
00483	57 High St	Window and Render changes	Approved	Refusal
00503	47 High St	Extension	Approved	Approval
00510	47 High St	Extension	Approved	Approval
00540	The Grove, 5 Lady St	Fell Lime Tree	Approval	Approval with v minor Condition
00688	24 Bolton St	Single Storey rear extension	Approval	Approval
00743	The Old Rectory Church St	Stone portico to replace timber pediment Planning Permiss	Refused	Refusal
00744	The Old Rectory Church St	Stone portico to replace timber pediment Listed Bldg Conse	Refused	Refusal
00753	Land west of Bury Rd	6 houses	Refused	Refusal
March				
01050	15 The Paddocks	Side Extension	Approved	Approval
01199	Great House Hotel	Outdoor Courtyard	Approved	Approval
01197	Great House Hotel	Outdoor Courtyard	Approved	Approval
April				
01687	The Sparrows 21/22 Water St	Erection of Garden Room/Office	Approved	Approval
01943	Dyers Hall, 95 High St	Replacement of cement render with lime render	Ongoing	Approval
May				
02280	Driftside 53F High St	Garden Room extension and removal of conservatory	Ongoing	Ongoing

Planning Applications for consideration at LPC meeting on 6th June 2024

DC/24/02280

Householder Application. Erection of garden room extension (following removal of conservatory).

Driftside 53F High Street Lavenham CO10 9PY

Consultation end date 10th Jun 2024

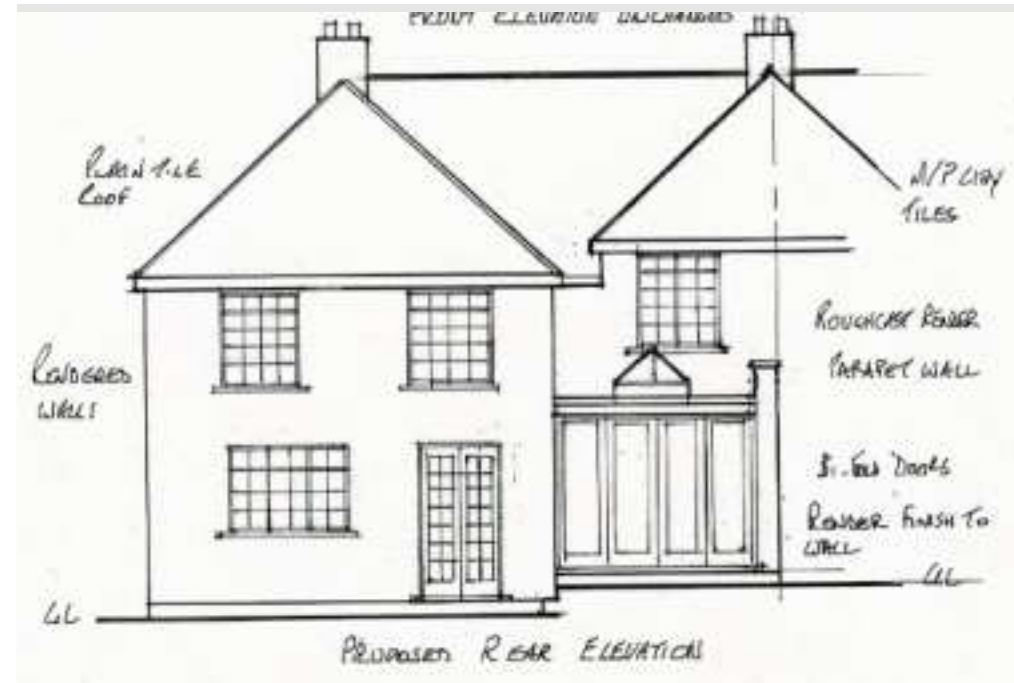
The property is not listed.

The proposed extension is at the rear of the property, it is single storey and would replace the existing conservatory with a permanent room the same footprint.

It is not visible from the street.

Recommend Approval





	Actual YTD	Budget YTD	Favourable /(Adverse)	Notes
Precept	9,916.67	9,916.67	0.00	No variance
Babergh Cleansing Grant	1,041.04	1,000.00	41.04	Increase in Living Wage slightly more than estimate in budget
Fixed Income	10,957.71	10,916.67	41.04	
Burial Fees	753.00	750.00	3.00	Not material
Car Park and Toilet Donations	1,311.25	0.00	1,311.25	Not budgeted
Other Donations	40.00	0.00	40.00	Finalisation of Christmas Donations
EV Charging Income	72.91	41.67	31.24	March a little higher than accrued
Interest Received	400.00	166.67	233.33	Interest rates higher than anticipated
Variable Income	2,577.16	958.33	1,618.83	
Total Income	13,534.87	11,875.00	1,659.87	Car Park and Toilet Donations is main variance
Management Costs	3,459.00	3,760.35	301.36	No consultancy or specialist advice costs incurred in April
Office costs	814.98	1,124.17	309.19	No Cllr Training Costs incurred in April
LNP including Costs of Democracy	55.00	0.00	-55.00	LNP continues, was anticipated to be now complete
Street Cleaning and Green Maint	3,051.04	3,157.98	106.95	No money spent on minor cemetery repairs
Public Realm	686.00	800.00	114.00	Minor repairs in April a little less than budgeted
Toilet Costs	1,193.69	1,170.00	-23.69	Not material
Water St	351.02	375.00	23.98	Not material
Community Events including Grants	0.00	0.00	0.00	Not material
EV Costs	65.99	100.00	34.01	Not material
Contingency	0.00	166.67	166.67	Contingency
Total Costs	9,676.70	10,654.17	977.46	
Surplus/(Deficit)	3,858.16	1,220.83	2,637.33	

	Mar 24	Apr 24	Increase/(decrease)	Notes
Fixed Assets	150,968.05	150,968.05	0.00	No change
Debtors	0.00	0.00	0.00	No change
Accrued Income	3,732.86	5,039.75	1,306.89	Babergh Cleaning Grant 4 months, interest and car park donation
VAT Refunds	2,091.70	1,330.58	-761.12	Purchase dependent
	5,824.56	6,370.33	545.77	
Cash at Bank	377,684.76	429,332.45		
Bus Prem	7,223.42	6,527.32		
Current Acc	0.00	0.00		
Petty Cash	384,908.18	435,859.77	50,951.59	Precept received for half year and £10k ncil money
Trade Creditors	-13,083.74	-5,324.88	-7,758.86	Payment of Suffolk Street Lighting whole yr 23/24 is largest item.
Accruals and Prepayments	-14,308.12	-9,607.55	-4,700.58	Business Rates prepayments
Deferred Income	0.00	-49,583.33	49,583.33	Precept for whole year received.
Lights Creditor	-133,633.91	-133,633.91	0.00	
	-161,025.77	-198,149.67	37,123.90	
Loans	-72,452.44	-72,452.44	0.00	None
Net Assets	308,222.57	322,596.04	14,373.46	
General Funds	159,753.32	162,795.55	3,042.23	
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	37,688.74	815.94	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	322,596.04	14,373.46	
Imbalance	0.00	0.00	0.00	

	Actual YTD	Budget YTD	Favourable /(Adverse)
Staff salaries and Other Consultancy Costs	3,403.00	3,635.35	232.36
Audit and Payroll bureau costs	56.00	125.00	69.00
Management Costs	3,459.00	3,760.35	301.36
Telephone & broadband	95.05	100.00	4.95
Website Dev and .gov	59.40	100.00	40.60
Accounting software & computer	0.00	60.00	60.00
Office Materials	9.99	25.00	15.01
Data Protection	0.00	0.00	0.00
Subscriptions & Insurance	211.16	225.00	13.84
All Training/Cllr expenses	0.00	166.67	166.67
Room hire PC meetings	105.00	50.00	-55.00
Office Maintenance	0.00	20.83	20.83
Digital mapping	150.00	150.00	0.00
Parish Office business rates	101.05	120.00	18.95
Parish Office rent	83.33	83.33	0.00
Office Miscellaneous	0.00	23.33	23.33
Office costs	814.98	1,124.17	309.19
LNP Costs incl Cost of Democracy	55.00	0.00	-55.00
Green Maintenance	958.75	958.75	0.00
Tree Maintenance and Care	380.00	350.00	-30.00
Street cleansing	1,278.40	1,382.57	104.17
Refuse collection bins & dog bins	298.74	166.67	-132.07
Chapel Business Rates	135.15	150.00	14.85
All cemetery management	0.00	150.00	150.00
Play equipment	0.00	0.00	0.00
Street Cleaning and Green Maint	3,051.04	3,157.98	106.95
Street furniture	90.00	200.00	110.00
Street Lighting energy	500.00	500.00	0.00
PWLB interest	96.00	100.00	4.00
Public Realm	686.00	800.00	114.00
Church Street energy	116.23	125.00	8.77
Church Street water	0.00	0.00	0.00
Church St Toilets Business Rates	67.37	80.00	12.63
Prentice St Water	0.00	0.00	0.00
Prentice St non EV energy	38.34	25.00	-13.34
Donation Points	35.90	40.00	4.10
Washroom Cleaning & Consumables	660.85	800.00	139.15
Washroom Minor Maintenance	275.00	100.00	-175.00
Miscellaneous	0.00	0.00	0.00
Toilet Costs	1,193.69	1,170.00	-23.69
Water Street green maintenance	96.85	100.00	3.15
Water Street Business Rates	254.17	275.00	20.83
Water St	351.02	375.00	23.98
Small Grants (combined)	0.00	0.00	0.00
Christmas trees/lighting	0.00	0.00	0.00
Xmas Eve Community Carols	0.00	0.00	0.00
1st Meadow summer facilities	0.00	0.00	0.00
Misc	0.00	0.00	0.00
Bellward Award	0.00	0.00	0.00
Community Events including Grants	0.00	0.00	0.00
EV Costs	65.99	100.00	34.01
Contingency	0.00	166.67	166.67
Total Expenses	9,676.70	10,654.17	977.46
Surplus/(deficit)	3,858.16	1,220.83	2,637.33

Current

31/03/2024	Balance Brought Forward	7,223.42
02/04/2024	Supplier Payment: HP Inks	-11.99
03/04/2024	Car Parking Income Card Payments	96.90
03/04/2024	Supplier Payment: PAYA	-43.08
04/04/2024	Chritmas Lights Donation	30.00
08/04/2024	Car Parking Income Card Payments	111.15
08/04/2024	Supplier Payment: Mutts Butts	-165.70
08/04/2024	Pension Contributions: NEST	-161.61
09/04/2024	Transfer from Deposit Account	20,000.00
10/04/2024	Supplier Payment: Paul Holland	-90.00
10/04/2024	Supplier Payment: Zoom	-15.59
10/04/2024	Supplie Payment: SALC	-702.85
10/04/2024	Andrew Smith: March Net Wages	-2,237.94
10/04/2024	Supplier Payment: Onsite IT	-71.28
10/04/2024	Supplier Payment: Village Hall	-55.00
10/04/2024	Supplier Payment: Playquip	-27.60
10/04/2024	Supplier Payment: Infinity Cleaning	-807.11
10/04/2024	Supplier Payment: Drain Doctor	-330.00
10/04/2024	Supplier Payment: Command Pest Control	-159.00
10/04/2024	Supplier Payment: Pear Technology	-180.00
10/04/2024	Supplier Payment: Sparling and Faier	-110.00
10/04/2024	HMRC: PAYE and NI	-2,459.69
10/04/2024	Supplier Payment: Nupremis	-421.66
10/04/2024	Supplier Payment: Suffolk County Council	-595.78
10/04/2024	Supplier Payment: Suffolk County Council	-4,778.14
10/04/2024	Supplier Payment: Babergh District Council	-1,621.75
10/04/2024	Supplier Payment: Babergh District Council	-2,020.95
10/04/2024	Supplier Payment: JPB Landscapes	-1,948.08
10/04/2024	Supplier Payment: JPB Landscapes	-2,684.58
11/04/2024	Car Parking Income Cash Payments	255.00
12/04/2024	Supplier Payment: British Gas	-95.44
12/04/2024	Supplier Payment: British Gas	-37.12
15/04/2024	Car Parking Income Card Payments	107.35
15/04/2024	Supplier Payment: Angel Hotel	-267.00
15/04/2024	Burial Income; Deacons	363.00
16/04/2024	Supplier Payment: British Gas	-43.33
16/04/2024	EV Income: Fuuse	92.91
16/04/2024	Car Parking Income Cash Payments	211.00
16/04/2024	Supplier Payment: Glasscubes	-66.00
22/04/2024	Car Parking Income Card Payments	213.75
22/04/2024	Supplier Payment: BT	-83.66
23/04/2024	Car Parking Income Cash Payments	181.00
24/04/2024	Supplier Payment: Swan Hotel	-50.00
24/04/2024	Burail Income: Halstead Memorial Clements	170.00
24/04/2024	Burail Income: Halstead Memorial Denby	220.00
24/04/2024	Supplier Payment: Seago and Stopps	-129.60
24/04/2024	Supplier Payment: Bartletts	-456.00
25/04/2024	Supplier Payment: BT	-14.81
29/04/2024	Car Parking Income Card Payments	109.25
30/04/2024	Supplier Payment: Paya Go Cardless	-43.08
30/04/2024	Supplier Payment: HP Inks	-11.99
30/04/2024	Car Parking Income Cash Payments	140.00

30/04/2024	Balance Carried Forward	6,527.32
30/04/2024	Per Bank Statement	6,527.32 0.00

Deposit

31/03/2024	Balance Brought Forward	377,684.76
08/04/2024	Babergh DC: Precept	59,500.00
09/04/2024	Transfer to Current Account	-20,000.00
15/04/2024	NCIL	10,515.30
29/04/2024	VAT Refund	1,632.39
30/04/2024	Balance Carried Forward	429,332.45
30/04/2024	Per Bank Statement	429,332.45 0.00

BARCLAYS

Notifications

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SmartBusiness

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Help and support

Hello Mr Smith

Last log in, Tue 30 April at 11:14am

Customise your accounts

LAVENHAM PARISH COUNCIL

COMMUNITY >

20-83-50 00567094

Show recent transactions

£6,527.32

Available balance

Last night's balance £6,527.32

Single payment

Transfer

More

LAVENHAM PARISH COUNCIL

Business Premium ME >

20-83-50 20567116

Show recent transactions

£429,332.45

Available balance

Last night's balance £429,332.45

Single payment

Transfer

More

	6,527.32	429,332.45	435,859.77
Opening Cash April 1 2024		384,908.18	
Precept Cash		59,500.00	
Car Parking Donations		1,425.40	
Other Donations		30.00	
Burial Fees		753.00	
EV Charging Income		92.91	
NCIL		10,515.30	
Supplier Payments		-18,138.17	
VAT Refund		1,632.39	
Salaries Payments		-4,859.24	
		435,859.77	
Per Bank Statement		435,859.77	
Check		0.00	

Clerk Annual Review

Background:

The Clerk met with Cllrs Mitchell, Morrey and Muckian on April 9th 2024. An annual appraisal was conducted.

The employment contract of the Clerk states that his pay is according to the Local Government pay structure.

- a) 'Your starting salary scale will be Spinal Column Point 25' and
- b) 'Subject to satisfactory service Spinal Column Point 26 will be payable from the first anniversary of your appointment'.

Motion:

That Council acknowledges and fulfils its legal obligations to increase the Clerk's salary to Spinal Column Point 26 with effect from April 1 2024 and will implement the national Local Government pay increase for 2024/25 when it is agreed between the Employers and the Trades Unions.

Terms of Reference Working Groups

Background:

There are currently five Working Groups each with Terms of Reference.

Three of the Working Groups i.e. Operations, Open Spaces and Natural Environment are inactive with discussions in these areas being dealt with at Council level.

The Finance Working Group is active, the suggested revisions make it clear that the Group consists of all Councillors and have been updated to include the more regular re-forecasting of the PCs financial position introduced in 2023.

The Planning Working Group is active, the suggested revisions give additional clarity that the Planning Working Group can engage with Specialist Advisors and request funding from Council to obtain specialist advice.

Motion:

14.a Motion to update Terms of Reference of Planning Working Group.

14.b Motion to update Terms of Reference of Finance Working Group.

14.c Motion to make dormant the Operations, Open Spaces and Natural Environment Working Groups.



LAVENHAM PARISH COUNCIL

Terms of Reference: Planning Working Group

1. Purpose of the Group

The purpose of the Group is to provide advice to the Council in its role as a Statutory Consultee on all matters concerned with formal Planning Applications and the Joint Local Plan. The Group is not empowered to make decisions other than to make recommendations to the Council.

2. Specific Tasks

2.1 Process and Procedure

- Review each year the processes and procedures as detailed in 'The role of the Parish Council in Planning Matters' ensuring that it is updated for changes in legislation and best practice.
- Regularly review the training needs of the Group and request funding from the Council as required
- Request funding from the Council to obtain specialist advice when it deems such advice required including asking specialist advisors to present to them and meet with them when it deems such action appropriate.

2.2 Review of Planning Applications

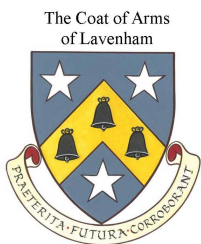
- Scrutinise planning applications in line with the National Planning Policy Framework, the Joint Local Plan, Lavenham Local Neighbourhood Plan and any other relevant legislation.
- Prepare a report for the Council each month containing recommendations for approval or rejection of all planning applications
- Draft a Consultee response to the Planning Authority for each planning application detailing compliance and non-compliance with the relevant legislation

2.3 Joint Local Plan and Other Consultations

- When required, prepare draft responses to consultations issued from the local Planning Authority or other bodies, as requested by the Council

3. Membership and Quoracy requirements

- comprise a minimum of 3 Councillors, one of whom shall be designated 'Lead'.
- be quorate when 2 Councillors are present.



LAVENHAM PARISH COUNCIL

Terms of Reference: Finance Working Group

1. Purpose of the Group

The purpose of the Group is to assist Council with exercising its responsibilities to ensure that the Internal Control processes of the Council incorporate best practice and are reviewed at least annually and that the finances of the Council are prudently managed.

The Group is not empowered to make decisions other than to make recommendations to the Council.

2. Specific Tasks

2.1 Process and Procedure

- Annually review the Standing Financial Regulations, including the scheme of Internal Control contained within, for compliance with the relevant legislation and best practice.

2.2 Internal Control

- Recommend to Council the Internal Auditors to be appointed.
- Annually review all reports from the Internal Auditor.

2.3 Financial Management

- By the end of November each year, review the in-year expenditure to date in the revenue and capital budgets and prepare a 3 forecast and budget for the following financial year to be presented to the Council at the December meeting.
- By the end of November each year, recommend a Precept for the following year to the Council at the December meeting.
- After the ends of months 4 and 8 of the Financial Year carry out a rebudgeting exercise for the review of the full Parish Council in session.
- After the ends of months 4 and 8 of the Financial Year and as part of the Precept recommendation review the Reserves (both useable and earmarked) for adequacy.
- Ensure that a rolling 3 year Capital Budget is in place.
- Management of the Community Infrastructure Levy(CIL) accounts to include:
 - i. Scrutiny of on-going projects
 - ii. Scrutiny of receipts
 - iii. Consideration of potential new bids for CIL funds
- Evaluate all tenders and prepare reports with recommendations to the Council

3. Membership and Quoracy requirements

- Comprise the Proper Officer and all Councillors.
- Be quorate when 3 members are present, of whom one must be the Proper Officer.

June 2024