

ANNUAL MEETING OF PARISH COUNCIL

Held in the Guildhall, Thursday 5th May 2016 at 7.30 pm.

Present Mr R Whitworth, Vice Chairman.

Mrs D Twitchett, Mrs J Baker, Mrs G Banks, Mr P Gibson, Mr B Panton, Mr J O'Mahony, Mr A Searle.

Mrs J Antill, Suffolk County Councillor, Mr W Shropshire, Babergh District Councillor.

1 member of the public

Election of a Chairman

Mr Whitworth asked for nominations for Chairman. Mr Panton proposed Mr Reeve and Mrs Baker seconded. Although Mr Reeve was not able to be present at the meeting he had indicated that he was willing to serve as Chairman. There were no other nominations and Mr Reeve was elected.

Nominations for Vice-Chairman

Mr Gibson proposed Mr Whitworth, who indicated that he was willing to serve. Seconded by Mr Panton. There were no other nominations and Mr Whitworth was elected Vice-Chairman. In Mr Reeve's absence Mr Whitworth continued to Chair the meeting.

Public Forum – Sue Clark, Manager of the Village Hall, said that she wished her concerns about parking in the village during the Christmas Fair to be recorded. A wedding with 200 guests had booked the Village Hall on the Saturday of that weekend and she was seeking an assurance of guaranteed access via the Church Street car park. Referring back to last year's event she said that there had been chaos in the car park with vehicles unable to move due to bad, disorganised parking.

County Councillor's Report – Mrs Antill (see report following minutes)

District Councillor's Report – Mr Shropshire (see report following minutes)

The Minutes of the meeting held on 7th April were approved, prop. by Mrs Twitchett, sec. by Mrs Banks, carried.

Declarations of Interest – Mr Whitworth, as Chairman of the Wool Towns Association, and Mrs Twitchett, as Chairman of the Good Neighbours Scheme, said they would not be taking part in discussions and resolutions in respect of donations to those groups.

Apologies had been received from Mr Reeve and Mr Sheppard.

Matters Arising – Mrs Baker gave a short report on the library including an update on the Children's Book Festival on 28th and 29th October which coincides with Suffolk Book Festival Week.

Suggested designs to be considered for the additional signage will be available soon.

Co options to vacancies on the Parish Council

It was proposed by Mrs Baker, seconded by Mrs Twitchett, that Mr John O'Mahony and Mr Andrew Searle be co opted as members of the Parish Council. Carried. Mr Whitworth welcomed them to the Parish Council.

Membership of Working Groups

There are four working groups which meet and then report back to the full Council; Finance and Strategy, Planning, Operations and Housing and Social. It was felt that another member should join the Planning group and that there should be a member with responsibility for reporting on the Cemetery and Open Spaces within the Operations group.

Finance and Strategy (Mr Reeve had circulated brief reports prior to the meeting)

Neighbourhood Plan –the Examiner’s report had been circulated to members prior to this meeting, no negative comments had been raised. Special thanks were due to Mr Gibson and Mr Panton for their work on the photos and maps. The Examiner’s report overall was welcomed and it was decided to adopt her recommendations. In order to progress matters a meeting had been arranged with Mr Nick Ward at Babergh District Council.

CLT – nothing further to report.

LED street lighting – work on the installation continues. An invoice for the first tranche of work has been forwarded but a full breakdown has been requested and is still awaited.

Financial Regulations and Standing Orders

Copies of the Financial Regulations and Standing Orders, amended in line with NALC updates in Legal Briefing L05-15 and Financial Briefing F01E-16, had been circulated to all Councillors. It was proposed by Mr Gibson, seconded by Mrs Baker, that these amended documents are adopted. Carried.

Review earmarked reserves

Before the reserves were reviewed an estimate for additional tree works resulting from a site meeting between Mr Whitworth, Mr Gibson and Andy Gentle from STS, was considered. The works suggested included complete removal of the ivy (as opposed to severing the base and allowing it to die) growing on many of the pine trees to enable thorough inspection of the tree beneath, and additional clearing of the south boundary. Additional works would increase the cost by about £3,000 but this would be spread over twelve months and once completed the Parish Council would have a good starting point on which to build a maintenance programme for the future. It was proposed by Mrs Baker, seconded by Mrs Twitchett, and agreed, that the additional works should be authorised.

In view of this extra cost it was agreed that the sum earmarked for tree works should be raised to £5,600. The amount earmarked to support the pre school annexe was raised by £5,000. Agreement of the earmarked reserves, as circulated, was proposed by Mrs Baker, seconded by Mr Panton, and agreed. The total earmarked is £76,500, free reserves £40,000.

Approve small donations

The following small donations were approved: Lavenham Good Neighbour Scheme for the Queen’s birthday ‘street party’ teas £200; Lavenham Cricket Club, financial support for works to repair the vandalised cricket pitch £100; Wool Towns Association, financial support for start up £100.

Invoices received, cheques for payment

ECL Plastics, collection boxed for Christmas lighting £170.40: Seago & Stopps, payroll services q/e 05/04/16 £78.00: Suffolk Association of Local Councils, 2-day Councillor training, B. Panton £132.00: Keith Purvis, replace public toilet lights with LED £832.00: Premier Calls, phone a/c April £31.03: CGM Group, grounds maintenance April £874.00:

Landscape Group, public toilet works March £1,140.55: .Suffolk Tree Services Ltd., First Meadow tree works £636.00: Payroll £662.00: Sudbury Office Supplies, stationery £11.67: Lavenham GNS, for Queen's birthday tea party £200.00: Lavenham Cricket Club, repairs to cricket pitch £100.00: Wool Towns Assoc. start up support £100.00.
Paid by Direct Debit to BT for Broadband service to old phone box for April £56.98.

A letter to the Bank requested the transfer of £4,000 between accounts.

Remittance Advice, BACS transfer from Babergh District Council: 50% precept for 2016/17 £34,000; grant 2016/17 £990.42; Grant Aid Community Projects for play equipment £9,560.00 (26% of costs)

Planning

Planning Applications Received:

Application B/16/00437 Land off Norman Way, Lavenham

Outline Application – Erection of up to 25 residential dwellings (all matters reserved except means of access)

It was agreed that consideration of this application should be put on the agenda of an additional meeting to be held on Monday 23rd May, 7.30 pm. in the Guildhall.

B/16/00340 18 High Street, Lavenham

Change of use of shop (A1) to all residential use (C3)

Prop. Mrs Twitchett, sec. Mr Panton, recommend refusal. Refer to Policy C10 of the Lavenham NDP: Change of use of ground floor shops or services to residential within the Retail Core Area will only be considered favourably if the business has been marketed diligently at a fair market price and continuously for at least one year. Carried.

B/16/00444 8 Water Street, Lavenham

Change of use from shop (A1) to holiday let; erection of flue

Prop. Mr Panton, sec. Mr Searle, recommend refusal. Refer to Policy C10 of the Lavenham NDP (see previous application for 18 High Street). Carried.

B/16/00529 Highfield House, Bury Road, Lavenham

Submission of details under O.P.P. B/15/01050/OUT - Parking/turning details, refuse bin and material details and ground floor levels with matters reserved

Prop. Mrs Baker, sec. Mrs Twitchett, recommend refusal. Whilst agreeing in principal to the proposal to develop three dwellings on this site it is considered that these submitted details are over-development and out of keeping with the original outline application proposals. It is considered that the application does not conform to BDC Local Plan, Ch 7 Built Environment & Conservation, policy CN 01 – All new development proposals will be required to be of appropriate scale, form, detailed design and construction materials for the location. Carried.

B/16/00383 Carvings, 41 High Street, Lavenham

Erection of rear boundary wall (following demolition of the existing wall)

Prop. Mrs Banks, sec. Mr Panton, recommend approval. Carried.

B/16/00384 Bridge House, Sudbury Road, Lavenham

Erection of pergola and decking

Prop. Mrs Twitchett, sec. Mr Searle, recommend approval. Carried.

B/16/00281 The Thatched Cottage, The Common, Lavenham

Replace garage door with window and door

Prop. Mr Gibson, sec. Mr Searle, recommend approval. Carried.

B/16/00528 The Tudor Cottage, 92 Church Street, Lavenham
Cut back overhanging branches on neighbouring property to Horse Chestnut tree
Prop. Mr Gibson, sec. Mrs Banks, recommend approval. Carried.

Planning Decisions Received:

B/16/00230/FHA 9 Shilling Street, Lavenham – permission for erection of single-storey detached garden room/store and new fence and gate to rear of existing driveway
B/16/00141/FHA Hall House, Hall Road, Lavenham – permission for erection of single-storey rear extension, access corridor and enclosure of porch (after removal of conservatory)(Retention of). Replacement/alterations of windows (following grant of planning permission enforcement investigation is being closed)
B/16/00046/ADV & B/16/00049/LBC 6 Market Place, Lavenham – Advertisement Consent and Listed Building Consent for erection of wooden signage
B/16/00321/TPO The Grove, 5 Lady Street, Lavenham – consent to carry out works to tree(s) protected by a Tree Preservation Order, reduce crown volume of 1 no. Holm Oak T48 by up to 30% protected by TPO No. WS41

Operations

Lavenham Walk – Mr Whitworth had been informed that SCC has not yet carried out the tree survey and consequently no remedial works. The surveyor has said they will get on with this, our solicitor is aware.

The quote for trenching to deal with the drainage problem at the far end of the walk is awaited, SCC should pay for these works also.

Emergency Plan – Mr Panton said that, following publication of his article in Lavenham Life, he had not yet had any response to his call for volunteers to come forward and get involved. Mr O'Mahony is already helping with the Plan.

Portable Distribution Electrical Units – the offer by the Street Fair Committee to transfer ownership of the equipment to the Parish Council as their contribution for Christmas 2015 was discussed, however it was agreed that the Parish Council did not wish to accept the offer. There was concern about the potential costs of future upgrading, insurance and possibly the need to provide alternative secure storage. The Christmas Fair is the only event which has required the use of electrical power over the entire Market Place area, and for this reason it was felt that the Committee should retain ownership.

A boards protocol update – copies of correspondence between Mr Whitworth and Simon Bailey, Senior Planning Enforcement Officer, had been circulated. This highlighted some confusion as to the exact wording of part of the protocol agreed with Steve Merry in respect of the number of boards *normally* allowed. Mr Whitworth had drafted a letter in response to Mr Bailey and this was approved by the members of the Council.

Housing and Social

Good Neighbour Scheme – Mrs Twitchett said that they had been accepted by the Co op for their token scheme in order to raise funds. There had been another tea held at Tenter Piece today where David Deacon had given a talk. Arrangements are well in hand for the street party.

Correspondence:

Babergh D C, reminder of Town & Parish Liaison meetings, Babergh, Tuesday 7th June, 10 am Tattingstone Village Hall, 6.30 pm Cockfield Village Hall.

SALC email, Launch events for new Connecting Communities transport services so local people can meet the service operator teams and find out more about how services will be

provided in their area. Mrs Twitchett said she would like to attend the event at Hadleigh Town Hall on Friday 27 May.

Colin Ruffell, Weavers Close, raising awareness of concerns for safety of children playing around the pond on the corner of Bury Road/Preston Road. There is no barrier, safety netting is damaged and has sunk beneath the water and there are no warning signs. Clerk to forward the letter to both Suffolk County and Babergh District Councils as it is unclear who is responsible for this area.

Long Melford Practice, re use of surgery car parking spaces for overflow parking at the weekends or other times when the surgery is closed. Unfortunately due to concerns regarding insurance and public liability they could not sanction the use of this area.

Clive Burton, regarding parking in High Street. (refer to Neighbourhood Plan, p57, project P6)
Pam Holden, bringing to the Council's attention the poor condition of the Ladies toilets in Prentice Street car park when she visited in early April. This correspondence was passed to Landscape Group who have said that an inspection has been carried out and a weekly chemical clean would be added to the regime.

Suffolk Highways, notice of road closed for repairs, junction High Street/Water Street, starting at 6.30 pm and overnight on 18th May.

Copy of Suffolk View from SPS, and welcome as Friends of SPS which is granted due to payment of fee for attendance of two councillors at Heritage Planning training on 14th June.

Naming of SCC site housing development

Two suggestions had been received so far, these were Peak Close or Crocus Close, and would be passed to the CLT for consideration.

Programme of meetings

It was agreed that the Parish Council would continue to meet on the first Thursday of every month.

Matters to be brought to the attention of the Parish Council

Mrs Banks said that on 16th May she would be meeting with Mr Turner, the electrical contractor, to discuss requirements for the 2016 Christmas lighting scheme.

Mr Whitworth would be putting a note in Lavenham Life advertising the new Parish Council website.

In view of Sue Clark's comments in the public forum it was clear that more time must be spent in discussions regarding event parking, it was suggested that the parking group reconvene in July.

Mr Panton reported that he had found the two-day Good Councillor course run by SALC most informative.

Date of next meeting: Thursday 2nd June 2016.

The meeting closed at 9.50 pm.