

LAVENHAM PARISH NOTICE OF MEETING

Notice is hereby given that the Annual Parish Meeting will be held in the The Village Hall, Church Street on Thursday 27th May 2021.

The meeting will commence at 7.30 pm and will be chaired by the Chairman of Lavenham Parish Council.

AGENDA

- 1. Introduction**
- 2. Approve the minutes of the Annual Parish Meeting held on 8th May 2019**
- 3. Reports by County Councillor and District Councillors**
- 4. Annual Report of the Parish Council by the Chairman , and a statement on the Parish Council accounts for year ending 31 March 2021**
- 5. Reports from Parish Council Working Groups**
- 6. Reports by local organisations**
- 7. Invitation to the public to raise any matters of interest**

The Annual Parish Meeting is an opportunity for parishioners on the Electoral Roll for Lavenham to raise any matters of concern to them that relate to their local community. It would be helpful to have written notice of any matters to be raised but it is not essential. Matters can be raised at the meeting without prior notice. For any queries, please contact the Clerk to the Parish Council (Jane Bellward - Tel. 01787 247041).

Minutes of the 2019 Annual Parish Meeting can be viewed on the Parish Council website (lavenham.onesuffolk.net) during the week prior to the meeting and will also be available at the meeting.

**Mr Iain Lamont
Chairman, Lavenham Parish Council
18th May 2021**

FINANCIAL REPORT

Precept of £80,000.00

Difficult/unpredictable year

Car park donations down, also public toilet/car park costs down but still difference which was made up from the £10,000 small business grant from Babergh

Covid newsletters came under the Quarterly Newsletter budget (we did not produce quarterly newsletters) and the overspend was covered by the £2,000 Babergh Covid grant which also covered the Covid compliance taxis used by the Good Neighbours Scheme

The Parish Council covered a relatively small shared cost of the Covid vaccination centre, hi viz jackets, petrol for generator

Explanation of low balance going into April 2021, £68,130 payment of claimed CIL bid, also £23,000 VAT refund paid early April

Lavenham Parish Council – End of Year financial update to 31 March 2021 & Bank Reconciliation

	Precept/ Budget 2020/21 £	Update Monies spent to 31/03/21	
Income			
Precept	80,000	80,000	
Burial Fees	4,000	8,310	
Car Park donations	18,000	8,627	Incl BDC refund for temp toilets summer 2020 (£920)
Babergh street cleaning	9,000	11,763	
VAT refund		14,636	
Total Income excluding grants	111,000	123,336	
Misc (interest etc.)		2,633	
Covid/small bus grants		12,000	
Total Income	111,000	137,969	Other capital grants received included below
Housekeeping expenses			
Maint/street cleaning	26,000	24,808	
Tree works	2,000	8,678	
Bins, rates etc	1,500	910	
Street Lighting	4,000	3,598	
PWLB repayment	7,520	7,520	Repayable over 15 years
Play equipment insp & repairs	1,600	685	
Public Toilets/car parks	27,000	18,707	Includes temporary toilets cost June/July 2020
Misc	1,000	1,156	
Sudbury Community Wardens	4,000	555	
SID			
<u>Sub total Housekeeping exp</u>	74,620	66,617	
Admin			
Payroll	11,500	11,967	
Telephone & broadband	500	532	Incl monthly Zoom costs
Copy, print, postage etc	1,000	1,088	
Audit, payroll services etc	1,000	1,043	
Quarterly newsletter	1,000	1,276	Quarterly/Covid newsletters -overspend covered by BDC Covid grant
Subscriptions	1,000	638	
Insurance	2,500	1,275	
Training/Cllr expenses	1,500	64	
Data Protection			
Misc (room hire etc)	750	180	Incl share of Covid vaccination centre costs
<u>Sub total Admin</u>	20,750	18,063	
Projects			
Digital Mapping		140	

Lavenham Parish Council – End of Year financial update to 31 March 2021 & Bank Reconciliation

Christmas trees/lighting	2,500	2,607	
Pre school subsidy	2,000	2,000	
Lav'ham Walk/Woodland	2,500	300	
Grants (combined)	2,500	750	
First Meadow toilet	350	0	
Lavenham Exhibition Endowment	350	350	Pledged for 3 years, now paid
Library support	500	598	Support for children's initiatives
GNS Covid Taxis		1,722	Covered by BDC Covid grant
Community Benefits Society	5,000		
Sub total Projects	15,700	11,167	
Total Expenses	111,070	95,847	
VAT on purchases		38,469	
TOTAL		134,316	
Precept Gross Surplus/(Deficit)	(70)	3,653	(deficit)
Earmarked Expenditure			Or appropriation of Reserves
Street Lighting capital payment	32,360		
Contribute to SCC traffic schemes	20,000		
Additional bins/seats	2,000		Street furniture
Churchyard tomb repairs	5,000		Historic
Lavenham funds in trust	1,500		For village sign
Chapel maintenance	2,000		Sinking fund
LCLT capital grant	17,500	17,500	Contribution local needs housing.
Gas works site	10,000	1,283	Legal & professional fees
Party Time	1,500		Post Covid (estimate)
Lavenham NP review	7,500	1,082	Grant applied £9k, further £7,500 in 21/22
CBS 2 Lady Street Loan to CBS £20k. £13k drawn	2,000	450	External signage
First Meadow access	2,000		Additional parking
Play area., Harwood/Rec	1,000		
Tenter Piece Common Room	5,000	957	Legal and professional fees/design/planning
Church St toilet block		2,156	Planning/design/planning fee
Trees	2,000		New tree planting with LWP
Total	111,360	23,428	
CIL			
Prentice St toilet/car park		*132,154	Planning/design/50% WC cabins/tree works/infrastructure/EV pillars
Other bids in train			Church St toilets; Tenter Piece; Harwood Place play area.; Green Willows footpath - work on bids
Total Earmarked Exp.	111,360	155,582	
Capital Receipts			Not for revenue spending Mud Lane locality grant and Infrastructure investment
Mud Lane locality		2,000	
CIL payments		49,500	CIL 123 monies due from housing developments commenced.
BDC repay Pr St extra cost		4,100	BDC repay extra costs of repositioning Prentice St toilets

Note * £132,154 was paid during the year to 31st March 2021, and is subject to an agreed CIL bid of £109,000 in total, of which £68,130 of this was paid into our account in April. The remainder will be settled in part in May and the balance when the works are completed.

Bank reconciliation at 31st March 2021

Business Savings a/c	110,684	
Community a/c	37,504	
Petty Cash held	40	
Less unrepresented cheques	7,064	
103506		
103507		
103512		
103515		
103520		
103521		
103525		
Balance at Bank 01/04/2021		<u>£141,164</u>
<u>Balance b/fwd 1st April 2020</u>	235,131	
Precept	80,000	
Receipts	113,569	
Payments (cheque)		275,408
& payroll		11,967
Payments (cash)		161
Balance c/fwd 31/03/2021		<u>£141,164</u>

Table 1 - Earmarked Expenditure, this is the appropriation of LPC Reserves, of £111,360 (column A)

	Precept/ Budget 2020/21 £ A	Precept/ B update 31/12/20 £ B	Budget Estimates 31/03/21 £ C	Precept/ Budget 2021/22 £ D	REVISED February 2022/21 £ E	
Precept Surplus/(Deficit)	(70)		2,946	(2,370)	(2,370)	
Earmarked Expenditure						
Street Lighting capital payment	32,360		140,000	0	0	£100k PWLB £40k own CIL funds
Contribute to SCC traffic schemes	20,000			20,000	20,000	£15,000 allocated to Water Street scheme
Additional bins/seats	2,000			2,000	2,000	Street furniture
Churchyard tomb repairs	5,000			5,000	1,500	Historic
Lavenham funds in trust	1,500			1,500	1,500	For village sign repaint
Chapel maintenance	2,000			2,000	2,000	Sinking fund
LCLT capital grant	17,500	*17,500	17,500	-	-	Contribution local needs housing Indigo Fields
Gas works site	10,000	*1,283	1,283	10,000	10,000	Transformation to car park
Party Time	1,500			1,500	1,000	Post Covid celebration
Lavenham NP review	7,500	*861	*244	15,000	13,900	NP2 – consultants' etc
CBS 2 Lady Street	2,000	*450	450	0	0	Anticipated Deficit Agreed Loan £20k, drawn £13k
First Meadow access	2,000			2,000	1,000	Professional fees
Play area., Harwood/Rec	1,000			1,000	1,000	CIL bid o/s £30k project +
Green Willows footpath					1,000	CIL bid o/s £20k project +
Tenter Piece Common Room	5,000	*957		2,000	3,000	Professional fees
Church St toilet block		*1,631		2,000	3,000	Professional fees
Prentice St toilet/car park		*1,200			3,000	Professional fees
CIL				5,000	0	Professional fees now allocated
Trees	2,000			2,000	1,000	Re-wilding
Total Earmarked Exp.	111,360	32,371	159,477	71,000	64,900	NB £65,684 below
Covid Grant					10,000	

Opening reserves	£111,360
Cash spent in year *	(46,252)
Precept surplus 2020/21	2,946
Precept deficit 2021/22	(2,370)
Closing reserves	£65,684

NB

Professional fees to include; planning/design/professional fees

First Meadow access, Play area Harwood Place and Green Willows footpath are projects that could go forward. They require a costed business plan. Green Willows and Harwood are more advanced. The £1,000 shown against each of these is to ensure we do not lose sight of them.

Public Works Loan Board (PWLB) loan drawn-down of £100,000 and is available for LED street lighting scheme.

Table 2 – Infrastructure projects that are funded from Community Infrastructure Levy

Infrastructure Projects	Gross cost £	CIL bid BDC £	Parish CIL pot £	Parish funds £
Street Lighting LED upgrade (*includes loan £99,965)	140,000	NIL	40,000	nil
Gas works car park scheme	218,000	*190,000	48,000	nil
Prentice Street car park & conveniences	143,000	*109,000	34,000	nil
Tenter Piece	46,501	36,054	11,625	nil
Church Street conveniences	57,920	*43,440	14,480	-
Harwood Place play area	Estimate 25,000		-	-
Green Willows /Harwood Place	Estimate 10,000		-	-
Total			148,105	-
Available CIL -below			154,515	

NB * Each location also enjoys CIL funding for Electric Vehicle charging points of at least £34,000.

Prentice St car park is now underway, Tenter Piece and Church St will commence in March.

The acquisition of 2 Lady Street for £40,000 enjoyed £30,000 CIL.

Table 3 – Community Infrastructure Levy due from developments undertaken in Lavenham.

CIL LPC monies	Total £	Year 2019/20	Year 2020/21	Year 2021/22	Year 2022/23
Osier View	63,375	12,675	12,675	38,025	nil
Indigo Fields	67,893	nil	13,579	40,736	13,578
Winwards 1	14,219	nil	14,219		nil
Winwards 2	9,028	nil	9,028		nil
Total	154,515	12,675	49,501	78,761	13,578

NB Developments within Lavenham that have planning permission but have yet to commence and therefore trigger CIL comprises the site behind the High Street (known as Deacon's Ref DC/18/03615, dated 03/01/2019) and would generate parish CIL of £164,399.18.