

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 8th August 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. Pump Passage Light

9.a Receive report from the Clerk summarising the history of this project.

9.b Motion to cancel the project and to negotiate a financial settlement with Suffolk County Council.

10. Grants

10.a Receive report from the Clerk summarising Grant applications received.

10.b Motion to approve Grant applications.

11.1st Meadow Bridge

11.a Receive report from the Clerk summarising progress concerning purchase of replacement bridge.

11.b Motion that the Parish Council purchase replacement bridge.

12. Proposal to adopt a 20mph scheme

Receive report from the Clerk summarising end of Consultation response from Suffolk County Council.

13. Clerk/RFO report

13.a Update concerning maintenance and enhancements of Public Realm.

13.b Receive report from the Clerk concerning updated model Financial Regulations issued by the National Association of Local Councils.

13.c Motion to approve revised Financial Regulations and confirm Bank Mandate.

14. Date of next meeting – Thursday 5th September 2024



Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 30th July 2024

PARISH COUNCIL MEETING

Held on Thursday 11th July 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, July 2024 Meeting Pack. Paper copies are also available.

Present:

Chair: Cllr Janice Muckian. Cllrs: Alison Bourne, Frank Domoney, Irene Mitchell, Chris Robinson and Michael Sherman. Six 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 Lamont, Morrey and Ranzetta had sent their apologies.

2. Declarations of Interest

Cllr Mitchell declared an interest in the Planning Applications concerning 32 Prentice St.

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 6th June 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 6th June 2024 meeting of Council.

Proposed: Cllr Sherman

Seconded: Cllr Robinson

Decision: The minutes of the 6th June 2024 meeting of the Council were approved as accurate with no votes against. Cllr Domoney abstained having not been present at that 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 damage to the neighbouring properties which might be caused by the proposed installation of a light in the alley which connects Pump Court to the Market Place. He was particularly concerned about the trenching required along the entire length of the alleyway. The Clerk explained that this light was the last light to be installed as part of the original installation plan and had been in progression for many years. The Clerk agreed to obtain further information from Suffolk County Council and report back.

A Member of the Public expressed frustration concerning the work by Gigaclear in the Market Place, the length of time being taken, the poor colour matching, unresolved trip hazards and disruption to the businesses. The Chair sympathised but explained that the PC had no jurisdiction over Gigaclear and urged the Member of the Public to contact the Gigaclear Customer Engagement Manager.

A Member of the Public expressed concern that about the size of the trees near Normans Way. The Clerk asked the Member of the Public to contact him after the meeting to try and ascertain who is responsible for the maintenance of the tree.

A Member of the Public expressed concern about the idea of the PC paying Babergh to not introduce car parking charges. Car parking, he said should be paid for by users and should not form part of a compulsory tax on residents. Residents, he said, should not pay Council Tax to help businesses which do not pay Council Tax. Local Neighbourhood Plans and National Strategies he explained are working towards combatting the Climate Emergency by emphasising pedestrians over the car, subsidising parking he suggested was contradictory to this agenda. He questioned whether such a subsidy could be subject to legal challenge. A village poll he said could be detrimental to the harmony of the village. He concluded by saying that Councillors are elected to make decisions and that this Council should do so with the concept of fairness at the heart of its thinking.

A Member of the Public began by expressing his agreement with much of the concerns raised by the previous speaker adding that he was concerned that the estimates of donations which would contribute to any subsidy paid were overstated and the increases in precept required consequentially understated. He added that he considered it risky to rely on donations to pay for contractually committed costs.

6. Chairman's Announcements

The Chair began by thanking everyone who attended the car parking meeting saying that the range of views expressed demonstrated what a difficult position the PC is now in due to the decisions of Babergh District Council. She spoke of her appreciation of the patience shown by all those who wished to speak at such a busy meeting. She explained that Car parking is the main agenda point for tonight's meeting, to ensure that it can be fully discussed, after consulting with the Clerk, it had been decided to defer consideration of Grant applications to next month's agenda.

The Chair informed Councillors that finally the power supplies to the two phone boxes have been disconnected. The Clerk has notified the contractor and we await their removal for refurbishment.

Gigaclear, she said, continue their works with her understanding being that a number of residents have been in contact with their Community Engagement Manager to address a few issues.

The Chair informed Councillors that in respect of the 20 mph scheme the PC has heard nothing further and does not expect to hear until August. Work on LNP2 to incorporate the Examiners comments into the Plan is, she said, ongoing.

The Chair explained to Councillors that following a query from a member of the public with regard to bus stops together with the Clerk and Cllr Morrey she had met with Shane Buffham, Lead Operations Manager for Hedingham and Chambers buses. It had been confirmed that there are six pairs of bus stops. There are five official pairs of bus stops (Preston Rd, The Swan, Tenterpiece, The Glebe and Howletts) however the signage at Preston Rd, Tenterpiece and The Glebe is confusing with only one side of the road clearly indicated as being a bus stop. There are informal stops near the top Co-op, if the bus can stop, it may on request. The Bus Company is seeking, with Suffolk County Council to regularise the informal stops.

7. Local Authority Councillors' Report

The Clerk explained that County Cllr Lindsay and District Cllr Clover are, following the General Election, on leave.

District Cllr Maybury gave a verbal report. She explained that there was little to report as Babergh Council had been in 'purdah' due to the General Election. She invited the PC to submit a claim on her locality budget. This budget is £2,000 per annum to be shared across her area. She spoke of the possibility of obtaining matching funding from Suffolk County Council for various projects and urged the Clerk to contact Cllr Lindsay concerning this. She highlighted the Babergh Council Summer Activity program for children in receipt of free school meals.

8. Proposed introduction of car parking charges by Babergh District Council

The Clerk outlined the possible Options.

The PC could accept the Babergh proposals. Car Parking charges would be levied, in the Church St and Prentice St Car Parks, between 8am and 6pm Monday to Saturday of £1 for the first two hours with a maximum of £2.50 per day. Annual Permits would be available for £250. There would be no concessions for users of community facilities. Blue Badge holders would receive 3 hours free parking.

The next option, known as Option 1, would add charging on Sunday between 8am and 6pm to the charging arrangements proposed by Babergh. However, the cost of Annual Permits would be reduced to £95 and there would be two hours free parking for users of community facilities. Blue Badge holders would receive 3 hours free parking

The final option, known as Option 2, would accept Babergh's offer of a payment from the PC in lieu of parking charges. The likely payment required by Babergh is some £65,000 per annum. This amount would increase each year. Babergh has indicated that some downward negotiation of this payment is possible but the extent of this possibility is relatively minor. The PC would continue to be able to collect donations from users of the car parks and would highlight to car park users that the PC and residents had made a payment to Babergh to maintain car parking free at the point of use. Donations would contribute somewhat to this payment amount but the PC, he said, will probably need to increase the precept by some £40,000 per annum or £40 per annum per Band D property.

The Chair opened the debate commenting that she had been finding the decision increasingly difficult and that whatever decision the PC made was not going to be universally popular. She highlighted the issue of fairness to all residents of the village. She pointed out that should significant donations not be received the increase in Council Tax required of approximately £65 per annum for a Band D property should a subsidy arrangement be entered into was not significantly different to the cost of an annual parking permit under Option 1 of £95 per annum.

Cllr Robinson expressed concern that the payment required to Babergh was uncertain. The Chair replied that Babergh had made it clear that any negotiations would not very significantly reduce the payment and that such negotiations could only take place after the Council had given a firm indication that it was prepared to pay a subsidy. Babergh's financial position, she explained, meant that Babergh is determined to raise a significant amount of money from these changes.

Cllr Mitchell said that Option 1 represents a tailored solution for Lavenham providing a high degree of protection for community services and regular users of the car parks. Option 1 would also increase the level of monitoring of illegal on-street parking since the same team would be responsible for both on and off street parking. Option 1, she explained, would however lead to a reduction in the level of donations currently received which would lead to a reduced ability of the PC to financially cope with unexpected costs. She expressed concern about Business Owners supporting subsidy arrangements saying that none of them pay Council Tax. Business Rates she said are not receivable by the PC. The PC and therefore Council Tax payers she said already pay to support the village economy highlighting the £15,000 per annum paid to maintain the village toilets. She said she was astonished that none of the business owners had offered a donation. She concluded by highlighting the number of residents (16%) who do not own cars and the number of residents (600) who live closer to the shops than they live to the car parks adding that donations are falling in both real and absolute terms. Cllr Mitchell explained that in due course she would like to move an amendment to the motion concerning Option 2.

Cllr Sherman expressed concern that the precept is already high and that many, particularly the elderly struggle to pay the current amount. Residents he said should not subsidise the parking for visitors. The businesses in Lavenham he said were not local businesses, only two businesses were local, the others their owners commuted to Lavenham. He expressed concern that should the PC run into any unexpected costs in future that the Council Tax would rise to completely unacceptable levels. He concluded by pointing out that the Suffolk norm is to pay for car parking. The Chair reminded Councillors that there were quite a number of locally owned businesses, certainly more than two.

Cllr Domoney remarked of the absence of discussion of a Residents Parking Scheme. The Chair responded that consideration of such a scheme was not a subject of this meeting. Cllr Bourne emphasised the unfairness of increasing Council Tax on non-car owners to subsidise car parking.

The Chair asked the Clerk to read the three motions. Cllr Mitchell proposed an amendment to the third motion so that it read: 'That this Parish Council enter into negotiations with Babergh Council to finalise the level and period of subsidy required to halt the implementation of car parking charges and that the full subsidy will be raised from the precept'.

Cllr Robinson commented that this amendment would remove any opportunity to ask local businesses or the Farmers Market to contribute and would remove the opportunity for residents to have their say. The Chair replied that the Farmers Market had been contacted and had not replied and that no local business had so far offered any contribution at all.

Cllr Mitchell interjected asking Cllr Robinson, via the Chair, what he considered to be a fair arrangement and why. Cllr Robinson responded that he was in favour of asking businesses including the Farmers Market to contribute and robust negotiation with Babergh to reduce the required increase to the Precept. Cllr Mitchell responded that with the falling level of donations the burden will fall on Council Tax payments.

Motion: to approve amendment to the motion 3 as suggested by Cllr Mitchell

Proposed: Cllr Mitchell

Seconded: None

Decision: The amendment proposed by Cllr Mitchell was not supported.

The Chair explained to Councillors that Motion 3 implied and intended to say that the result of the poll was binding but did not quite say so. The amendment was to add 'Should electors vote to support the subsidy Council will enter into a subsidy arrangement with Babergh' to the end of the proposed motion.

Motion: to approve amendment to the motion 3 as suggested by the Chair

Proposed: Cllr Muckian

Seconded: Cllr Bourne

Decision: Cllrs Robinson, Bourne and Domoney voted in favour and Cllrs Mitchell and Sherman voted against. Amendment passed.

Motion: That this Parish Council not enter into negotiations with Babergh Council to change in any way the proposed scheme of car parking charges. In particular Sunday will remain free of charges. Note: The only negotiation with Babergh Council will be 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'.

Proposed: Cllr Sherman

Seconded: Cllr Domoney

Decision: All Councillors except Cllr Domoney voted against this motion. Motion was not supported.

Motion: 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'.

Proposed: Cllr Mitchell

Seconded: Cllr Sherman

Decision: Cllrs Bourne, Mitchell and Sherman voted in favour and Cllrs Domoney and Robinson voted against. Motion passed

9. Motion that the Parish Council request Suffolk County Council to share the details of all Parish Council controlled chargers with Connected Kerb for them to arrange an initial survey.

The Clerk explained that this motion was really about whether the PC wishes Suffolk County Council to take over its EV charging points. He outlined the current situation with respect to which Chargers are switched on and which not and the current costs of operating those. Council he explained makes an annual loss of approximately £400 on the Chargers.

He explained that Suffolk has approached the PC with an offer, funded by a Central Government grant, which will give the PC a modest income stream, assist with the switching on of the remaining chargers and protect the PC against any future maintenance, repair or replacement costs for the Chargers. The fee receivable is £100 per bay per year for the first seven years of the contract and a fee for the entire contract term (ie until 2041) of £1 per 100kw sold. The Clerk suggested that the PC is not an expert manager of EV Chargers and is unable to achieve economies of scale.

Cllr Mitchell asked if the PC will receive the fees for PC owned Chargers in Prentice St which are legally on Babergh land. The Clerk responded that Suffolk are working with Babergh and that he has informed Suffolk of the land owning peculiarities and that those details are yet to be finalised. He said that even if those finalisations were not in our favour the PC would have reduced its longer term financial liabilities and could no longer lose money each month on the Chargers. Cllr Mitchell agreed those were the major considerations.

Proposed: Cllr Bourne
Seconded: Cllr Robinson
Decision: Approved unanimously

10. Planning Applications for Consideration

The Clerk informed Cllrs that no decisions had recently been received from Babergh Council contrary to the PC's recommendations.

DC/24/02747

The Grove 5 Lady Street Lavenham Sudbury Suffolk CO10 9RA

Variation of Condition 2 (Approved Plans and Documents) of Listed Building Consent Application DC/24/00360 dated 03/04/2024 - Re-build collapsed section of boundary wall along Barn Street; and repairs to remaining standing length. Reduce garden ground levels, where possible, retaining cover to tree roots. Removal of 1No. tree (under separate application).

The Council reviewed and approved the original application. This application responds to issues found during investigation and discover of further damage to the wall. This application, like the previous one is taking a sensitive approach to prevent minimum disruption to the wall and trees.

Motion: that Application DC/24/02747 be recommended for approval
Proposed: Cllr Robinson
Seconded: Cllr Sherman
Decision: Approved unanimously.

DC/24/02715

Pippins Bridge Street Road Lavenham Sudbury Suffolk CO10 9SH

Application for works to a tree protected by TPO WS240/G - Crown reduce 1No Maple (T1) by up to 1.5m, back to pruning points leaving it the same size as the other two trees (6m). Routine maintenance to a tree protected by a Tree Preservation Order

Motion: that Application DC/24/02715 be recommended for approval
Proposed: Cllr Mitchell
Seconded: Cllr Robinson
Decision: Approved unanimously.

DC/24/02725

Pedlars Way Bears Lane Lavenham Sudbury Suffolk CO10 9RT

Notification of Works to Trees in a Conservation Area - Pollard 1No. Ash (T1) reducing branches by up to approx. 2m.

Pollarding a tree is quite extreme but should allow the tree to re-grow a better shape.

Motion: that Application DC/24/02725 be recommended for approval

Proposed: Cllr Bourne

Seconded: Cllr Robinson

Decision: Approved unanimously

DC/24/01661 and 01662

Mole Cottage 32 Prentice Street Lavenham Sudbury Suffolk CO10 9RD

Householder Application - Provision of off-road parking space, part demolition of existing wall and construction of dropped kerb

This application will affect the appearance of this listed property. However, given that other properties on this street have similar driveways in principle we could not object to this proposal, but further information should be provided in a Design and Access Statement detailing the effect on the listed building and the wall.

Note that the existing wall is of a very old construction but does not appear on the Historic England Listing.

Suffolk Highways has lodged a holding objection requesting information on dropped kerbs and visibility splays.

Motion: that Applications DC/24/01661 and 2 be recommended for approval subject to the approval of Suffolk Highways

Proposed: Cllr Bourne

Seconded: Cllr Robinson

Decision: Approved unanimously, Cllr Mitchell abstained having declared an interest.

12. Clerk RFO Report:

Lorry Signage: Suffolk have started final design and we wait to see if they ask us for a further money, not likely to be significant but frustrating. Meeting with Suffolk County Cllr Paul Wells in late July.

Small discount agreed for purchase of SID, delivery timetable is only a few days so now organising Paul Holland to install and then will order.

Jubilee tree plaques purchased and received, Church plaque handed over, First Meadow plaques will be installed shortly.

Portaloo will be hired for First Meadow for the summer. Two replacement dog bins will shortly be ordered.

Ist Meadow Bridge, waiting for the preferred contractor to return from holiday so that we can finalise the spec and price and bring to Council.

Insurance: two quotes are being pursued to include Fidelity cover.

The National Association of Local Councils has revised its model Standing Financial Regulations, the Clerk is considering these and will bring a revised version to Council for approval.

Received: The reports prepared by the Clerk containing the May and June 2024 Accounts.

Noted from the Report: The Clerk explained that the variances to Budget were unbudgeted car parking donations and minor savings on a number of expenditure lines. The only adverse expenditure variances were in the area of Community Events including Grants. £500 had been spent helping the Community Council buy and fit an Emergency Generator point in the Parish Hall and £600 had been spent on the plaques for the Jubilee trees. The cost of the plaques had been largely covered by a District Council Grant from Cllr Maybury received in an earlier financial period.

Cllr Mitchell asked if the cost of the Emergency Generator could be charged to Neighbourhood CIL. The Clerk replied that was a possibility.

Cllr Mitchell asked if the Donations Income was below the previous year. The Clerk confirmed that this was the situation.

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

Proposed: Cllr Robinson

Seconded: Cllr Sherman

Decision: Approved unanimously.

Motion: to approve the accounts for the month ended 30 June 2024.

Proposed: Cllr Sherman

Seconded: Cllr Robinson

Decision: Approved unanimously.

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

Proposed: Cllr Robinson

Seconded: Cllr Sherman

Decision: Approved unanimously.

Received: The report prepared by the Clerk listing the June 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 30 June 2024

Proposed: Cllr Mitchell

Seconded: Cllr Sherman

Decision: Approved unanimously.

Date of next meeting

Thursday 8th August 2024 7.30 pm in the Village Hall.

The meeting closed at 9.36pm.

8a			BDC	LPC
April				
00332	The Hall, Hall Rd	Re-roof with steel sheets	Approval	Refusal
00360	The Grove, 5 Lady St	Rebuild Boundary Wall and fell 1 tree	Approval	Approval
00688	24 Bolton St	Single Storey rear extension	Approval	Approval
00743	The Old Rectory Church St	Stone portico to replace timber pediment Planning Permission	Refused	Refusal
00744	The Old Rectory Church St	Stone portico to replace timber pediment Listed Bldg Consent	Refused	Refusal
01050	15 The Paddocks	Side Extension	Approval	Approval
00503	47 High St	Extension	Approval	Approval
00510	47 High St	Extension	Approval	Approval
01197	Great House Hotel	Outdoor Courtyard	Approval	Approval
01199	Great House Hotel	Outdoor Courtyard	Approval	Approval
May				
00753	Land west of Bury Rd	6 houses	Refused	Refusal
01687	The Sparrows 21/22 Water St	Erection of Garden Room/Office	Approval	Approval
00753	Land west of Bury Rd	6 houses	Refused	Refusal
July				
02280	Driftside 53F High St	Garden Room extension and removal of conservatory	Approval	Approval
02715	Pippins, Bridge St Rd	Reduce Maple Tree	Approval	Approval
02725	Pedlars Way, Bears Lane	Pollard Ash Tree	Approval	Approval
02511	25 Prentice St	Erection of Summerhouse	Approval	Approval
Open items:				
01943	Dyers Hall, 95 High St	Replacement of cement render with lime render	Ongoing	Approval
02747	The Grove, 5 Lady St	Rebuild Boundary Wall and fell 1 tree	Ongoing	Approval
01661	32 Prentice St	Part demolition wall and provision of off-street parking	Ongoing	Approval
01662	32 Prentice St	Part demolition wall and provision of off-street parking	Ongoing	Approval
02797	6 Shilling St	Removal of render and other repairs	Ongoing	Ongoing
03114	Shilling Grange	Replacement of Timber Posts	Ongoing	Ongoing
03115	Shilling Grange	Replacement of Timber Posts	Ongoing	Ongoing
03084	The Hall	Conversion of Stables etc to dwelling	Ongoing	Ongoing
03174	4 Deacons Close	Single storey extension following demolition of conservatory	Ongoing	Ongoing
00776	Patch Cottage, 84 High St	Reconstruction of Damaged Wall	Ongoing	Ongoing

09-Aug

09-Aug

09-Aug

09-Aug

08-Aug

14-Aug

Lavenham Parish Council Planning Group.

8b Planning Applications for consideration at LPC meeting on 8th August 2024 – Planning Group Recommendations

Pavement Licence Application – the Great House

This application leaves >1.5m of pavement clear for pedestrians and wheelchair users, and we have a precedence set for use of tables on the pavement at several other location outside Cafes and Pubs around the village, We can see no reason for objection.

DC/24/00776

Patch Cottage 84 High Street Lavenham Sudbury Suffolk CO10 9PT

[Application for Listed Building Consent - Reconstruction of damaged garden wall like for like](#) 

Consultation Date: 14th August 24

Location of wall on High St



Proposal to replace fallen section of the wall to the left of the gate in the same style as the circled area is old brick and traditional materials.



Recommend Approval

DC/24/02797

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.](#)

Consultation Date: 9th August 24

Retrospective application for work already undertaken and completed. Work carried out to repair. Application for retrospective repair badly rotted wall plate. Savolit Wood Wool Breathable membrane fixed and covered with Lime plaster.

The repairs are essential and have been done in a manner suitable for a listed building.

Recommend Approval



severely rotted sole plate



rotted sections of studs




Savolit board fixed



Lime render applied

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.](#) 

Consultation Date: 9th August 24

This application is converting an existing building. It is 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.

Existing roof is being kept which was recently restored with the same materials.

As far as we are aware there is no loss of employment, and the current Studio is only used for occasional open Studios or open by appointment where artworks are for sale.

We acknowledge that pre-application was sought, and amendments have been made following this consultation.

There have been no public comments made as of 31/7/24.

Recommend Approval

DC/24/03114

Shilling Grange Shilling Street Lavenham Sudbury Suffolk CO10 9RH

[Householder Application - Replacement of timber posts.](#)

Consultation Date: 9th August 24

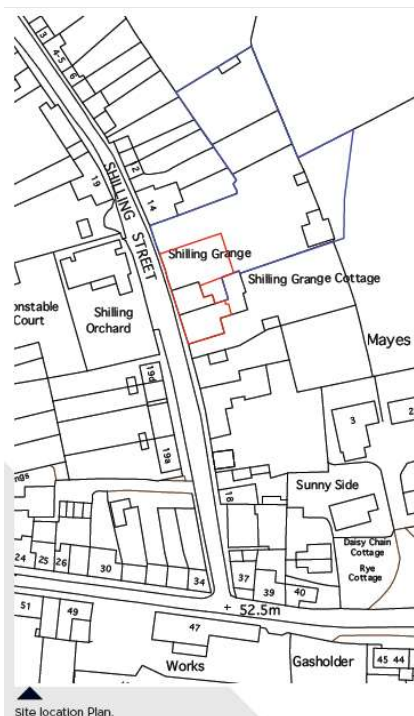
DC/24/03115

Shilling Grange Shilling Street Lavenham Sudbury Suffolk CO10 9RH

[Application for Listed Building Consent - Replacement of timber posts.](#)

Consultation Date: 9th August 24

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.

Recommend Approval

Photograph showing the existing timber posts in front of the northern section of Shilling Grange.

Photograph showing the existing timber posts in context looking south down Shilling Street



Photograph showing the existing timber posts in front of the central section of Shilling Grange.

Photograph showing the existing timber posts in front of the southern section of Shilling Grange.



DC/24/03174

4 Deacons Close Lavenham Sudbury Suffolk CO10 9TT

[Householder Application - Erection of single storey extension \(following demolition of conservatory\).](#)

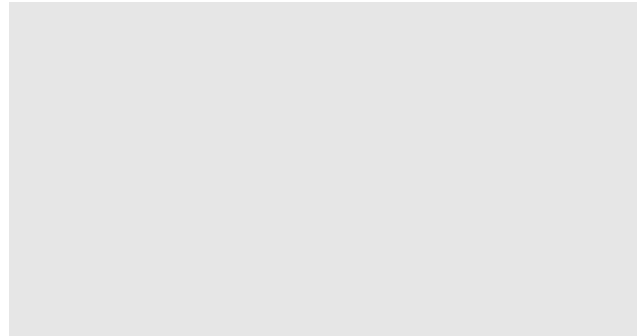
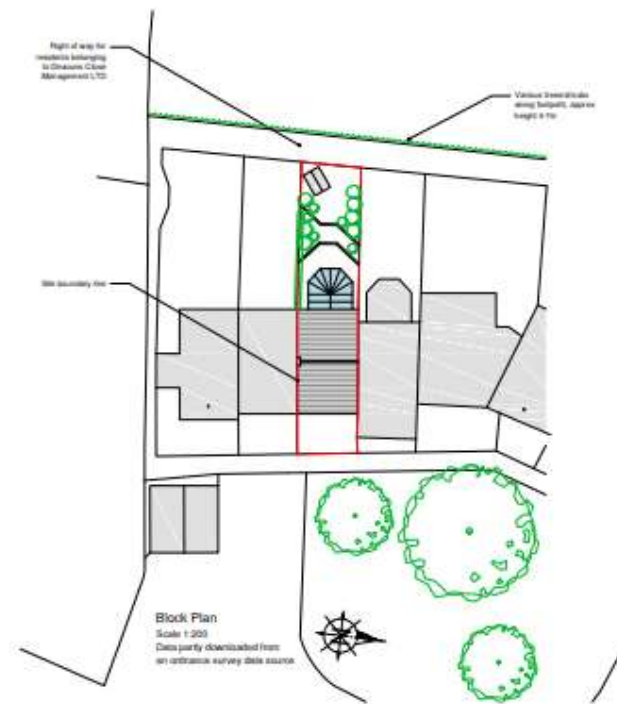
Consultation Date: 8th August 24

This replaces an existing conservatory with a more permanent structure.

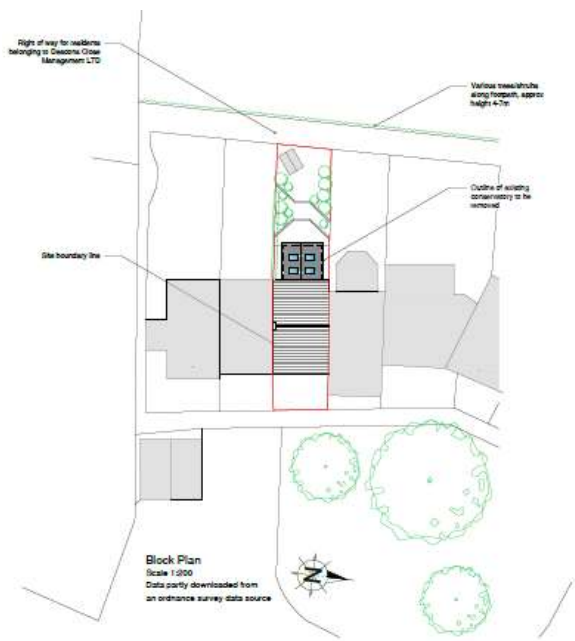
The outline of the building is of a similar size and proportions and the materials are complementary

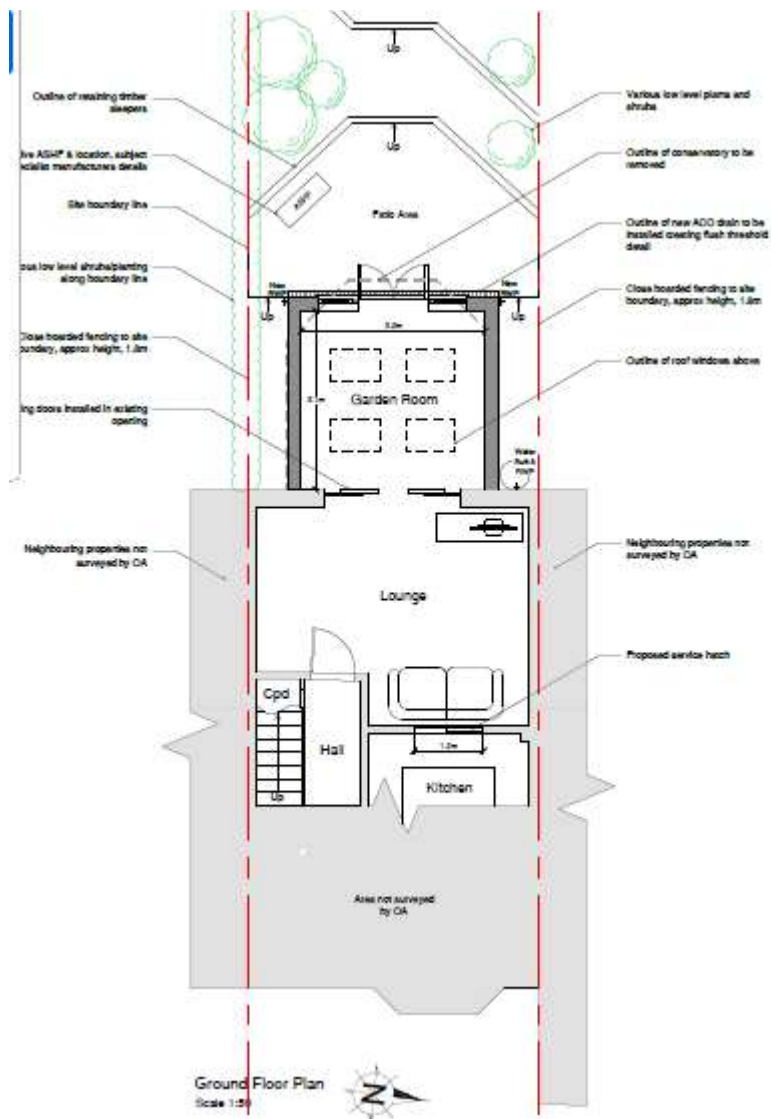
Recommend Approval

Existing



Proposed





Agenda Item 9

Report to Council: 8th August 2024

Pump Passage Light

Background:

Two Public Consultation meetings were held in late 2014 concerning the LED street lighting proposals.

Consequent of these a bollard style light was proposed for the Pump Court alley and was ordered from Suffolk Highways by the Parish Council.

An email from the Chair of the Parish Council dated 25th September 2017 to Suffolk Highways confirms this. It includes: 'However, I think the lighting unit required along Pump Passage – Pump Court to the Market Place is not included. I appreciate that this is difficult, but it was always on the list'

The light was on the list at £4,033.61.

The light was repeatedly chased up by Cllr Lamont and the Clerk and on 9 October 2023 a revised quote of £5,720.34 was received. The Clerk and Cllr Mitchell together negotiated this down to £4,664.02.

Site Survey:

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 Council commencing in Public Participation time at the 11th July 2024 meeting of Council.

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 approx' 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.

The local residents are concerned of the potential damage to the walls and buildings that such works would inflict.

Suffolk Street Lighting Response:

The concerned residents have written to Suffolk Highways and the Clerk followed these up. The following response was received from Suffolk Highways on 26th July 2024:

'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

LAVENHAM PARISH COUNCIL:

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'

Summary:

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.

Legally Council 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.

Motion:

The Parish Council wishes to cancel the project to install a light in Pump Passage, the Clerk is instructed to inform Suffolk County Council and to negotiate a financial settlement with Suffolk County Council.

Agenda Item 10

Report to Council 8th August 2024

Applications received for Parish Council Grants

- 1 Council has included £6,000 in its budget for 2024/25 for Grants to Community Organisations. Council policy is that applications for Grants are invited each May and November.
- 2 Applications were invited in May, the discussion of applications received has been delayed until the 8th August 2024 meeting of Council to allow Council at its July meeting to fully discuss Car Parking.
- 3 There has been no deterioration in the financial position of Council that means that the Grant expenditure budget needs reconsideration.
- 3 One Grant Application has been received:

Application from the Lavenham Woodland Project (Charity Commission Ref 1101288)

Amount: £2,500

Purpose: Contribution towards estimated £4,184 cost of building a 6m x 3m shelter in the Outdoor Activities/Forest School area.

Compliant with Eligibility Criteria: Yes

Application form submitted with all items completed: Yes

Supporting documents submitted: Yes

4 Motion

That the Parish Council approve the application from the Lavenham Woodland Trust for a Grant of £2,500 as a contribution towards building a Shelter in the Outdoor Activities/Forest School area.

4 Section B: Project Information	
Describe how this project will assist at least one of those in the Council's key target areas of: children and young people, people with special needs, older people and extra-curricular activities for schoolchildren:	<p><i>The project was set 22 years ago to provide an accessible environment where all the above could find a space to exercise and learn about nature. A shelter would provide cover when weather is inclement and as a space to "rest" see below.</i></p> <p><i>It may be possible to extend our activities by providing Holiday Clubs in Easter and Summer Holidays.</i></p>
Describe how this project will promote social inclusiveness, enhance community well-being, promote measures to mitigate climate change, promote awareness and attractiveness of the village, provide vital services or improve facilities in the village:	<p><i>Dyehouse Field Wood is open 24/7 for 365 days a year and it is well documented that the Japanese expression "shinrin-yoku" literally translates to 'forest bathing.' It invites us to take a break from our busy lives and connect with nature. This simple act has gradually gained popularity in recent years, owing largely to its proven health benefits. The entire woodland ecosystem plays a huge role in locking up carbon, including the living wood, roots, leaves, deadwood, surrounding soils and its associated vegetation and provides habitat for many living organisms.</i></p>
Describe the efforts that have been made to obtain alternative funds. This should include efforts to obtain funding from other bodies and from participants. If funds have been raised the amounts raised must be detailed:	<p><i>In recent years we have received funding from Co-op - £1,700, Lavenham Open Gardens - £1,500, Lavenham Gardening Club - £400 plus various small donations.</i></p> <p><i>We have agreement in principle that the Co-op would fund some of this project.</i></p>
Explain how the organisation will be self-funding in the future i.e., how the organisation has long-term viability:	<p><i>We have a Friends of Dyehouse Field Wood scheme that brings in about £800 a year which cover our annual running costs. We are constantly seeking funding from other sources</i></p> <p><i>Next year we are planning an event to celebrate 21 years since we first started planting. One of the Objects in our Memorandum of Association is "to acquire property for the planting and management of an amenity woodland which the public have free access in perpetuity"</i></p>
Describe the actions the organisation/group will need to take if this application is unsuccessful:	<p><i>If the application is unsuccessful, we will continue to seek funding from other sources as a long term project.</i></p>

FAO David Jones
Lavenham Parish Council
Parish Office
Church Street
Lavenham
Sudbury
CO10 9QT



25/06/2024

Quote Ref: 24-0637

*Supply Only

Option 1: 6m X 4m Forest Shelter	£	5,949.01
Optional Extra: Side Panels & Benches (as shown attached)	£	1,128.07
Total for Option 1	£	7,077.09
Option 2: 6m X 3m Felling Shelter	£	4,183.81
Optional Extra: Side Panels & Benches (as shown attached)	£	1,044.01
Total for Option 2	£	5,227.82
Option 3: 6m X 4m Felling Shelter (Offset Ridge)	£	5,116.54
Optional Extra: Side Panels & Benches (as shown attached)	£	1,261.70
Total for Option 3	£	6,378.24

Price is subject to VAT. Quote is valid for 30 Days. **Delivery is approx. Six weeks from order. Payment terms are 25% deposit on order and 7 days on final invoice. Installation prices are based on concurrent works.

* Please see terms and Conditions



Explain the extent to which the costs have been estimated and list the quotations which have been obtained from suppliers:

See attached quote from Setter Ltd 6m x 3m felling shelter @ £4183.81

Addition costs for side panels and benches + installation @ £1044 + £4000 = £5044

these would be covered by materials available in the woodland and volunteers.



LAVENHAM WOODLAND PROJECT LIMITED
Trading Profit and Loss Account
For the Period 1 May 2022 to 31 March 2023

	31 March 2023		30 April 2022	
	£	£	£	£
TURNOVER				
Donations	1,297		890	
E.Paris Donation	20		200	
Hidden Garden Donation	1,735		-	
Lavenham P.C. Donation	-		300	
		3,052		1,390
COST OF RAW MATERIALS AND CONSUMABLES				
Woodland Maintenance	125		1,236	
Tractor Expenses	29		-	
Small Equipment / PPE	359		-	
Professional Labour	400		-	
		(913)		(1,236)
DEPRECIATION AND OTHER AMOUNTS WRITTEN OFF ASSETS				
Depreciation	107		-	
		(107)		-
OTHER CHARGES				
Premises expenses:				
Room Hire	38		-	
General administration costs:				
Insurance	126		143	
Website costs	-		14	
Bank charges	64		22	
Sundry expenses	15		-	
	205		179	
		(243)		(179)
NET PROFIT/(LOSS)		1,789		(25)

LAVENHAM WOODLAND PROJECT LIMITED
Balance Sheet
As at 31 March 2023

	31 March 2023	30 April 2022
	£	£
Fixed assets	2,602	-
Current assets	8,865	9,678
NET CURRENT ASSETS	8,865	9,678
TOTAL ASSETS LESS CURRENT LIABILITIES	11,467	9,678
NET ASSETS	11,467	9,678
CAPITAL AND RESERVES	11,467	9,678

Notes

Account Name
LAVENHAM WOODLAND PROJECT LIMITED

Account No 48781177 **Sort Code** 60-21-03 **Page No** 1 of 2



NatWest

MR DAVID JONES
LAVENHAM WOODLAND PROJECT LIM
LAVENHAM VILLAGE HALL
CHURCH STREET
SUDBURY
SUFFOLK
CO10 9QT

Current Account

Summary	
Statement Date	26 APR 2024
Period Covered	29 MAR 2024 to 26 APR 2024
Previous Balance	£9,547.20
Paid In	£21.00
Withdrawn	£23.45
New Balance	£9,544.75
BIC	NWBKGB2L
IBAN	GB32NWBK60210348781177

Agenda Item 11

Report to Council: 8th August 2024

1st Meadow Footbridge

Background:

The Minutes of the March 7th 2024 Meeting of Council record that:

'The Clerk explained that he had now obtained three quotes:

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

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

Cllr Robinson very kindly offered to assist.

Subsequent Progress:

A bridge with 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.

Supplier A confirmed that the quote for the bridge with a steel base involved the use of fully galvanised steel not steel painted with galvafruid.

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 of 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'.

Motion:

The quote from Supplier A is accepted with the cost to be funded from a release of the Cemetery Clean Up fund of £5,000 and the parking donations received April-July 2024.

Notes:

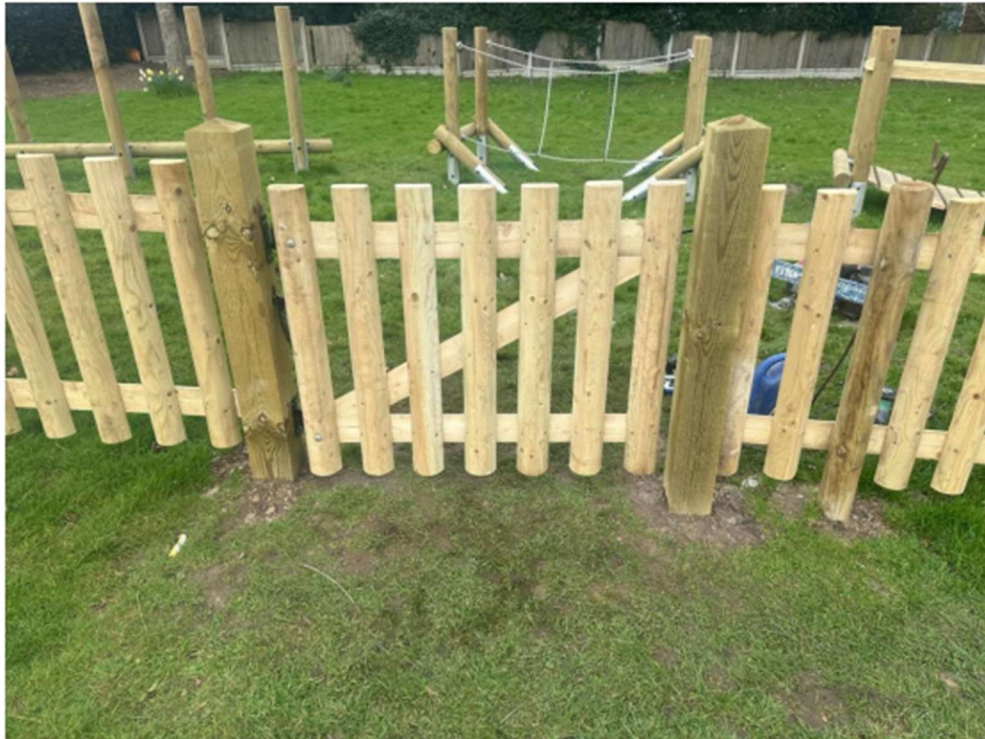
- a) This project is eligible to be funded by Neighbourhood CIL
- b) The PC has the legal power to repair and maintain public footpaths and bridleways under Highways Act 1980 ss.43 & 50.

Detailed Quote:

The new bridge will be level, not sloping as before, and the apron of ground leading up to the bridge will be built up using topsoil and grass seed to remove the existing step up making it accessible for wheelchairs and easier to use by parents with pushchairs and prams.

LAVENHAM PARISH COUNCIL:

Picture showing the design of gate proposed.



All timber regularised, sanded and pressure treated.

New Bridge.

Both quotes are inclusive of delivery and installation, the options are also inclusive of new gates fitted with soft close hydraulic gate closers and anti-slip strips to walkway boards, I have detailed both products below.



New hydraulic self-close pedestrian gate mechanism.

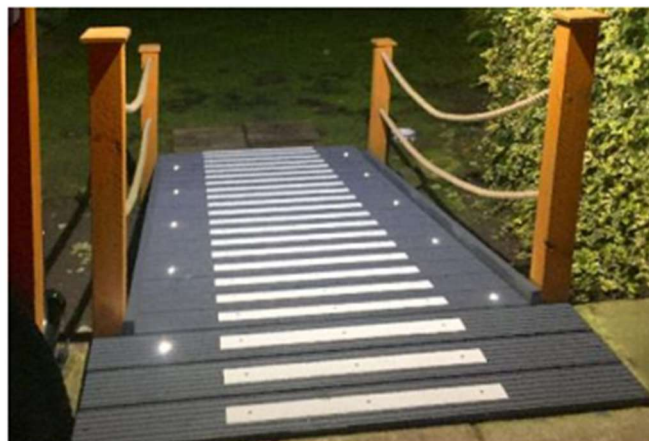
This sleek new design is easily adjusted to ensure the gate closes at the correct speed.

Tamper proof and extremely durable, ideal for high traffic areas.

Anti-slip strips will be attached to the new decking planks to ensure a slip resistant surface is maintained even during wet or frosty weather.

Available in a wide range of colours.

Durable fiberglass construction, glued and screwed into position.



Proposal to adopt a 20mph scheme

Summary:

The Public Consultation closed on 19th April 2024.

The Parish Council was informed of the outcome on 22nd Jul 2024.

The Officer recommendation is that the Scheme go ahead, the report will now be submitted to the Head of Transport Strategy and the Cabinet Member for Transport Strategy, Planning and Waste for a final decision.

The plans are unchanged from those previously issued.

15 representations were received including 13 objections, some of these objections were that the scheme did not cover a sufficiently wide area.

No costing exercise has been undertaken; the PC has asked for a ball-park estimate now that the design is final.

Key pages from Draft Report:

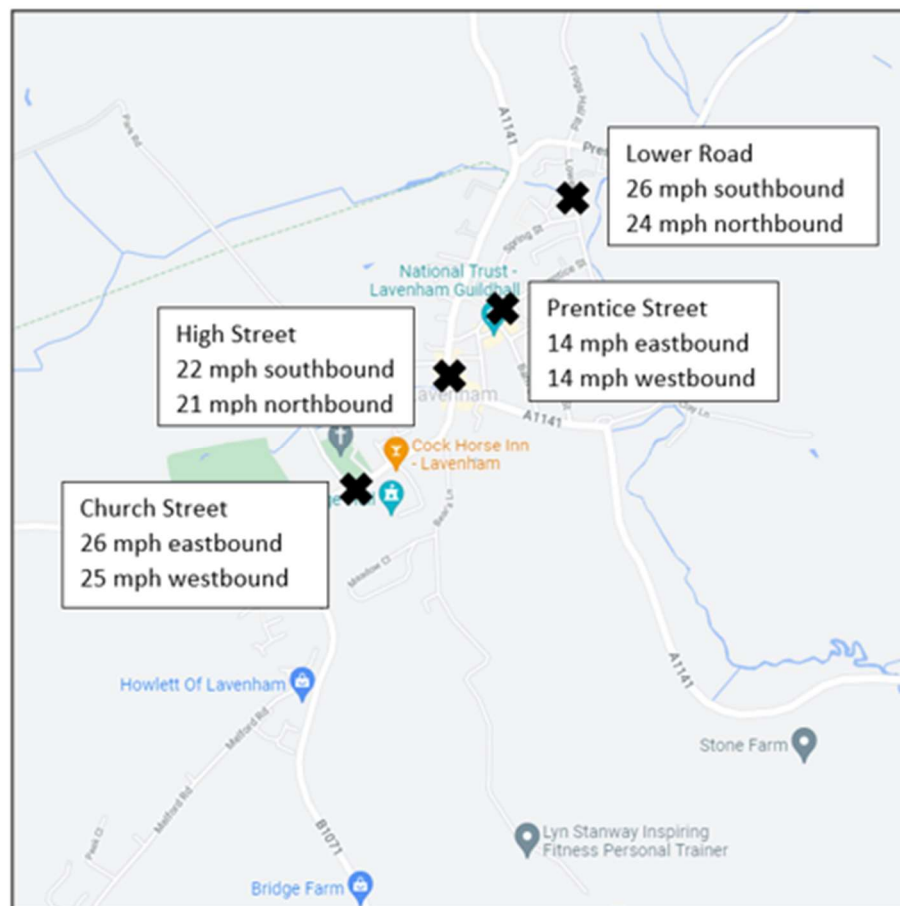
If the TRO is made, it will be necessary to install new signing, including new 20 mph repeater signs at regular intervals over the extent of the 20 mph speed limit. An assessment of potential sign locations has been undertaken and it is determined that 44 new 20 mph repeater signs (300mm dia.) would be required throughout the entire area. In most locations, these repeater signs will be erected back to back. These have been placed as close as possible to the maximum spacing of 300 metres and mounted on existing street furniture where convenient mounting points are available. A small number of new posts will be required. Within the conservation area, any new posts will be black and new signs will be black backed.

Although it would be more common to introduce a 20 mph speed limit zone in a conservation area (rather than a speed limit), there are specific reasons as to why a zone was not pursued in the case of Lavenham. Within a 20 mph zone there must be traffic calming features no further than 100 metres apart. These can be more typical forms of traffic calming which offer vertical or horizontal deflection but can also simply be a repeater sign or a road marking roundel. It is considered that road markings applied on the road at frequent intervals would be too visually intrusive within the conservation area. For the reasons discussed regarding potential engineering measures on Church Street, physical traffic calming features may not be feasible. Therefore, the remaining option to provide a repeater sign as a 'traffic calming feature' could in fact lead to more signs being placed throughout the extent of the proposed 20 mph. On balance, it was determined that a 20 mph speed limit would be more suitable in Lavenham.

Regarding the B1071 Sudbury Road, both Councillor Lindsay and Lavenham Parish Council had originally requested that the existing 30 mph speed limit be extended southwards, away from the village centre. However, when the location was assessed against the relevant criteria, it was considered that an extension to the existing 30 mph speed limit would not be appropriate. Instead, the 40 mph speed limit was proposed (as included in the advertised TRO).

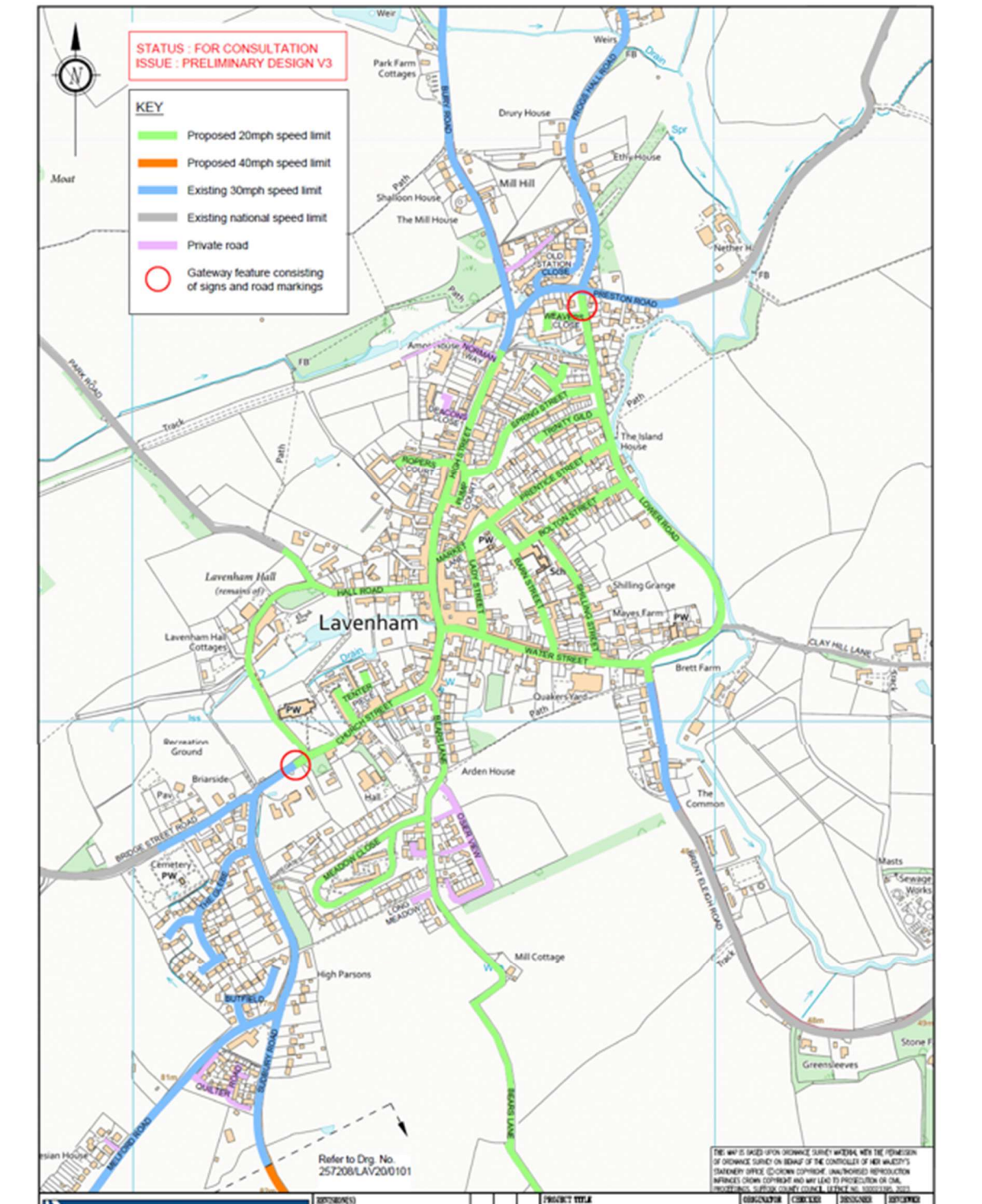
LAVENHAM PARISH COUNCIL:

When the original request for the 20 mph speed limit was assessed by Safety and Speed Management, traffic surveys were arranged to capture existing mean traffic speeds. It would have been a costly exercise to survey speeds on all roads in Lavenham and therefore it was agreed that two major roads and two minor roads would be surveyed. The existing mean traffic speeds are summarised below.

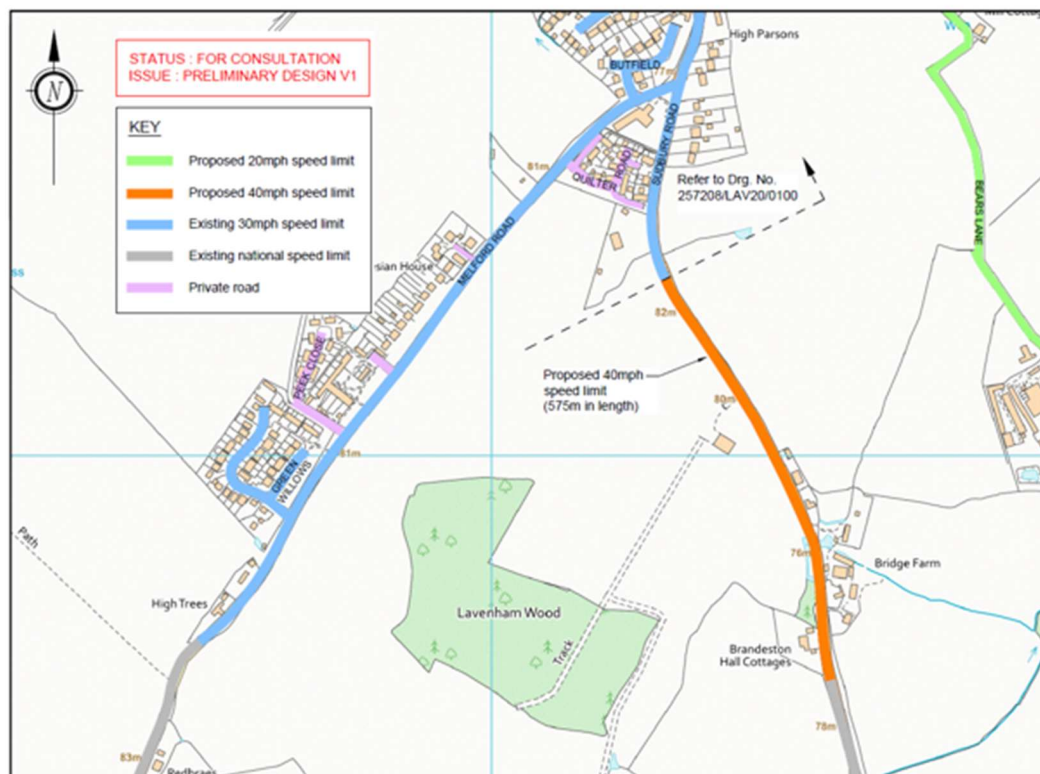


Most of the roads within the extents of the proposed 20 mph speed limit already experience mean speeds which are currently below 24 mph, whilst others are expected to be below 24 mph. In their original report, the Safety and Speed Management team demonstrated that this was the case for the High Street and Prentice Street. Bolton Street, Shilling Street and Barn Street for example, all share similar characteristics to Prentice Street and therefore similar traffic speeds would be expected. Other roads included are narrow in places or have restrictive pinch points which will serve as ready-made traffic calming features – e.g. Bears Lane and Lower Road, both of which also warn of pedestrians in the road. More recent speed data collected for the A1141 Water Street (during January 2023) has demonstrated that there would be compliance with the proposed 20 mph speed limit on that road also, with mean traffic speeds averaging 20 mph. The lower traffic speeds recorded on Water Street can be attributed to a combination of on-road parking and existing traffic calming features in the form of two build-outs.

LAVENHAM PARISH COUNCIL:



LAVENHAM PARISH COUNCIL:



8. Proposal to adopt a 20 mph scheme

The Chair explained that the scheme has been in development for some years. The history of the scheme is set out in the Working Papers distributed with the Agenda.

She added that since 2020 many surrounding villages have adopted 20mph limits and that Lavenham's has taken longer because it is more complicated as an A road and a B road run through the village.

The Chair then described the Public's Aspirations for the Scheme. In 2013 in preparation for the 2016 LNP, the public were asked to respond, 'yes' or 'no' to "The speed limit in Lavenham should be 20 miles per hour?" 63% said yes in 376 responses. The response rate to that survey was 68%. The public were asked again in 2021, this time the question was "should there be a 20mph limit in the Core Area." 193 respondents said yes, representing an 84% response rate. There is therefore, she said, a consistent body of opinion which wants a 20 mph scheme. The Chair counselled that surveys only provide a picture of opinion at a snapshot in time and there is no way of knowing whether some people have changed their views or simply did not answer the questionnaire in 2021.

In July 2020, the Parish Council proposed a scheme to Suffolk County Council (SCC) to introduce a 20mph zone to replace the existing 30mph limits. The Council, in 2020 had, de facto, defined 'the Core' as the 30mph zone.

County Council policy states that 20mph speed limits will not be considered on A or B class roads unless exceptional circumstances are cited. Our proposal noted the unique nature of Lavenham including narrow streets and footways, heavy traffic flows and types, substantial pedestrian traffic and an above average older population. This rationale for 20mph on A and B roads was accepted by the County Council.

County Council policy also states that mean measured speeds must be 24mph or less. Surveys conducted by Highways showed speeds on Lower Road and Church Street were borderline.

In October 2021, the first version of a scheme was received from the County Council. A map of this version is included at Appendix 1. This scheme fell significantly short of the aspirations expressed by the Council in 2020. It included most of the central core but Lower Rd was not fully in the scheme and only a small section of Brent Eleigh Rd was included.

This Council and our County Councillor considered the reduced scheme and in particular, other developments within the village which had taken place between conception and receipt of Version 1 from SCC and asked the County Council to reconsider. consequent of the traffic arising from the Osier View development, to have Bears Lane included in the 20mph zone and a request to extend the scheme onto Sudbury Rd to take account of the pedestrian movements crossing at the junction of Melford Road to access the bus stop.

A revised provisional scheme was designed by SCC and considered by this Council in April 2023 as shown in Appendix 2. This is version 2 and contained many enhancements which the Council had not specifically asked for but would have aspired to in the fullness of time. Version 2 was provisional until Suffolk Police and other statutory bodies were consulted. Version 2 significantly extended the proposed 20mph zone and also proposed other speed reductions on Brent Eleigh and Sudbury Roads.

At Statutory consultation stage, Suffolk Police objected to both the Brent Eleigh Road and some of the Sudbury Road inclusions. The Police provided some speed data to SCC for Sudbury Road, a little to the south of the proposed 20mph proposed limit, the mean traffic speeds were shown to be just above 30mph. SCC advised that we would need to install significant safety engineering works to reduce traffic speed to an acceptable level, and this is outside the scope of the original scheme and would require additional design time, and money. This objection from Suffolk Police has led to Version 3 which we now need to consider.

The Chair concluded her words of introduction by saying that, in her opinion, where we are now is a significant improvement from Version 1, but still some distance from the original proposal dated 2020. Version 3 excludes significant roads where speeding traffic is evident and where a substantial number of our population live. The Plan does not include Melford Road and Preston Road and is not ideal for Sudbury Road where most residents enter the B1071 from concealed driveways.

She suggested that the Council considers this to be Phase 1 of a programme of traffic management change which also includes the measures in place in Water Street. Further phases will likely emerge from the work of the Traffic Working Party in the next few years.

If Councillors approve this proposal this evening, Suffolk County Council will advertise the scheme and conduct formal public engagement, most likely be in written form. Advertisements will be placed in the press and on websites. Dates are as yet unknown.

To support this and to give Members of the Public the chance to have their say the Parish Council will convene a public meeting on 30th November 2023 to provide the opportunity for all residents to learn about the scheme and discuss with each other the Version 3 scheme in detail.

Drawings of location and types of signage will be placed on the Parish Council website and on the Council Noticeboard.

The Chair then invited Cllr Lamont and the Clerk to take Councillors through the actual changes being proposed in Version 3.

Discussion:

The Chair commented that Version 3 does not cover the Melford Rd with the reason given by SCC being that changes to the speed limit would require an engineering solution as well as a signage solution. She added that this could be part of future phases.

Cllr Falconer asked why Brent Eleigh had been excluded. Cllr Lamont explained that the reason given was that an extended 20 mph zone would lead to an unreasonably short 30 mph zone with too many changes of speed limit in a short distance. Extending the 30mph zone further towards Monks Eleigh is considered to be impracticable because of the rural nature of the setting.

The Chair noted that she had received comments welcoming the inclusion of Bears Lane in the scheme from a number of older residents who have told her that they had difficulty hearing the growing number of electrical vehicles.

Cllr Falconer expressed her reservations about the restricted nature of the scheme and the lack of enforcement of it adding that despite those concerns it had her support as that is what it seems the village wants. Cllr Muckian echoed the thoughts of Cllr Falconer highlighting the desire of the village for a scheme and the enforcement issues. Cllr Morrey commented that no better scheme is possible at this time. Cllr Chick commented that it may not change much road behaviour but the scheme is the only one available and is what people want.

The Clerk asked what the likely cost of the scheme was. Cllr Lamont explained that the SCC Engineer will now be asked to cost the scheme.

Motion: Approve the Version 3 preliminary design prepared by Suffolk County Council and to issue an order to proceed to public consultation.

Proposed: Cllr Lamont

Seconded: Cllr Ranzetta

Decision: Approved with no votes against and no abstentions.

Financial Regulations

Background:

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.

This is in accordance with the guidance given:

Recognising the challenges inherent in financial control at the local level, NALC has stepped in to provide invaluable assistance. The revamped Model Financial Regulations bring together all the essential procedures and financial regulations that councils need to implement to ensure that they manage their finances effectively and transparently. The document comes with an introduction to help explain how to use it, with clearly marked areas where the council can tailor the document to fit its needs.

Key features of the updated regulations include a user-friendly introduction to aid councils in navigating the document effectively. Additionally, the regulations are designed with flexibility in mind, allowing councils to adapt them to suit their specific requirements seamlessly. This flexibility ensures that councils of all sizes and operational scopes can benefit from the guidelines provided.

Summary of changes to model Financial Regulations

New Regs	The Lavenham response is to accept unless stated below:
1.1 to 2.3	Very General statements of broad principle and law or standard practice that are not controversial
2.4	Add 'this review of the effectiveness of its system of internal controls is undertaken by the review of the Standing Financial Regulations which detail the system of internal controls'
2.5	Statements of broad principle and law or standard practice that are not controversial
2.6	Add 'Alternatively each months Bank Reconciliation will be included in the Working Papers submitted to Council for scrutiny by the Council and will be voted on'
2.7 to 4.1	Statements of broad principle and law or standard practice that are not controversial
4.2 to 4.10	This is forecasting, budgeting and precept setting. Replace with 3.1 to 3.4 from previously adopted Regulations which work well for this Council.
4.4, 4.8 and 4.11	This is forecasting, budgeting and precept setting. Add as these are useful clarifications. Now 4.6, 4.7 and 4.19. These are not significant.
	In forecasting, budgeting and precept setting section add all of old 4.1 to 4.8

LAVENHAM PARISH COUNCIL:

5.1 to 5.4	This is Procurement. Statements of broad principle and law that are not controversial
5.5 to end 5	Delete and insert old 11.1, 11.2 and 11.3, these are the procurement arrangements which have worked well for the Council Add 5.16 and 5.21 for clarity
6.1 to 6.3	This is Banking Arrangements. Statements of broad principle and law that are not controversial. These include annual review of the Bank Mandate.
6.4 to 6.10	Delete, covered in '7 Electronic Payments'
7-10	These are the sections 'Electronic Payments', 'Cheque Payments', 'Payment Cards' and 'Petty Cash'. Replace with old 5 and 6 to leave the arrangements unchanged.
8.1, 8.2	Payments of Salaries and Allowances. Mandatory statement of PAYE compliance.
8.3 to 8.8	Payments of Salaries and Allowances. These are not as well written or detailed as previous old 7.2 to 7.7 and these have been substituted.
9	Loans and Investments. No changes to NALC recommendations.
10	Income. No changes to NALC recommendations.
11	Payments under Contracts for Construction Works. These are not as well written or detailed as previous old 12 and these have been substituted
12	Stores and Equipment. These are not as well written or detailed as previous old 12 and these have been substituted
13	Assets, properties and estates. These are not as well written or detailed as previous old 12 and these have been substituted
14	Insurance. These are not as well written or detailed as previous old 15 and these have been substituted
15	Charities No changes to NALC recommendations.
16	Suspension and revision of Financial Regulations. No changes to NALC recommendations.

Motion:

Council adopts the new draft Financial Regulations noting the new annual requirement to review the Bank Mandate.

Council approves continuation of the Bank Mandate which requires any two of Councillors Mitchell, Morrey and Muckian and the RFO to make all transactions other than to move funds between the Council's Bank Accounts.

LAVENHAM PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the Council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The Council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the Council shall:

- determine and annually review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and

2. Risk management and internal control

- 2.1. The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the Council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the Council.
- 2.4. At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement,** this review of the effectiveness of its system of internal controls is undertaken by the review of the Standing Financial Regulations which detail the system of internal controls.
- 2.5. The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. Each months Bank Reconciliation will be included in the Working Papers submitted to Council for scrutiny by the Council and will be an agenda item.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The Council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions;

- provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the Council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. The RFO must each year, by no later than December prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance Working Group and the Council.
- 4.3. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 4.4. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall **issue the precept to the billing authority no later than the end of February** and shall supply each member with a copy of the approved annual budget.
- 4.5. The approved annual budget shall form the basis of financial control for the ensuing year.
- 4.6. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the Council.
- 4.7. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

- 4.8. Authority to spend on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget/forecast. This authority is to be determined by ordinarily, the Council for all items other than those sums agreed as an approved Contract or authorised under 4.15.
- 4.9. Subject to 4.15 no authority to spend shall be exercised that will exceed the amount provided in the revenue budget/forecast for that class of expenditure other than by resolution of the Council.
- 4.10. There shall be no power of virement of spending shortfalls with respect to Neighbourhood CIL, earmarked reserves and funds in trust.
- 4.11. For other budget lines, virement up to a combined total of £1500.00 in a single year between budget lines is permitted to the RFO with the Chairman of the Council acting in unison, provided this shall not prevent the completion of the purpose for which a budget was originally set.
- 4.12. Virements over £1500.00 require the approval of the Council in session.
- 4.13. All virements must be reported to the Council so that the Budgets can be changed in future Financial Reports.
- 4.14. After the ends of months 4 and 8 of the Financial Year a re-budgeting exercise shall be completed and approved by the Council in session.
- 4.15. In cases where expenditure is required for the safety of the public or proper functioning of the Council, the RFO may authorise revenue expenditure on behalf of the Council which in the his/her judgement it is necessary to carry out, subject to a monthly limit of £1,500.00. The RFO shall, where practicable, seek the prior approval of the Chairman for such expenditure and report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter with the matter included in the minutes of the next Council meeting.
- 4.16. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.17. All capital works expenditure shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.18. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £250.00 or 15% of the budget.
- 4.19. Changes in earmarked reserves shall be approved by the Council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.6. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.7. No exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services
 - ii. for specialist services such as are provided by legal professionals acting in disputes
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council
 - v. for additional audit work of the external auditor up to an estimated value of £500.00 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of Council) and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.8 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- 5.8. Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of Council.
- 5.9. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18d and shall refer to the terms of the Bribery Act 2010.
- 5.10. When it is to enter into a contract of less than £30,000.00 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall obtain 3 quotations (priced descriptions of the proposed supply) where the value is below £3,000.00 and above £1,000.00 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 5.1 above shall apply. Where quotations received are above £30,000.00 the process for selection of Provider shall revert to 5.4 and 5.5 unless the Council resolve to apply 5.8.
- 5.11. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.12. Should it occur that the Council, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 5.13. Contracts for the purchase of Capital items above £4,000 should contain a retention of 2.5% unless approved by the Council.
- 5.14. For ease of reference, the regulations specified above are set out in the Scheme of Delegation
- 5.15. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.16. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.17. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the Council or make any contract on behalf of the council.

5.18. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council.

7. Electronic payments

- 7.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council. Banking arrangements may not be delegated. They shall be regularly reviewed for safety and efficiency.
- 7.2. All payments other than transfers between the Councils Bank Accounts requires two people, one entering the data (the inputter) and an authoriser. This is achieved by setting up the internet banking in a way that requires two individuals to send a payment and in the bank mandate requiring two signatures to sign a cheque, set up a Direct Debit or set up a Standing Order.
- 7.3. The RFO will each month supply a list of Payments and Receipts made together with a Bank Reconciliation for resolution of the Council.
- 7.4. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents approved expenditure.

Additionally, all invoices above £5,000 relating to Capital items must be approved for payment by both the Councillor Project Lead and one other Councillor.
- 7.5. Any Debit Card issued for use will be specifically restricted to the RFO and will also be restricted to a single transaction maximum value of £1500.00 unless authorised by Council in writing before any order is placed.
- 7.6. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.

- 7.7. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at each month-end.
- 7.8. In respect of grants the Council will approve all expenditure.
- 7.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 7.10. Members or the RFO may claim for reimbursement of costs incurred on behalf of the Council, these will be approved or rejected by resolution of the Council. Approved Expense claims will be published on the website. Councillors or the RFO should seek pre-approval of amounts above £50.
- 7.11. Any changes to the bank details of a supplier shall be verified by the RFO and the change and the documentation received to justify that change shall be stored with the first invoice with the new details and brought to the attention of the Member authorising payments.
- 7.12. No petty cash is held.
- 7.13. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts.
- 7.14. The Inputter and the Authoriser must both assure themselves that the payment is valid, has been appropriately approved and that the Banking Details are correct.
- 7.15. The Council's accounting records must either be stored securely on 'the cloud' or regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 7.16. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

8. Payment of salaries and allowances

- 8.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 8.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 8.3. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 8.4. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

- 8.5. The total of such payments in each calendar month shall be routinely reported at each Council meeting and no advance payments of salary shall be made.
- 8.6. An effective system of personal performance management should be maintained for the senior officers.
- 8.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council
- 8.8. Before employing interim support with an estimated cost of above £1,000, the Council must consider a full business case. If the estimated cost is below £1,000 paragraphs 4.8 to 4.15 apply.

9. Loans and investments

- 9.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the Council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 9.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the Council, following a written report on the value for money of the proposed transaction.
- 9.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 9.4. All investment of money under the control of the council shall be in the name of the council.
- 9.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 9.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

10. Income

- 10.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 10.2. The Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 10.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Council by the RFO and shall be written off in the year. The Council's approval shall be shown in the accounting records.

- 10.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 10.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 10.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date or at least annually coinciding with the financial year end.
- 10.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 10.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.

11. Payments under contracts for building or other construction works

- 11.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 11.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council
- 11.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and RFO to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

12. Stores and equipment

- 12.1. The RFO shall be responsible for the care and custody of stores and equipment
- 12.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 12.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 12.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

13. Assets, properties and estates

- 13.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

- 13.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 13.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 13.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 13.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to Council with a full business case.

14. Insurance

- 14.1. Following the annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the council's insurers
- 14.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 14.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 14.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council.

15. Charities

- 15.1. Where the council is sole managing trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

16. Suspension and revision of Financial Regulations

- 16.1. The Council shall review these Financial Regulations and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.

- 16.2. The Council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 16.3. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.