

PARISH COUNCIL MEETING

Held on Thursday 5th August 2021, commencing 7.30 pm. in the Village Hall.

Present Mr I Lamont, Chairman. Mrs I Mitchell, Vice-Chairman.

Mr T Sheppard, Mr M Chick, Mr T Ranzetta, Mr P Thompson, Mr D Wilding, Dr C Posner.

Mr R Lindsay, Suffolk County Councillor. Mrs M Maybury & Mr C Arthey, District Councillors for Lavenham.

2 members of the public.

Introductions took place between the current Councillors and the newly elected Councillors, Tony Ranzetta and Paul Thompson were elected on 16th July following the uncontested election, also Lizzie Falconer who had sent her apologies for the meeting this evening. Charles Posner and David Wilding were elected today, 5th August, following the second uncontested election. All new Councillors present had signed their Declarations of Acceptance of Office.

Public Forum

Mr Roy Mawford, as Chairman of the Neighbourhood Plan review group, reminded all present to complete the Questionnaire. Closing date for completion is 10th August.

Police Matters – Go to:

https://www.suffolk.police.uk/sites/suffolk/files/ceo_constables_county_june.pdf for the June 2021 copy of the County newsletter, Constable's County.

The summary of crimes reported within the parish of Lavenham, listed on www.police.uk, has been updated recently to show crimes reported in June, there had been 2 crimes: 1 x violence & sexual offences; 1 x Public Order offence.

County Councillor's Report, Mr R Lindsay (*report forwarded and circulated, follows these minutes*)

Mr Chick asked what the benefits of the change in School Travel Policy were expected to be? Or had it just been about reducing costs? Essex had introduced a similar change in policy and this had resulted in more cars on the road and very little money saved.

Mr Lindsay said that three officers would be gathering evidence as to how well the policy has been working, looking at case studies. It would appear that they would be approaching schools but not parents. Mr Lindsay suggested that parents could pass comments to schools and ask them to pass them on to the officers.

District Councillor's Reports, Mrs M Maybury & Mr C Arthey (*no written report*)

Mrs Maybury commented/reported on the following:

School buses, she was aware of awful traffic congestions at Great Waldingfield caused by the new change in policy and thought that Suffolk County Council should revert to bussing all pupils if they were unable to cycle or walk.

A motion of no confidence had not been upheld in respect of the Chair of the Babergh Licensing and Regulatory Committee but he had resigned later anyway. Mrs Maybury was concerned that the review of Hackney fares should have been working with residents not party politics.

Belle Vue Park, it had been announced that funding for the new entrance to Belle Vue park would come from the proceeds of the sale of Belle Vue house and part of the site to a developer. As the development was for retirement homes there would be contribution for the community and Mrs Maybury thought that the cost of the new entrance ought to be covered by the developer.

Mr Arthey commented/reported on the following:

Local Cycling & Walking Infrastructure Plan – for the next ten years, having a plan in place for the Districts will put them in a good position for future funding opportunities

Parking Strategy – approval has been given for work on a new strategy which will consider size and use of parking spaces, EV chargers, solar chargers etc. throughout the District. Should be coming to the Parish Council for their views.

Leisure, Sport & Physical Activity Strategy – being refreshed, looking at older demographic, which should be of interest to the elderly population in Lavenham

Details of all these plans and strategies are on the Babergh website.

Mr Arthey said that the matter of late CIL payments in respect of Bears Lane is still with Legal. He would see if he could discover the date for resolution.

The Minutes

It was prop. by Dr Posner, sec. by Mr Sheppard, that the minutes of the meeting held on 1st July are approved. Carried.

Declarations of Interest – Mr Ranzetta declared an interest in planning application DC/21/03488.

Apologies for absence - Mr R Macro, Mrs M Morrey, Ms L Falconer.

Election Update

As there had been calls for an election for all five vacancies, first for three and then two, they had to be filled via an election. Timing meant that all five places were advertised for the first election but as there were only three nominations a second election had to take place for the remaining two vacancies. The Parish Council had to decide whether poll cards were to be produced before it was known whether the first election would actually take place, this had incurred a cost of around £200. Repeated requests for an election following every advertised casual vacancy could put financial pressure on a Parish Council, especially if there were insufficient nominations to trigger an election and Notices of Election had to be posted until the required number of vacancies were filled.

Mr Sheppard thought that the procedure for requesting an election was in the process of being reviewed.

Lavenham Neighbourhood Development Plan revision group update

The printing of the Guide to the Questionnaire and the accompanying booklet were satisfactorily carried out by the Lavenham Press, to schedule and on time. The Group met in the Village Hall to insert the Guide into the Booklet and to divide them into ‘bundles’ for delivery around Lavenham by a team of volunteers. The delivery was all accomplished over the two days’ target of 11th/12th July we had set ourselves and we have had enquiries for the paper copies of the Questionnaire which were delivered by the Group volunteers within a target of twenty four hours.

So far, we have received eighty four on-line completed Questionnaires, nine paper copies returned and one complaint that the Questionnaire was too long and complicated (but that person completed anyway) and no spoiled returns.

The information on the paper copies has been transferred to the on-line Questionnaire using the individual code supplied by the Guide and is included in the above figure.

The Planners’ Questionnaire has been forwarded to nine responders in all : our two local Councillors and seven members of Babergh Planning Group, from whom one very encouraging return has been received.

The closing date for completion is 10th August and the on-line Questionnaire will be turned off on 13th August. Everybody was urged to complete the questionnaire.

Mr Lamont mentioned that he had taken part in the trial. Mr Ranzetta thought that the Questionnaire guidance was an extremely helpful document. He also asked what is the Parish Council's policy on World Heritage status? It was agreed that this should be an agenda item at the next meeting.

(report forwarded by Mrs Morrey and circulated)

Organisation of the Council

Mrs Mitchell had carried out extensive work and completed work which had been started by Mr Ranzetta previously. This explained the background, the current system and proposed changes to the NALC Model Standing Orders 2020 which had previously been adopted but which no longer reflected the management or the Parish Council's business in the governance structure. The complete working papers had been circulated to all members with amendments/deletions/additions suitably marked.

Proposed Changes to the Working Group Arrangement

It is proposed that the Working Groups as currently constituted continues but that the Council is asked to agree on an annual basis:

- the range of Working Groups and their membership on the recommendation of the Chairman.
- Terms of Reference for each Working Group to reflect their purpose, the number of members and quorum, and the extent and limits of their responsibilities.

Standing Orders

The NALC Model Standing Orders 2020 have been amended and are shown in Attachment 3. The amendments reflect the Working Group Arrangement including the changes proposed 3(ii) above. They also take into account, the rules by which the Council will establish Working Parties, the purpose of which is to examine a new issue on behalf of the Council and Review Groups, which may be constituted to affirm or alter policies of the Council. Other amendments are proposed which largely arise from a decision at the Annual Parish Meeting in May 2021 and the June 2021 meeting of the Council.

The following to be inserted in the Standing Orders: "The amendments predominantly arise from this Council substituting Working Groups, Working Parties and Review Groups to replace Committees and sub-committees. NALC Model Standing Orders 2020 or those subsequently published, may be reinstated in full following a review and decision of Council."

Proposed by Mrs Mitchell, seconded by Mr Ranzetta, the Council agrees the proposed amendments to Standing Orders. Carried.

Scheme of Delegation

As the Council's day to day business is managed by the Parish Clerk who serves as The Proper Officer and all decisions are reserved for the full Council, it is important that this is set out in a formal document. A proposed Scheme of Delegation is shown in Attachment 4. Councillors are asked to note that the arrangements set out in Attachment 4 reflect the status quo.

Proposed by Mrs Mitchell, seconded by Mr Sheppard, defer decision until Mr Ranzetta's previous notes are have been reviewed. Carried.

Terms of Reference: Neighbourhood Plan Review Group

At the request of the Council in 2020, a review was commenced of The Neighbourhood Plan completed in 2016. This work has been initially governed by the Terms of Reference shown in Attachment 5 to enable this Review Group to rapidly commence this important task. Revised Terms of Reference shown as Attachment 6 are now presented to the Council for approval.

Proposed by Mr Wilding, seconded by Mr Sheppard, the Council agrees the Terms of Reference in Attachment 6. Carried.

Dr. Posner thanked everybody who had contributed to these works.

Proposals for future Policies updates

Further Organisational Development

In support of Agenda item 11, Organisation of the Council, Point 4 further work is required as shown below:

1. Standing Order 4 refers
Develop where needed, Terms of Reference for agreement by Council for Working Groups, Working Parties and Review Groups and prepare a schedule for completion in an order of priority.
2. Standing Orders 11 and 20 refer
Establish policies to meet statutory requirements on handling data and information and a timetable to ensure compliance.
3. Standing Order 22 refers
Establish a policy for handling internal and external Communications and all Media matters.

Proposed by Mrs Mitchell, seconded by Mr Ranzetta, the Council agrees to the above programme of work. Carried.

Operations

Project Updates

Prentice Street car park - little to show for any progress other than UKPN have scheduled work to commence mid-October. This will provide for both the Electric Vehicle charging points and the toilet block. A further CIL bid for this of £10k has been agreed with Babergh DC and a bid for a further £10k to the Plug-in-Suffolk County EV initiative has been made and a decision remains outstanding.

The slope/raft in front of the toilet block will be installed once the electricity is connected and as you know the cost of this will fall to Babergh, to which they have agreed.

Out of interest the EV charging point at Church Street is a 7.2 kW unit. It takes approximately 4 hours to provide 100 miles, it costs about £10. Plug-N-Go, the company put forward by Babergh, installed and run these units and are installing the Prentice Street installation. However, they appear to no longer have a representative in either this area or the country and are based in Guernsey.

Church Street toilets and office - the office has been completed and the floor tiles chosen. The plumbing to the toilets are being installed this week. External works are also complete, apart from the installation of the pay column. In theory, this job should be finished over the next ten days.

Tenter Piece - the structural works have been completed and this week the decoration/ painting is getting underway. The wall colours and flooring have been chosen by Caroline Eves chair of our Dementia Alliance. This gives rise to a price overrun and Margaret and Clive have

indicated that they will contribute towards this.

Mr Arthey thought that as the building is still in the ownership of Babergh District Council the extra cost of the flooring should be covered by the Housing Revenue Account.

The cost of the corridor fire wall has been invoiced to Babergh.

The structural engineer has at long last submitted his bill and this will be on the list to be paid.

Gas Works site - erring on the side of caution, to appoint a main contractor and give the two week mobilisation period as set out in the tender enquiry the land acquisition needs to be complete and planning conditions 3 and 4 must be discharged none of which are in place to date. Babergh DC many request further information/clarification in respect of the Construction Method and Site Management Statement.

With only a 6 week construction period we must hit the ground running and avoid any cost delays to the Main Contractor, the following will need to be in place:

- 1) Fee structure with MLM for site witnessing and verification reports.
- 2) Protocol and fees for in-situ testing of contaminated material to be removed from site, this is critical to avoid stockpiling of excavated material and waiting for test results.
- 3) Quotation for tree surgery, extent yet to be agreed this will also require planning permission. The tree surgery to be complete prior to the Main Contractor starting on site, could be carried out during mobilisation period. There has been considerable sapling growth over the last few months, removal by the tree surgeon would be preferable to give clear site access.
- 4) Appoint sub-contractor to carry out fencing/wall refurbishment, in particular the palisade fencing to the southern boundary. Check there is sufficient reclaimed palisade fence in storage and confirm there is sufficient to cover the fence line and that all fittings are present and in working order and no replacement parts are required. It would be desirable to have the southern boundary fencing carried out once the tree surgery is complete.
- 5) Start a dialogue with Suffolk County Council Highways in respect of the requirements/implications of resurfacing the footpath crossover.
- 6) Engage with all the car park neighbours to advise of imminent work starting, in particular access will be required to carry out fence repairs and may be required when constructing the retaining wall to the East Boundary.

On appointment of the Main Contractor the UKPN offer will need acceptance and fee payment, together with an order for the electrical installation.

We will also need the Main Contractor to submit their Method Statement and H&S Risk Assessments during the mobilisation period for agreement.

Signing of Contract/Review of Tenders

Relevant documents and reports had been circulated to all members ie. anonymised tender submissions from contractors A, B & C plus project costs, document to inform decision to proceed, Business Plan with budget and justification used for CIL bid.

It is recommended that the Council accepts Tender Option C as the only tender that fits within budget and allows for contingency in the case of unexpected costs. It is also the only tender with a comprehensive breakdown of costs, including what is not included.

It was felt that in order to satisfy the Council, as the contractor was not known to the Council, two bona fide references should be sought.

The Council resolves that the Tender from Provider C is accepted subject to the discharge of the following condition: "That two references are sought from organisations or companies who have previously contracted with Provider C and that the Council is satisfied with the responses received."

Proposed by Mr Ranzetta, seconded by Mrs Mitchell and agreed.

It was agreed that an extra meeting would be set up for 12th August when the references will be reviewed, also clarification in respect of overages will be sought from the solicitors.

Mrs Mitchell asked the Chairman to approve an extension of the meeting till 10.30 pm.

Water Street traffic scheme - the members agreed to support a six week trial removal of priority signage and road markings at the pinch points.

Planning

DC/21/03557 - Robin Hill, Park Road, Lavenham

Householder Application - Erection of two storey linked extension to provide garage at ground floor and additional bedrooms (following removal of cartlodge)

Prop. Mrs Mitchell, sec. Dr Posner, recommend approval. Carried.

Sitting on a large site, minimal impact on neighbours & in the style of the existing building

During consideration of the following application Mr Ranzetta left the meeting table and did not take part in any discussion or vote.

DC/21/03488 - De Vere House, Water Street, Lavenham

Application for Listed Building Consent - Installation of sign to front elevation (following removal of existing sign)

Impact minimal. Prop. Dr Posner, sec. Mrs Mitchell, recommend approval. Carried.

DC/21/03840 & DC/21/03841 5 And 6 Church Street, Lavenham

Planning Application & Application for Listed Building Consent - Change of use of 6 Church Street from Residential to Dental Surgery (Class E) in association with 5 Church Street

Prop. Mr Ranzetta, sec. Mrs Mitchell, recommend approval. Carried.

This application will bring employment into Lavenham and enhance an important local health service. The impact on the building is minimal and no impact to the exterior. There is adequate local public parking. Suggest take the opportunity to carry out a beam survey.

DC/21/04055 - 89 High Street, Lavenham

Application for Listed Building Consent - Replacement of 3no windows and 1no door on rear elevation. Replacement of glazing with 12mm slimlite to remaining 2no rear windows

Prop. Mrs Mitchell, sec. Mr Wilding, recommend approval. Carried.

The proposal replaces windows of varying layout with a more consistent design reflecting the style of windows 1, 3 and 4. There is no impact on the street scene.

Planning Decisions Received:

Discharge of Conditions for DC/20/03420 Molet House, Barn Street, Lavenham – condition satisfied- Condition 3 (Gable End Frame Recording)

DC/21/03401 7 Church Street, Lavenham – Listed Building Consent for Removal of external render from gable end and front elevation, and replace with lime render, associated works including repairs to timber frame, installation of wool insulation, fix breathable membrane, fix counter and cross laths, application of lime and fibres, apply dubbing out coat if required and lime topcoat. Repainting of whole exterior with lime wash

DC/21/01783 8 Shilling Street, Lavenham - Discharge of Conditions for DC/21/01783 all conditions satisfied- Condition 3 (Details of Outbuilding Cladding), Condition 4 (Details of Outbuilding Roofing), Condition 5 (Outbuilding Fenestration), Condition 6 (Details of Extension Roofing), Condition 7 (Details of Extension Render), Condition 8 (Details of Extension Fenestration), Condition 9 (Details of Rainwater Goods), Condition 10 (Details of Rooflights) and Condition 11 (Schedule of Works)

DC/21/03101 12 Market Place, Lavenham – Listed Building Consent for Repairs to brick chimney removing the top 2m of the stack to expose the defective brickwork, repairs and rebuilding salvaged/matching bricks

DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990

DC/21/01274 & DC/21/01275 16 Bolton Street, Lavenham – Approved Conditions, Condition 3 (Materials) and Condition 4 (Fenestration)

DC/21/01919 & DC/21/01920 The Great House Hotel, Market Place, Lavenham - Planning Permission & Listed Building Consent for minor internal alterations to Grade II* listed building and development of the outdoor courtyard to form additional kitchen/restaurant space.

DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990

DC/21/00602 The Priory, Water Street, Lavenham – Approved Conditions, Condition 6 (Details of Mortar) and Condition 9 (Details of Plastering)

DC/21/03358 & DC/21/03359 Horseyards, Bridge Street Road, Lavenham – Planning Permission & Listed Building Consent for Erection of lean-to extension to front elevation. Infilling of two garage bays and conversion to habitable accommodation. Associated internal alterations.

Finance and Strategy

Cheques for payment:

Kinex, phone a/c July £39.95: Zoom, monthly fee for remote meetings £14.39: Babergh District Council (Planning), Discharge of Condition 3 application Gas Works site £116.00: Lavenham Press Ltd. printing NP revision Questionnaire Guides, Letters, Questionnaires £873.00: R D Lane, remove/replace wall to comply with Building Regs. (Babergh D C to reimburse) £5,214.00: Playquip Leisure, play equipment inspections £321.30: Sigma Structures Ltd. structural design service Tenter Piece £525.00: Donationboxes.co.uk.Ltd, 50% deposit Church St donation post £630.00: Seago & Stopps Payroll Services, q/e 05/07 payroll administration RTI £110.40: British Gas, electricity to Church St toilets (2 months) £21.76: Lavenham Community Council, meeting room hire for NP revision group £90.00: JPB Landscapes Ltd. , (July grasscutting/maintenance £928.75, street cleaning £1,253.33) + VAT £2,618.50: Cartridge Discount, printer inks £94.25: Payroll £747.08: Karzees Limited, hire/cleaning of temporary toilet units Church St/Prentice St £1,245.60: Babergh D C, fee for registering new address for Church Street office premises £103.00: R D Lane, building works at Tenter Piece, 3rd stage invoice £9,000.00: R D Lane, building works at Church St toilets, 3rd stage invoice £9,000.00.

Anglian Water installed a new meter at Prentice Street car park, overpayment now has to be re-calculated, waiting for confirmation.

Cheque signed last month for additional premium due following addition of Prentice Street WC cabins to Parish Council insurance has been cancelled. NFU Mutual had an overpayment in hand and this has covered the additional premium of £5.85.

Direct payments to Bank: Babergh District Council, Quarter 1 2021/22 cleansing grant £2,432.43. HMRC, VAT refund for 1st April to 31st May 2021 £6,938.56.

A letter to the Bank requests the transfer of 20,000.00 between accounts.

Prop. Mrs Mitchell, sec. Mr Mr Ranzetta, that the financial transactions are approved. Carried.

Church Street phone box, contract to purchase for £1

It was agreed that the Council should proceed with the purchase of the phone box situation in Church Street. Future use to be decided later. Mr Lamont signed the Agreement to Purchase.

As it was now 10.30 pm. it was agreed that the following items should be deferred to the September meeting:

20 mph speed limit update
Car Parking – leasing & cashless donation boxes
Consideration of tree works estimates
Tree planting and wilding
Correspondence

Date of next meeting: The next meeting will be held on Thursday 2nd September 2021.

The meeting closed at 10.30 pm.