

## **PARISH COUNCIL MEETING**

Held on Thursday 1<sup>st</sup> December 2022, commencing 7.30 pm. in the Village Hall.

*Full reports and supporting documents can be found on the Parish Council website (lavenham.onesuffolk.net) under Meetings, December 2022 Meeting Pack. Paper copies are also available.*

**Present** Cllr Irene Mitchell, Chairman.

Cllrs Lizzie Falconer, Iain Lamont, Rob Macro, Matt Chick, Michael Sherman.

Babergh District Councillors Margaret Maybury and Clive Arthey.

10 members of the public.

**1. Apologies and approval of absence** received from Cllrs Janice Muckian, Mary Morrey and Tony Sheppard, and approved. Also from Suffolk County Councillor Robert Lindsay. The Chairman reported that Paul Thompson had tendered his resignation from the Council.

**2/3. Declarations of Interest/Requests for Dispensation** - There were none.

**4. To approve as accurate minutes of the last meeting of the Council**

It was proposed by Cllr Chick, seconded by Cllr Sherman, and agreed, that the minutes were a true record of the proceedings of the meeting held on Thursday 3<sup>rd</sup> November 2022.

**5. Local Authority Councillors' Reports**

**Suffolk County Councillor's Report** – Cllr Lindsay's report had been forwarded to Councillors and was taken as read.

It was noted that in the Government's Autumn Statement it had been reported that Suffolk is to have an Elected Mayor.

**District Councillors' Reports** – Cllr Maybury said she had not submitted a written report for the meeting. It was established that the Parish Council had received Babergh's emailed Parish Notes.

Cllr Maybury clarified that Suffolk would not have a Mayor but the directly elected leader would be the Chair of Suffolk County Council.

Four Warm Spaces have been set up in the Ward, two in Great Waldingfield, one in Little Waldingfield and one in Lavenham. Thanks are due to all the volunteers involved in these.

Cllr Maybury had attended the Lavenham Literary Festival and commented on the good weekend events.

Cllr Arthey drew attention to the Cil briefing sessions and encouraged members to join these when possible. In respect of NCIL, Lavenham has an outstanding amount of £63.00 not collected.

There has been a 6.5% increase in the Tax Base.

Lavenham Community Council has been awarded a £2,500.00 grant towards the operation of the Warm Bank sessions in the village hall.

There were no questions arising from the verbal reports.

**6. Chairman's Announcements**

The Chairman announced that the Public Participation Session has been moved down the agenda to item 10 after discussions at item 9.

Mrs Joy Baker has collated and produced a collection of Jubilee poems and photographs from the Jubilee events which are available as a book at a cost of £5 per copy, which is cost. These can be obtained either from Mrs Baker or Mrs Gurling, details are on notices posted around the village.

## **7. LNP Review**

### **7a To receive a report from the LNP Review Group**

The report, together with 'LNP2 Modification Proposal Regulation 14 Statement' attachment had been submitted to the Parish Council by Roy Mawford, LNP Revision Group Leader and made available as part of the meeting support documents on the Parish Council website

**Motion: The Council approves 'Regulation 14' Public Consultation of the above Plan and its accompanying documents, for 8 weeks from Thursday 8<sup>th</sup> December 2022 to Wednesday 1<sup>st</sup> February 2023.**

**Moved by Cllr Falconer, seconded by Cllr Macro and carried with 1 abstention.**

### **7b Consultation arrangements LNP2**

The Pre-submission Draft Revised Lavenham Neighbourhood Plan, together with the two supporting documents, a Lavenham Design Guide 2023 and a Lavenham Landscape Character & Sensitivity Assessment 2023, will be available to view online from 8<sup>th</sup> December. Hard copies will be available in the Library and special arrangements can be made for those with mobility problems.

Advertisement of the arrangements for consultation would be via a leaflet drop to each household; posters on all notice boards, the Church, Library, VIP and some shops; posting on the PC website and Facebook.

There will be a drop-in event with members of the Review Group in the village hall on 17<sup>th</sup> January 2023, 4-7 pm..

Responses can be completed via the online questionnaire or by email. Paper copies of the questionnaire will be available in the Library and can be returned to the parish office at the entrance to the Church Street car park or to No 2 Lady Street, the Village Information Point. Costs of the production of leaflets and posters and the set of 3 documents will be around £600 and will be met from revenue budgets.

Cllr Arthey commented that everyone recognises the hard work of the review team, well done to Roy Mawford and the whole team.

The Chairman said that the village is indebted to them, Cllr Lamont echoed what had been said, the Plan had been completely restructured.

## **8. Infrastructure Development**

### **8a Harwood Place play area**

Cllr Sherman reported that a third provider should be coming back next Friday morning.

When all quotations are available a bid for CIL will be prepared.

### **8b Church Street public toilets**

County Washrooms will clear from the site and cleaning has been arranged so that the facilities can be open ready for the late night shopping evening tomorrow. The remaining painting will be carried out next week.

### **8c Hedge Planting**

*It was noted that the report to support this item had been missed from the meeting pack in error.*

A verbal summary of the report was given to the Councillors.

In July 2022 the Council approved spending of £1,500 from the Neighbourhood CIL Fund for enabling measures to plant a hedge. In November 2022, Council received a verbal report that the original plan has been varied for a number of reasons and the cost of planting increased.

**Motions:**

**Council agrees to award a contract to Provider 3 at a cost £2,650.00 ex VAT.**

**Proposed by Cllr Macro, seconded by Cllr Chick. Carried.**

**and;**

**Approves expenditure of £1,060 from the revenue account to support the planting of a hedge in accordance with the decision of Council recorded at the July 2022 meeting. This additional sum comprises:**

**£750 virement from Tree Maintenance & Care; £110 virement from Green Maintenance Water Street Car Park; £200 donation. Total £1060**

**Proposed by Cllr Macro, seconded by Cllr Sherman. Carried.**

**8d Prentice Street public toilets**

Although there are a few minor works to be carried out the facilities are judged to be ready for opening from the late night shopping evenings onward.

**8e Phone Box competition**

Entrants to the competition to be contacted as to which suggestion is being considered. Further report to come to the January meeting.

**8f To receive a Parish Infrastructure Implementation Plan and a report of Neighbourhood CIL funds**

Council noted the content of Draft 1 Lavenham Parish Infrastructure Plan (PIIP), Appendix 1 List of Achievement 2017-2022 and Appendix 2 Parish Council Projects in Development 2022-2027.

Dialogue has been started with the Chair of Lavenham Community Council regarding the need for a hook-up for an emergency generator for the Village Hall, which is a nominated Emergency Centre. This could be the subject of a CIL bid.

Cllr Lamont commented that the projected date for Water Street Traffic Scheme signage design, listed in Appendix 2, could be January/February 2023.

In addition to the future allotment area beside the Lavenham Walk possible sites for allotments and trees are under investigation.

**9. RFO Report****9a Audit 2021-22**

External Auditors had issued an interim report and the additional documents requested are being forwarded to enable them to complete the audit.

**9b Invoices received for payment****Paid between meetings:**

The following invoices covered by NP2 budget: R Mawford, reimburse NP2 meeting room costs £188.50: LCC, village hall room hire £28.50: Lucy Batchelor-Wylam, NP2 Design Guide £1,000.00: Modicum Planning, NP2 support £1,555.90.

The following invoices reflect costs for bringing Prentice Street toilets to operating level, some to be claimed from CIL, some from NCIL: Stourside Services, pipework repositioning £148.96: East Anglian Road Markings, remove & re-mark disabled parking/motorcycle parking £240.00: M Baird Landscapes, additional railings £626.58.

**Invoices received/for payment :**

JPB Landscapes, November grounds maintenance & street cleaning £1,948.08: Karzees Ltd. hire/cleaning of temporary toilets Prentice Street & Church Street £1,245.60: Kinex, phone a/c Nov £57.37: British Gas, Church Street toilets electricity £68.53: Payroll (salary, PAYE,

NIC) £2,554.73: Zoom, monthly remote meeting charges £14.39: Lavenham Community Council, village hall room hire £66.50: BT Business, broadband £24.28: SmartSurvey for public consultation, NP2 budget £54.00: Anglian Water, Church Street water charges £242.76: Anglian Water, Prentice Street water charges £94.16: Anglian Water, Cemetery water charges £13.79: ICS, public toilet cleaning both sites £667.48.

Direct Debit payments:: Paya Group, monthly service fee £43.08: BG Business, electricity Water Street car park £71.80: BT Group plc, monthly mobile charge £6.00.

**Income (November):**

Total donations collected from car parks for (total of cash & card donations) £828.90: Babergh D C, cleansing grant Q2 £2,593.50: Anonymous donation to hedge planting £200.00: Donations to Christmas lighting fund £75.00. VAT refund £846.36.

**Proposed by Cllr Macro, seconded by Cllr Chick, that the financial transactions are approved. Carried.**

**Analysis of proportion of card/cash donations collected (requested at November meeting)**

Using the figures over three months, June/July/August 2022, as these are a fairly consistent representation, this is the total over the two sites, Church Street and Prentice Street.

Total card donations (as card is presented at the reader) £1,930.00

(total of 618 transactions. Church St = 517 transactions, Prentice St = 101 transactions)

Total cash donations for this period £2,769.00

Card donations represent 41% of the total donated, cash donations 59%.

**9c To receive a verbal report of budget position at November and consider Motions for spending priorities for the remainder of 2022-23.**

Supporting papers for Agenda item 9c, page 1, show a predicted underspend in financial year 2022-23. The underspend comprises two principal components. A reduction in costs due to the failure to appoint a replacement Clerk/RF and car park/public toilet donations being higher than initially planned although still well below pre-Covid levels. The Quarter 3 Income and Expenditure report will include some adjustments within budgets to reflect higher costs than those planned and reasoned assumptions for expenditure to the end of the financial year but an underspend is anticipated.

Page 2 put forward possible motions in respect of Year End Spending Priorities.

**Motion 1: Council agrees that the first call on underspends for 2022-23 should be £3,000 ring-fenced to support Lavenham Community Hub (No 2 Lady Street) which it may draw upon as required. In the event that this cannot be met from an underspend, £3,000 should be allocated from reserves.**

**Proposed by Cllr Chick, seconded by Cllr Falconer.**

Noted that Motions 2, 3 and 4 would be considered at the January meeting.

**9d To receive a statement of budget requirements for 2023-24**

Supporting document for Agenda item 9d, Key Additional Expenditure 2023-24 was noted.

**9e Council resolved to endorse the application of the LGA agreed new pay scales for 2022-23, to be implemented in full from 1 April 2022.**

**Proposed by Cllr Falconer, seconded by Cllr Chick.**

**9f To receive a report of revenue requirements and options for the Precept 2023-24**

Supporting documents, Pages 1 and 2, Precept Options 2023-24 were noted. Two

options for the Council's consideration were set out.

The options will inform the meeting on January 5<sup>th</sup> when the Precept will be set.

#### **10. Public Participation Session (15 minutes)**

Mr Christopher Churchard asked where the £15-20,000 for the 20 mph speed limit scheme would come from and he also queried the increased costs for a Clerk, noting that Council should consider delaying this change in arrangements.

The Chair responded by noting the cost of the 20mph scheme would not be from the revenue budget and the Council will have to be creative and seek to attract external funding.

The Chair noted that Council agreed early this financial year to recruit a replacement Clerk on a full time basis due to the amount of work now involved. The current part-time Clerk is working virtually full-time without additional pay and Councillors are also undertaking work which should be in the domain of a clerk and this is unacceptable.

Lee Morris, Chair of the LCHCLT Ltd (No 2 Lady Street) expressed gratitude for the support of the Parish Council.

#### **11. Operational adjustments to street lighting**

Supporting papers explained that it had already been indicated, in a letter from Suffolk County Council which manages the system, that energy costs have increased by 102% in the period April to August 2022 and could go even higher in the remainder of the year to end of March 2023. The financial risk of not taking action to reduce energy usage is viewed as very high.

**Motion: Council resolves that the Parish Council operated street lights should be switched off as follows:**

**On Fridays & Saturdays at 00:30 and Sunday to Thursday at 23:30 with effect from 02/01/2023.**

**During the period 08/01 to 27/03/2023 the lights will come on at 06:00 if conditions are such that the light meters trigger a switch-on.**

**Proposed by Cllr Sherman, seconded by Cllr Chick.**

#### **12. To consider recommendations from the Planning Group**

##### **Planning Applications Received:**

DC/22/05175 10 Ropers Court, Lavenham

Householder Application - Replace 24 No. Windows and 1 No French Door on balcony.

Replace cladding with James Hardie Plank

This application is not in harmony with the building as a whole in order to retain continuity of the façade. Installation of UPVC windows was refused on the adjacent property in the same building range – No. 12 Ropers Court, application B/15/00698 in 2015.

The proposed modern "R7s Foiled Flush Case/ Heritage" UPVC windows are not a sympathetic design. Sympathetically designed Timber Windows with thin Heritage Glazing would be likely to be accepted.

Synthetic cladding is also not appropriate for an Historic Building.

**Proposed by Cllr Lamont, seconded by Cllr Falconer, recommend refusal. Carried.**

DC/22/05836 Barnsdale, Bolton Street, Lavenham

Notification of Works to Trees in a Conservation Area - Reduce 1No. Sweet Chestnut (T1) by 1-1.5m all around. Reduce 1No. Silver Birch (T2) by 2-3m all around. Tidy 1No. Red Norway Maple (T3) and remove green reverted growth. Reduce 1No. Cherry by 2m all around and raise crown.

**This is maintenance work being undertaken by a tree surgeon. Recommend approval.**

DC/22/05934 Angel Gallery, 17 Market Place, Lavenham

Notification of Works to Trees in a Conservation Area - Fell 1No. Conifer (T1) Fell 1No.

Laburnum (T2)

No issue with felling the conifer, it cannot be easily managed by pruning. A Laburnum is an attractive decorative tree and should be pruned not felled.

**Recommend Approval for felling the conifer, recommend pruning of the Laburnum rather than felling.**

DC/22/05958 Shilling Grange, Shilling Street, Lavenham

Listed Building Consent - Proposed removal of superstructure above well and installation of wrought iron well cover.

**Recommend approval**

**Proposed by Cllr Lamont, seconded by Cllr Falconer, forward comments to Babergh D C on the three applications above in line with the Planning Group recommendations.**

**Planning Decisions Received:**

DC/21/03185 Lavenham Press, 47 Water Street, Lavenham - Refusal of Planning Permission For Demolition of existing unlisted buildings and structures and erection of retirement living accommodation to include associated amenity space, landscaping, parking and vehicular access

DC/22/03808 Shilling Grange, Shilling Street, Lavenham – Discharge of Condition 3 (Entrance Gate)

DC/22/04811 2 - 3 Shilling Street, Lavenham – Listed Building Consent granted for Amended fenestration to rear single storey extension to no. 3 as approved by DC/21/04606 & grant of Non Material Amendment relating to DC/21/04605 - alterations to windows/door

**13. To consider a village wide Christmas Community Singing event on 24<sup>th</sup> December**

Following the success of last year's Christmas Eve community event it was proposed to repeat the arrangements. For residents only, free but vouchers must be obtained to receive age appropriate refreshments (mulled wine, hot chocolate, mince pies, gingerbread). Gather outside the Angel Hotel in the Market Place for two hours of carols and festive songs.

**Proposed by Cllr Falconer, seconded by Cllr Sherman, budget of £500 for refreshments to be covered by the Events Fund. Agreed.**

**14. Date of next meeting**

Thursday 5<sup>th</sup> January 2023, 7.30 pm in the Village Hall.

**15. To consider excluding the public and press (for item 16)**

**Motion to exclude the public (Standing Order 3d)**

**The Council resolved to exclude the public for the remainder of this meeting. The reason for this proposal is the business to be discussed is of a confidential nature.**

**Proposed Cllr Macro, seconded Cllr Chick.**

**Part 2 Closed Session of the Council**

**16. To receive a report on recruitment of a Clerk to the Council**

The Chairman advised that a suitable candidate has been identified and an offer made.

The meeting closed at 10.15 pm.