

PARISH COUNCIL MEETING

Held on Thursday 14th July 2022, commencing 7.30 pm. in the Village Hall.

Full reports and supporting documents can be found on the Parish Council website under Meetings, July 2022 Meeting Pack. Paper copies are also available.

Present Cllr Irene Mitchell, Chairman. Cllr Lizzie Falconer, Vice-Chairman.
Cllrs Mary Morrey, Janice Muckian, Matt Chick, Paul Thompson.
Cllr Michael Sherman, joined following co-option to the vacancy
Babergh District Councillors Margaret Maybury and Clive Arthey.
3 members of the public.

Apologies for absence received from Cllrs Iain Lamont, Tony Sheppard and Rob Macro.

Declarations of Interest/Request for Dispensation None

To approve as accurate minutes of the last meeting of the Council

There were no questions arising and it was proposed by Cllr Thompson, seconded by Cllr Falconer, the minutes of the meeting held on 9th June are a true record of the meeting. Carried.
Proposed Cllr Morrey, seconded Cllr Chick, the minutes of the meeting held on 23rd June are a true record of the meeting. Carried.

District Councillors' Reports, Mr C Arthey & Mrs M Maybury

(Both Councillors had submitted reports which follow these minutes)

In addition to the report Cllr Maybury wished to remind all children of the Lavenham Library Summer Reading Challenge.

In order to spread the word regarding contacting the Sudbury & District CAB for advice on the increasing cost of living they would be approached for a report which could be used for publicity.

Cllr Arthey reminded the meeting that further details of the Housing Revenue Account Business Plan and the Empty House Policy can be found on the Babergh website.

Cllr Falconer asked if there was any news on the Lavenham Press site development, Cllr Arthey said there is still no decision.

County Councillor's Report, Mr R Lindsay

(In Mr Lindsay's temporary absence a report on his behalf had been submitted by County Councillor for Sudbury, Jessie Carter, the report had been circulated to Parish Councillors and follows these minutes)

There were no questions arising from this report.

Public Forum

Mr Sutton asked several questions:

Referring to the General Power of Competence, how many Parish Councillors sitting at present are elected? Only 3, Cllrs Sheppard, Falconer and Thompson, all as a result of Uncontested Elections (did not go to ballot).

The final cost of the Water Street car park; what steps are being taken to recover additional costs in the case of the Prentice Street toilets/car park and Church Street toilet projects; what steps will be taken to avoid the same problems in the future?

The responsibility for problems with drainage in the Prentice Street car park is probably shared with Babergh District Council and Anglian Water as there have in the past been blockages in the lower part of the system in addition to the present problem.

Cllr Mitchell pointed out that any questions not answered within the meeting tonight would be answered separately by correspondence.

All capital projects had been financed through CIL, either 123 or Neighbourhood, and had been vetted prior to commencement. There had been no problems with the Water Street car park project.

Mr Sutton wondered if the fittings at the Church Street toilets had been of a quality appropriate to serve in public conveniences.

Mr Sutton reported that he had raised with Robert Lindsay cost to date of the Water Street traffic project, and estimated costs to completion. In respect of the cost of the 20mph speed limit project he wondered what the community was getting back for the Council Tax it pays. Finally Mr Sutton asked how many requests for an allotment have been received.

Co option to a vacancy

Michael Sherman has expressed an interest in co-option to one of the vacancies on the Council. He had attended a meeting of the Parish Council, sent a short CV which had been circulated to the Councillors, and had also met with the Chairman, Vice-Chairman and Clerk to discuss the work of the Council. He was invited to sit at the table and answer any questions the Councillors might have. He said that his special interest is in encouraging civic pride and would like to see all areas of the village, not just the historic core, looking cleaner and tidier. It was proposed by Cllr Mitchell, seconded by Cllr Muckian that Michael Sherman be co opted to one of the vacancies. Agreed.

8. Infrastructure Development

8a Infrastructure projects for 22/23

Cllr Lamont had submitted a report on schemes arising from the 2016 Neighbourhood Plan.

Major Schemes- 2022-23

1. 20mph scheme - this is covered by a separate motion.
2. Acquisition of land and planning approval for allotments if site available - New CIL Bid
3. Water Street scheme - investigation of costing & funding for final scheme in preparation for works in 2023-2024. No progressing trial scheme until cost & funding is established.

Minor 2022-23

1. Traffic Working Party High Level study -NCIL
2. Hedge planting – approved by earlier meeting – need motion for funding.

The Parish Council resolves to progress these projects as listed. Further motions will approve any expenditure.

Water Street Scheme

Trial set up in 2018 – since approved by SCC

Camera survey required to monitor use/misuse/bottlenecks etc. in order to move the scheme forward. Quote for survey for 1 week £6,500, 2 weeks £11,700.

Proposed by Cllr Falconer, seconded by Cllr Muckian, to request a two-week camera survey in order to provide a more robust result. 3 voted for, 2 against, 1 abstained. Carried.

8b 20 mph limit scheme

The next step is for the design of the signage for the scheme to be ordered from Suffolk Highways. The design estimate cost is £8,395, Cllr Lindsay is prepared to pay half if Lavenham PC can pay the other half, £4,195, from NCIL. The final cost will be heavily dependent on how many signs and how much engineering work is in the design.

Members present who were not Councillors at the time the scheme was first conceived justifiably asked questions on the need for it.

Cllr Mitchell noted that 65% of residents who completed questionnaires for the 2016 Neighbourhood Plan wanted a 20 mph speed limit. According to the National Planning Framework the pedestrian is king. Considering Lavenham's demographic there exists a problem with elderly people needing more time and opportunity to cross the road.

Cllr Mitchell is happy to take these views back to Cllr Lamont.

Proposed by Cllr Falconer, seconded by Cllr Thompson, that the Parish Council defers the decision on the 20 mph limit scheme. Carried.

8c Hedge planting

The plants will be supplied free, the Parish Council will need to purchase compost & guards, include potential survey of site to see if suitable to plant a hedge inside the boundary fence along Brent Eleigh Road.

Propose planting is a community event, call for volunteers, provide toilet facility within budget, private donor lunch for all. Bring the family. Post planting maintenance, local volunteers. Great idea.

If costs increase above the maximum this will be brought back before the Council.

The Parish Council resolves to approve a proposed maximum budget of £1,500 to be funded from Neighbourhood CIL as this proposal fits with Babergh's policies to 'green' villages.

9. Finance

9a The Income & Expenditure report for Quarter 1, 2022-23 (completed to 22/06, could be updated to 30/06 at next report) had been circulated. There were no questions arising from this. NCIL funding is looking healthy with a balance of £79,000 at the end of the first quarter.

9b Invoices received for payment.

Invoices paid between meetings (to 30/04/22):

From the Jubilee budget: Event Insurance, insurance cover for Jubilee party £263.00: Balloon Circus, children's entertainer £306.00: Hopes, balance hire of tables/chairs for Jubilee lunch £1,296.00: 2020 Hotels, hire of marshals for Jubilee lunch £1,035.50: Amplify Design, Jubilee printing £193.55.

Karzees, pre-payment for short term hire of additional temporary toilets in Prentice Street car park £474.00.

Invoices received/for payment :

JPB Landscapes, June grounds maintenance & street cleaning £2,684.58: Karzees Ltd. hire/cleaning of temporary toilets Prentice Street & Church Street £690.00: Kinex, phone a/c June £54.75: British Gas, Church Street toilets electricity £32.70: Payroll £755.92: Paul Holland, repairs/fitting/materials etc to Prentice Street and Church Street toilets £185.00: Drain Doctor, drain unblock Prentice Street car park £280.80: Community Action Suffolk, One Suffolk website training, Cllr Morrey £48.00: Sterling Electrics, Jubilee put up/take down bunting/supply poles/PAT testing/set up power in Market Place/6 days labour £705.00 (from Jubilee budget): Lavenham Village Hall, meeting room hire £97.50: Zoom, monthly remote meeting charges £14.39: BT, broadband £24.28: ICS, Church Street/Prentice Street toilet cleaning & consumables (July) £716.13.

Direct Debit payment: Paya Group, monthly service fee £43.08: BG Business, electricity Water Street car park £16.61: BT Group plc, monthly mobile charge £6.00. PWLB loan repayment due 18/07/2022 £3,759.79.

Income (June):

Burial account £550.00: Jubilee tree sponsorship, £50.00: Lavenham Gardening Club, donation for bench £375.00: Quarterly interest £24.03.
Donations collected from car parks for June (total of cash & card donations) £1,737.90.

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

Proposed by Cllr Thompson, seconded by Cllr Chick, the Bank Reconciliation for the first quarter to 30/06/2022 was approved. Carried.

9c Application for Barclay's Business Debit Card

It was agreed that it is in the Parish Council's interest to apply for a Business Debit Card as this will make the purchase of equipment and supplies, especially online, much more convenient.

The following statements taken from the application form were considered and agreed:

1. The Parish Council applies for the Business Debit Card service;
2. Agrees to accept and be bound by the Barclays Business Debit Card terms contained in the Business Customer Agreement, which contain their obligations to us and our obligations to them;
3. Confirm that Barclays may operate the use of the Business Debit Card Service on the instructions of any nominated cardholder, notwithstanding the authority contained in the existing bank mandate (Appointment of Bankers).

The Parish Council resolved that it is in the interest of the Parish Council to apply for a Barclay's Business Debit Card and agrees to be bound by the Business Debit Card terms contained in the Business Customer Agreement.

10. Events

The Council noted and discussed the report from Cllr Falconer which was circulated on 16th June. Having organised the Christmas Carols last December, and the Platinum Jubilee events Cllr Falconer is keen that under the auspices of the Parish Council, further events and celebrations should be planned. She is happy to step forward and develop a working group around future events for the benefit of the village and our residents.

The Parish Council resolved to approve the development of an Events Working Group, with Terms of Reference to be considered at the September 2022 meeting.

11. Clerk's Report**Publication of draft minutes**

It was reported that minutes are becoming extremely long and detailed and it is time for a re-think as to how decisions are recorded. Also it is becoming more difficult to meet the deadline for Lavenham Life, especially when meeting dates are put back, it was also thought that only approved minutes should be published, not draft minutes which might be amended at the next meeting. Clerk to action with Chairman's input.

Report on Prentice Street car park drainage

As owners of the car park Babergh had been contacted with regard to the foul water drainage overflow. They had responded very quickly with an inspection by an engineer and environmental health input, the Clerk was advised to close the public toilets in order to prevent any further overflow. A jet wash and full inspection had been carried out which showed three areas of concern; the new drain link to the original drains, serving the previous toilet block, which appeared to have either subsided or not have sufficient fall causing foul water to collect and not run away; the drain running through the manhole at the lower end of the car park near the boundary wall (Babergh's responsibility); displaced joint in main drain outside the car park

site (Anglian Water responsibility). Also the two plastic chambers and covers are not appropriate for areas of heavy usage and may need to be replaced. Further investigations will be carried out to ascertain appropriate actions to remedy the problems, and the cost of such. The Parish Council's project manager has been advised of the problems, response awaited. Concerns have also been raised regarding the suitability of the ramp up to the toilets. This will be further investigated.

12. Planning

Planning Applications Received:

DC/22/02717 & DC/22/02692 25 Prentice Street, Lavenham (Householder Application & Application for Listed Building Consent)

Householder Application & Application for Listed Building Consent - Erection of cartlodge/garden store (following demolition of existing garage), reconstruction of conservatory with pantile roof from plinth level, refurbish front and side windows and replace rear windows and doors, re-decorate external render and timbers and reconfigure internal layout with partition walls.

Recommend refusal, proposed by Cllr Mitchell, seconded by Cllr Sherman. Carried.

The Parish Council is disappointed at the poor quality of the application. The Design and Access Statement is very weak, lacking detail, especially in respect of the effect of the changes on the ancient structure, ie. removal of walls, moving of staircase etc. It is felt that the addition of a number of UPVC windows is not appropriate for a heritage property.

DC/22/02965 Church Cottage, 45 - 46 Church Street, Lavenham

Application for Listed Building Consent - Alterations to C20 extension including replacement of rear lean-to roof covering, insertion of roof insulation and 3 no. rooflights, timber cladding to external walls and internal insulated lining, infilling of glazed element and replacement sliding doors

DC/22/03294 Church Cottage, 45 - 46 Church Street, Lavenham

Householder Application - Construction of timber cladding to extension walls, raise and replacement of felt roof with Enviroflex liquid roofing system and insertion of 3No rooflight

DC/22/03035 5 Ropers Court, Lavenham

Householder Application - Change colour of external render, replace existing front door, erection of fencing and extension of paved path

DC/22/03316 19 Green Willows, Lavenham

Householder Application - Erection of single storey rear extension and two storey side extension over existing garage.

Proposed by Cllr Falconer, seconded by Cllr Morrey, the above four applications recommend approval. Carried.

Planning Decisions Received:

DC/22/00917 Monkshood, 31 High Street, Lavenham – Discharge of Conditions, Condition 3 (Lime Render and Backing Materials)

DC/22/02100 Howlett Of Lavenham, Sudbury Road, Lavenham – permission granted for Removal or Variation of a Condition (under S73) following grant of Planning Permission

DC/20/05776 dated 07/05/2021- Erection of replacement commercial garage building (following demolition of existing building). Erection of 5no. dwellings and construction of 2no. vehicular accesses. Town and Country Planning Act 1990 - Vary Condition 2 (Approved Plans and Documents), Condition 7 (Access Visibility Splays) and Condition 10 (Parking and Turning) The external appearance of the workshop and dwellings has been revised

DC/21/03359 Horseyards, Bridge Street Road, Lavenham - Discharge of Conditions for Condition 3 (Sample Panel)

Discharge of Conditions for DC/21/06797 Land Adjacent 45 High Street, Lavenham - Condition 5 (Refuse Bins and Collection Area), Condition 7 (Biodiversity Enhancement Strategy), Condition 8 (Archaeological Evaluation) and Condition 14 (Construction Management Plan)

13. Date of next meeting

Thursday 4th August, 7.30 pm in the Village Hall.

Part 2

Motion to exclude the public (Standing Order 3d)

The Chairman read Standing Order 3d.

14. 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 financial nature.

15. Employee Pay

The Council resolved to:

15.1 back-date in full annual pay awards from 1st April 2018 to 30th November 2021

15.2 vary the standard Contract of Employment by addition of Clause 9.4

15.3 award an uplift to LC2 spine point 22 with effect from 1st April 2021

Note: as Motion 15.3 agreed, 2021-22 to 1st April 2021 will not be payable

16. To discuss recruitment to the future Clerk vacancy

There had been no response to the advert placed locally and it was suggested that it might be necessary to revert to an earlier suggestion to initially recruit an assistant. It was agreed that discussion would be deferred until the August meeting before which a guidance note would be produced.

Cllr Falconer recommended that the Clerk's Job Description and salary should come back for discussion at the next Finance and Strategy group meeting. Those present affirmed this course of action.

The meeting closed at 10.05 pm.