

ANNUAL MEETING OF PARISH COUNCIL

Held in the Guildhall, Thursday 3rd May 2018 at 7.30 pm.

Present Mr C Reeve Chairman.

Mrs D Twitchett, Ms N Smith, Mr P Gibson, Mr B Panton, Mr T Sheppard, Mr J O'Mahony, Mr A Searle, Dr C Posner.

1 member of the public.

Election of a Chairman

Mr Reeve asked for nominations for Chairman. Mr Gibson proposed Mr Reeve and Ms Smith seconded. Mr Reeve indicated that he was willing to serve a further term as Chairman. There were no other nominations and Mr Reeve was elected. Mr Reeve signed the Declaration of Acceptance of Office.

Nominations for Vice-Chairman

Mr O'Mahony proposed Mr Gibson, who indicated that he was willing to serve again. Seconded by Ms Smith. There were no other nominations and Mr Gibson was elected Vice-Chairman.

Public Forum – no public participation

Police Matters – Sudbury SNT April Newsletter available at www.suffolk.police.uk/your-area/Sudbury.

The latest summary of crimes reported within the parish of Lavenham is listed on www.police.uk, search by postcode on Find your Neighbourhood. The latest figures for reports in March 2018 are as follows: Anti-Social Behaviour x1; Public Order x 1; Violence & sexual offences x 1.

Reminder of notice of 'Your Police Your Say' police/public meetings with the PCC and Chief Constable. Babergh area meeting at Hadleigh Town Hall on Wednesday 20th June, 7 – 8.30 pm. No need to book, just turn up, quick overview from Tim Passmore and the Chief Constable followed by questions.

County Councillor's Report – Mr Lindsay (report circulated in Mr Lindsay's absence)

Along with his report Mr Lindsay had forwarded the SCC Matrix C – potholes which is its matrix for prioritising pothole repairs based on the road category, depth of pothole etc. To even become a priority under the council's criteria a pothole must be at least 2.5 cm deep and 40 cm diameter.

Mr Reeve and Mr Panton had met in Lower Road to consider engineered traffic calming, a workable scheme to slow down traffic and protect the verges is needed.

Poor quality repairs meant that the rocking drain cover in Water Street had rapidly returned to a state where the noise is disturbing residents every time a vehicle drives across it.

District Councillor's Report – Mr Shropshire (report circulated in Mr Shropshire's absence)

The Lavenham Tourist Information Centre will undergo a change in operation as Babergh looks at new ways of providing this service, without all funding and input coming from them.

Mr Reeve mentioned that the subject of Chilton Woods had been raised at a Strategic Housing meeting he had attended

The Minutes of the meeting held on Thursday 5th April 2018 were approved, proposed by Dr Posner, seconded by Mr O'Mahony and agreed.

Declarations of Interest – none

Apologies had been received from Mrs Baker, Mr Lindsay and Mr Shropshire.

Matters Arising

A short library report had been forwarded by Mrs Baker in her absence and circulated to all Councillors.

The activities for pre-school children continue to be well attended. A trial session of 'New Age Kurling' last month for the older residents was a great success and very well attended. The Friends have agreed to help fund the purchase of equipment jointly with Long Melford Library, with a view to making it a regular feature at both venues. The Lego Club continues to be well attended.

Forthcoming fund raising includes an afternoon with the popular author and historian, Tracy Borman, on Saturday 7 July. Tracy is coming along to talk about her latest book, with all proceeds from the afternoon going to the library. Several visits to and from Lavenham School are planned for the Summer Term - helped by funding from the Parish Council

The library is also supporting the second Children's Book Festival in October.

Mr Gibson had met with Mick Petty, Community Council Chairman, who is going to take over necessary tree works on the Recreation Ground.

Review of Membership of Working Groups

Membership of the groups were agreed as follows:

Finance: Mr Reeve, Mr Gibson, Mr Sheppard, Ms Smith, Mr O'Mahony, the Clerk

Planning: Mr Gibson Mrs Baker, Mrs Twitchett, Mr Searle, Mr Sheppard

Operations: Mr O'Mahony, Mr Searle, Mr Panton, Mr Sheppard, Dr Posner, Ms Smith (for play areas)

Housing & Social: Mr Reeve, Mrs Twitchett, Mr Panton, Ms Smith, the Clerk

Parish Council representatives on other groups: Mrs Baker, Guildhall Local Committee and Library; Mr Sheppard, Wool Towns and FOLA; Mr Gibson, Lavenham Forum; Mrs Twitchett, Good Neighbours Scheme and Dementia Alliance; Mr Panton, Community Council

Finance and Strategy

Review and adopt Financial Regulations, Standing Orders and Policies

Copies of the Financial Regulations, Standing Orders and Policies had been circulated to all Councillors and were taken as read. With no amendments required it was proposed by Mr Searle, seconded by Mr Sheppard, that these be adopted en bloc. Carried.

Invoices received, cheques for payment

The CGM Group, grounds maintenance April £874.00: Kinex, phone account April £24.07: British Gas, electricity supply Church St toilets £18.52: Suffolk Association of Local Councils, annual subscription £617.54: Seago & Stopps, payroll services q/e 05/04/18 £90.00: Cooper & Kelling Builders, interim payment no 1 Chapel refurbishment £5,757.00: Wayne Tanswell Signwriter, deposit for Chapel internal sign £140.00: G P Lock, Cemetery gate repairs (£1,794.00 to be repaid by insurers) £2,044.00: Payroll £830.70: Cartridge Discount, printer

inks £61.19: Lavenham Community Primary School, donation in support of trial term for extended after school club £1,500.00; Community Action Suffolk, renewal donation £50.00. Paid by Direct Debit: 20/04/2018 to Total Gas & Power, electricity supply to Prentice Street toilets £60.38; 30/04/2018 to BT for Broadband service to old phone box for April £52.32.

A letter to the Bank requested the transfer of £10,000 between accounts.

Approval of the payment schedule was proposed by Ms Smith, seconded by Dr Posner, and agreed.

End of Year finance update & Earmarked Reserves revision

It was agreed to carry this over to the June meeting. The Finance working group will meet prior to this and consider suggestions to be put forward to the full Council.

Consider donation to support Lavenham's Children's Book Festival 2018

Proposed by Mrs Twitchett, seconded by Dr Posner, a donation of £150.00. Carried. (Mr Gibson did not take part in the discussion or vote on this matter)

Planning

Mr Gibson reported that the meeting with Babergh Planning officers had been very successful and they agreed that they found it a very useful exercise.

Planning Applications Received:

DC/18/01723 Poppy Cottage , 18 Shilling Street, Lavenham

Application for Listed Building Consent. Internal and external stripping out and repairs as detailed in Heritage, Design and Access Statement. (Retrospective)

An extension of time within which to respond has been granted, deferred to June meeting.

DC/18/01767 The Greyhound, 96 High Street, Lavenham

Notification of works to Trees in a Conservation Area - T1 (Silver Birch) Fell and grind out stump

Prop. Ms Smith, sec. Mr O'Mahony, recommend approval. Carried.

DC/18/01752 Holly House, 4 White Gates, Lavenham

Notification of works to trees protected under Tree Preservation Order WS41/A1 - T1 (Yew) - Fell. T2 and T3 (Yew) - Reduce height by 8-10 ft and shape

Prop. Mrs Twitchett, sec. Mr Searle, recommend approval. Carried.

DC/18/01722 41 Prentice Street, Lavenham

Application for Listed Building Consent - Removal of lime render to front of building and application of new lime render and limewash; repairs to and strengthening oak frame and sole plate; Re-pointing brickwork.

Prop. Ms Smith, sec. Mrs Twitchett, recommend approval. Carried.

DC/18/01412 Windwards, Bury Road, Lavenham

Outline Planning Application (Access to be considered) - Erection of 2no. dwellings and associated development

Prop. Mr Gibson, sec. Dr Posner, recommend refusal. Refer to Policy H1 of the LNDP which requires residential development proposals to be located within, or adjacent to, the built up area boundary of Lavenham. The proposal is considered to be ribbon development on an important

main road and, aesthetically, adversely affects the visual approach to Lavenham. 5 voted for. Carried.

Planning Decisions Received:

DC/18/00183 93 High Street, Lavenham – permission for change of use from commercial to residential (C3)

DC/18/00681 The Granary, Mill Hill, Bury Road, Lavenham – refusal of planning permission for erection of single storey extension

Operations

Traffic and Road Management – Water Street traffic management works should commence at the end of May. Mr Reeve remarked that the Parish Council has not yet seen the proposed signage scheme. The hole above the culvert and some potholes have been repaired since the last meeting.

Mr Searle understood that the Environment Agency had been carrying out a survey in Lower Road in respect of flooding and thought they should be informed of the interest of Highways in that area.

LED lighting update – nothing to report

Gas Works – Mr O’Mahony has requested information from Babergh D C in respect of the Control of Pollution Act. They have collated all searches and materials relative to the site and will assemble a hard copy and deliver it. After collecting all the facts we can we may need to have a full survey done. Start with desk top exercise in respect of what level of contamination there might be.

Cemetery Chapel – the repaired gate is now in place, other gate to be repainted still.

All is going well with the Chapel works. Mr Searle said that after the brickwork has dried out, following exposure of the DPC and removal of tree cover, it should be possible to remove the green on the bricks with a brush and detergent. Total cost is £20,800 plus £1,800 for the solar works.

Mr Pattrick had asked if the Parish Council had considered returning the bell to the roof of the Chapel, at the moment there is no provision on the roof for this.

The formal opening of the refurbished Chapel will be on Wednesday 16th May at noon. Public Toilets – discussions ongoing. Mr Searle said that if the present facility is to remain for some time he hopes to install vents at the back of the building in order to produce a through draught of fresh air. A counter is to be used to survey usage.

First Meadow & Dog Fouling report – Ms Smith had produced a comprehensive breakdown of her patrols on the First Meadow and Lavenham Walk. Monitoring on the First Meadow had taken place on 19 dates between 14th February and 22nd April, commencing on a week when there were school holidays. Numbers of adults, children and dogs present during monitoring were recorded, however there were no incidents recorded of fouling near or around the play equipment. Councillors will need to consider if further action, in addition to improved signing, is necessary. RoSPA advise that there is no legislation for fencing play areas, but the Parish Council would have a duty of care to the users of the facility and would be advised to undertake a risk assessment. Fencing an area is not without risks. It was agreed that steps would be taken to raise public awareness with additional posters and a notice with a polite request to dog owners not to exercise their pets around the play equipment.

More shocking was the report of fouling incidents on the Lavenham Walk. Monitoring on five occasions between 15th February and 21st April revealed a total of 29 incidents on the entrance footpath, between High Street and Echo House, where one of the red bins is situated. Also 94 incidents on the remainder of the Walk up to the first gate across Park Road. All

'incidents' are new foulings and not previously recorded. Photographs have gone into Lavenham Life showing dog fouling near the red bin and beside signs reminding people that it is an offence not to pick up after your dog. It was agreed that wider publicity will be given to this report and notices improved along the Lavenham Walk. Further review in two months. (Although reports had been produced by Ms Smith she had previously declared an interest in this matter and did not take part in any discussion or decision making)

Playquip had forwarded a quotation for replacement of the Double see-saw Springer and Multiplay roof panels, both beyond economical repair having been installed in 2001. See-saw £1865.00, roof panels £610.00, remove and dispose of old, install new, ex VAT. It was proposed by Mrs Twitchett, seconded by Ms Smith, to replace both items. Carried.

CLT – entries for the public art competition have to be in by the end of the month. The artists' brief has been sent to art colleges in Colchester and Ipswich, local artists as well. The piece of art has to be in place before the site is completed.

Contact has been made with Babergh concerning the hard surface play area at Harwood Place, if this were to be improved it could bring the two developments together.

Good Neighbours Scheme – still busy, the Common Room tea had seventeen in attendance today when they enjoyed a talk about bee keeping. The 'top' Co op is looking for local charities to join in their grant funding scheme, application will be made.

A drop-in evening has been arranged for volunteers and supporters, between 6 & 8 pm. on Friday 11th May.

Lavenham Dementia Alliance – further training is taking place with the help of Sue Calver, Community Health & Wellbeing Officer, who has brought together the Alzheimers Society, Dementia Together and Age UK. A business breakfast has been recommended to bring together and seek support from businesses in the village. Mr Gibson offered help from the Forum to inform and advertise. The East of England Co-op is pro-active in dementia support. Mr O'Mahony announced the launch by Trading Standards of the No Cold Calling Zone at Green Willows on Wednesday 9th May, from 11 am.

Correspondence:

Letter from Mrs Lillyman regarding Parish Council future proposals for the management of parking on pavements. Correspondence between Mrs Lillyman and Mr Reeve was read to the Members of the Council. It was agreed that the Clerk and Mr Gibson would draft a letter in reply.

Received: Vision for Prosperity Sudbury engagement analysis draft for comment. Responses by 18th May.

Mr Deacon suggesting that the mile stone removed some years ago from the Brent Eleigh Road should be reinstated as part of the village heritage. It was agreed that this could be supported if Mr Deacon, with his expertise, was willing to help arrange it.

Babergh District Council, Annual Report Summary (circulated to all Councillors)

Community Action Suffolk, invitation to voluntary organisations and charities in Suffolk to attend the Suffolk Voluntary Conference on 17th May 2018, 10.00 am to 3.30 pm., Adastral Park. Book by 11th May.

Information received from the Salvation Army that the Norton Salvation Army Bank would like to play in the Market Place on Sunday 17th June from 2 – 4 pm.

Electoral Review of Babergh

It is proposed that Lavenham, Cockfield, Waldingfield and Chilton combined will become a two member Ward.

Notice Boards & Fly Posting

Dr Posner had circulated the final draft of the notice board protocol, this would be forwarded for inclusion in Lavenham Life and the Village Edition and on the website. An additional notice board will be ordered for the Prentice Street car park.

Despite emailing Jane Storey, SCC Cabinet Member, regarding flyposting Ms Smith had not yet received a response. A further, more detailed, letter has been drafted to forward on to Suffolk C C and Babergh Members. As flyposting is a problem for many villages, a request for this to be an issue for discussion at parish liaison meetings will be sent to Jo Beever.

There was also concern about A-boards on the pavement. There is an A-board voluntary code and register which should be adhered to.

WWI and WWII commemorative events

Mr O'Mahony reported that WWI events are progressing with updates published every month in Lavenham Life.

Mr Sheppard said that programmes for the Friends of Lavenham Airfield Vintage Weekend, 18th to 20th May, will be available from the Swan Hotel and Lavenham TIC.

Programme of meetings

It was agreed that the Parish Council would continue to meet on the first Thursday of every month.

Date of next meeting: Thursday 7th June 2018.

Matters to be brought to the attention of the Parish Council

Mr Panton and Mr O'Mahony have work in hand to improve the range of the phone box wi fi signal.

Mr Searle reported that if the weather is suitable next week the pavement edges will be weed sprayed. Also that Lower Road will be closed on 22nd May from 9am. for five hours.

Mrs Twitchett remarked on the unsightly white paint markings left by contractors on the Church Street pavements and wondered if these could be removed as they were not likely to return to the area for some time.

The rubbish in the front garden at Tenter Piece has still not been removed despite requests to Babergh some weeks ago.

The meeting closed at 9.55 pm.