



03(1)/23 18

PARISH COUNCIL MEETING

Held on Thursday 2nd March 2023, commencing 7.30 pm. in the Village Hall.

Full reports and supporting documents can be found on the Parish Council website under Meetings, March 2023 Meeting Pack. Paper copies are also available.

Present Cllr Irene Mitchell, Chairman.

Cllrs Rob Macro, Matt Chick, Mary Morrey, Janice Muckian, Iain Lamont
Babergh District Councillors Margaret Maybury, Clive Arthey
County Councillor Robert Lindsey
8 members of the public.

1. Apologies and approval of absences

Cllrs Shepherd, Sherman and Falconer

Proposed by Cllr Macro, seconded by Cllr Morrey, carried

2. Declarations of Interest

Cllr Muckian declared an interest in Item 11 Coronation celebration event.

3. Requests for Dispensation

There were no requests for dispensation.

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

Proposed by Cllr Muckian, seconded by Cllr Chick, carried

5. Public participation session

A parishioner asked if there had been any feedback from the trial of traffic calming measures on Water Street, as it had been 4 weeks since the commencement of the trial and that there were no cameras and asked if the signs would be returned. Cllr Lamont confirmed the cameras had been removed after 2 weeks due to road closures and school half-term and are scheduled to be replaced on 6th March and run for 2 weeks.

A parishioner queried why the road closures and school half-term impacted the cameras being removed. Cllr Lamont stated that due to these issues, it would not be an accurate representation of the normal flow of traffic on the street.

6. Local Authority Councillors' Reports

A report was submitted by Cllr Maybury. Other item to note; Cllr Maybury has engaged a public meeting with Anglian Water to discuss their works on leakages and sewerage, which will take place on Thursday 23rd March at 7:30pm at Lavenham Village Hall.

A report was submitted by Cllr Arthey but would like to highlight that the budget has been agreed for Council tax. There has been a proposal for a new depot for refuse waste collection. There is a new Culture Heritage and Visitor Strategy which goes to Council for approval on Monday 6th March.

Cllr Lindsey confirmed there has been no progress on the 20mph signs project, in part to lack of staff.



03(1)/23 19

There needs to be a bedding in period before making a decision on the road layout for Water Street and has received an email from the engineer and they have secured a road space booking for 6th-25th March, meaning it cannot be used as an emergency diversion route. There has been a 4% increase on Council Tax. A new highways contractor for maintenance will take over from 1st October, with the contract to run for up to 20 years with break clauses throughout the term. Cllr Mitchell queried the County Budget reserves and how long it had been since such a high amount was taken out. Cllr Lindsey confirmed it is the forecast for the current year and that it is not common for such a high amount to be taken from reserves. Cllr Mitchell asked if the £800m-£1bn contract with the new provider for Highways represented an increase in investment. Cllr Lindsey could not confirm and would check.

Cllr Mitchell asked if the Councillors would still be able to attend the next meeting due to it taking place during the pre-election period and if they would be able to participate and conduct Council duties. Cllr Maybury confirmed they can attend if they are asked to, and Cllr Arthey stated they would need to be careful about which topics they could discuss.

The Annual Parish Meeting is scheduled for Wednesday 22nd March, due to the Parish Council's agenda for April being so comprehensive.

7. Chairman's Announcements

The Parish Clerk designate, Cllr Mitchell and Roy Mawford, Chair of LNP, along with two members of the Neighbourhood Planning Group including Cllr Muckian met with the Managing Director and Chairman of the Lavenham Press who informed them that the Lavenham Press intended to stay on the site on Water Street.

8. Planning

To receive a report and recommendations from the Planning Group

APPLICATION FOR PLANNING PERMISSION - DC/23/00424

1 Green Willows, Lavenham, Sudbury, Suffolk, CO10 9SP

Householder Application - Erection of a garage/storage building.

Considerations: It is considered too large for the plot and would be further forward of the prevailing building line. The application is not supported and refusal is recommended.

Proposed by Cllr Lamont, seconded by Cllr Macro, motion carried.

APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/23/00458

The Studio Apartment Annexe, Pegtile Court, 3 Church Street, Lavenham, Sudbury, Suffolk

Notification of Works to Trees in Conservation Areas - Fell 1No. Chestnut (T1) to ground level.

Considerations: There is no justification offered for the felling of this tree. It is not supported and refusal is recommended.

Proposed by Cllr Lamont, seconded by Cllr Macro, motion carried.

APPLICATION FOR PLANNING PERMISSION - DC/23/00441

4 Parmenter Walk, Lavenham, Sudbury, Suffolk, CO10 9UH

Planning Application - Erection of single storey side extension.



03(1)/23 20

Considerations: This extension would be in part of the garden behind the garage and therefore not visible from the road. It is constructed in the same style as the house. Noted concerns over how near neighbours are consulted about applications arising from this housing development as none are currently occupied. The application is supported and approval recommended.

Proposed by Cllr Lamont, seconded by Cllr Macro, motion carried.

APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREAS – DC/23/00426

8 The Paddocks, Lavenham, Sudbury, Suffolk, CO10 9UF

Notification of Works to Trees in a Conservation Area - Fell 6No. Tree (T1-T6).

Considerations: This application is to fell poor quality specimens and is supported on the condition that the equivalent number of replacement trees are planted.

Proposed by Cllr Lamont, seconded by Cllr Macro, Cllr Morrey abstained, motion carried.

APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/23/00529

16 Prentice Street, Lavenham, Sudbury, Suffolk, CO10 RD

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

Considerations: This is a poor quality tall thin specimen of a conifer with very thin branches. The application is supported on the condition that the equivalent number of replacement indigenous trees are planted.

Proposed by Cllr Lamont, seconded by Cllr Macro, Cllr Morrey abstained, motion carried.

APPLICATION FOR PLANNING PERMISSION - DC/23/00545

8 Ropers Court, Lavenham, Sudbury, Suffolk, CO10 9PU

Householder Application - Removal of an existing window and the installation of French doors to rear elevation.

Considerations: The application is to remove a wood frame window and replace with an aluminium door. This is not in keeping with the property and refusal is recommended.

Proposed by Cllr Lamont, seconded by Cllr Macro, motion carried.

APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA – DC/23/00774

The Island House, Lower Road, Lavenham, Sudbury, Suffolk, CO10 9QJ

Application for Works to Trees in a Conservation Area - Fell 1No. Oak (T1) and 1 No. Hawthorn (T2).

Considerations: The oak is being suppressed by a large silver birch. This is a poor example causing significant shade. The twin-stemmed hawthorn is a poor example. The application for T1 is supported on condition that another oak is planted elsewhere in the garden. Felling of T2 is supported. Recommend approval.

Proposed by Cllr Lamont, seconded by Cllr Macro, Cllr Morrey abstained, motion carried.

9. Clerk / RFO Report

The Water Street car park electricity contract has been renewed from 17th February on a 1-year fixed price energy plan, the standing charge is 28.050p per day, the unit charge is 33.190p p/kWh, with a 7% discount paying by Direct Debit.



03(1)/23 21

A new 1-year fixed energy price plan has been agreed from 23rd April for Church Street toilet block, with a 7% discount paying by Direct Debit. Council is advised to consider switching the Prentice Street contract when it is due for renewal in June.

Due to poor planting conditions last year, the Jubilee trees have been kept in pots and looked after by a Parishioner, but there is an urgent need to plant the trees before new growth starts. Two quotes were received and the lower of the quotes was accepted on an emergency basis and the trees were planted at the far end of First Meadow. Plans are now in place to mount the Jubilee plaque on a post close to the trees.

Quotes still awaited for painting the telephone boxes.

Prentice Street toilets drains were backing up and closed temporarily, contractors attended and cleared the blockage with the facilities re-opening on 17th February.

A schedule has been drawn up to replace documents on the website following design update. Questions have been raised regarding street cleaning frequency in certain areas, with a proposal to publish the schedule on the website once it has been established on which date the cycle begins.

A request has been received from the Hidden Gardens Group to have their usual plant market on the Market Place on Sunday 4th June and to use First Meadow as parking.

10. RFO Finance Report

Paid between meetings:

Nupremis Cambridge Ltd., planning consultancy support £275.00: Suffolk Tree Services, trimming Lime trees at Cemetery boundary £1,200.00: T Mottram planting hedge at recreation ground £3,180.00: Community Action Suffolk, Parish Council website updates £300.00.

Invoices received/for payment :

JPB Landscapes, February grounds maintenance & street cleaning £1,948.08: Kinex, phone a/c Feb £62.78: Payroll & quarterly PAYE/NIC £1,874.13: Seago & Stopps, completing Pensions Regulator's Re-declaration of compliance £90.00: Zoom, monthly remote meeting charges £14.39: Wave (Anglian Water Business), water charges; Church Street public toilets £364.93, Prentice Street public toilets £54.54, Cemetery £13.79: Paul Holland, repair leaking cistern at Prentice Street toilets £60.00: Robert Stephens Landscapes, planting, stakes, rabbit proof netting for Jubilee trees on First Meadow £625.00: Playdale Playgrounds, bolt for handle repair/covers for picnic bench bolts £43.44: ICS, public toilet cleaning & consumables, both sites £667.48: PKF Littlejohn, review of AGAR £1,656.00:

Direct Debit payments: Paya Group, monthly service fee £43.08: British Gas, electricity Water Street car park £107.28: British Gas, Church Street toilets electricity £67.65: BT Group plc, monthly mobile charge £6.00: TotalEnergies, Prentice Street electricity 07/06/22 to 30/09/22 £197.32.



03(1)/23 22

Income (February):

Total donations collected from car parks (total of cash & card donations) £957.80: Lavenham Community Council, annual rent £1.00: Resident's contribution to Lime tree trimming on Cemetery boundary £500.00: HMRC VAT refunds £4,767.16.

Proposed by Cllr Chick, seconded by Cllr Macro, financial transactions approved. Carried

10a. To receive a report of Income and Expenditure to Month 11

Noted that expenditure is in line with prediction.

10b. Annual Review of Burial Fees

In 2022-23 the Parish Council adopted a view that Burial Fees should increase by 10% each year. Council is asked to approve 10% increase in all fees, applicable from 1st April 2023.

Proposed by Cllr Lamont, seconded by Cllr Morrey, motion carried.

10c. Public Realm Improvements

The RFO reported several complaints have been received about dog waste issues in the green area of Prentice Street car park and the pathway at Harwood Place. Also reported the two metal litter bins within Market Place need replacing at a cost of around £2,000. The noticeboard at Harwood Place is in poor condition.

Proposal from RFO:

That two dog bins are provided in those locations.

That the noticeboard from Prentice Street is removed and re-positioned at Harwood Place.

That the locked Parish Council noticeboard on lower Church Street is replaced at a cost of approximately £2,000.

An allocation of £1,000 to clean the public seating.

Motion: To accept the advice of the RFO as stated above.

Proposed by Cllr Lamont, seconded by Cllr Morrey, carried.

10d. To receive and note Notice of Conclusion of Audit and External Auditor Report & Certificate 2021/2022

Be advised that Council has received Notice of Conclusion of Audit and External Auditor Report and Certificate 2021/2022.

11. Coronation celebration event

Cllr Muckian left the room for the discussion

cl

03(1)/23 23

To consider a request for funding from the Events Fund

A request has been received from a group of residents for financial support from the Events Funds to host a Coronation celebration in the vicinity of the Village Hall. The amount requested is £800, which would be administered by Lavenham Community Council. The intention is that the event would show a financial return and the resources drawn from the Event Fund would be repaid. In effect a 'loan' was being requested. Cllr Mitchell proposed offering a maximum amount above £800 as this seemed low and there is insufficient time for the Council to consider further support. Cllr Macro proposed that the maximum 'loan' amount should be £1,500.

Proposed by Cllr Morrey, seconded by Cllr Chick, carried.

Cllr Muckian re-joined the meeting

12. Community Infrastructure Planning

12a. To receive an update on Harwood play area

Cllr Sherman has received 2 quotes for play equipment, with the lowest quote of £35,000. A quote for groundworks of £28,000 has been on file since September 2022. A CIL enquiry will now be submitted.

12b. To consider development of a footpath linking Green Willows to Harwood

Reported: Councillors explored this in 2019 but discussions stalled. Two options were considered:

Option A – a path and bridge suitable for wheelchairs and pushchairs to run inside the Green Willows development

Option B – a footpath on the verge of Melford Road

Council is asked to consider:

- A) Inclusion of intention to provide a footpath in the rolling Community Infrastructure Plan
- B) To proceed to explore Option A or B or both

Council agreed to proceed to explore Option A.

13. Date of next meeting

Thursday 6th April, 7.30 pm in the Village Hall.

The meeting closed at 9.15 pm.

Alison

.....
Chairman

Date

06 Apr '1 2023