

LAVENHAM PARISH COUNCIL

To: Members of Lavenham Parish Council

You are duly summoned to attend the next meeting of Lavenham Parish Council to be held at 7.30 pm on Thursday 14th December 2023 at Lavenham Village Hall, Church Street, Lavenham.

Public Attendance

Members of the public and press are welcome to attend. At item 6 the public will be invited to give their views/question the Parish Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 mins. duration.

AGENDA

- 1. Apologies and approval of absences**
- 2. Co-option of Christopher Robinson as Councillor**
- 3. Declarations of Interest**
- 4. To consider requests for dispensations**
- 5. To approve as accurate minutes of 2nd November 2023 meeting of the Council**
- 6. Public participation session (15 minutes)**
- 7. Local Authority Councillors' Reports**
- 8. Chairman's Announcements**
- 9. To receive a report concerning the Council response to land on Lower Road being offered for sale.**
- 10. Parish Council representative to Friends of Lavenham Airfield (FOLA). Motion to nominate a representative.**
- 11. Provision of Computer Equipment and Mobile Phones to Councillors. Motion to provide loan equipment subject to usage policy.**
- 12. To receive a report concerning Grant Applications received.**

13. Clerk/RFO Report

13.a Motion: to approve Accounts for the month ended 31 October 2023.

13.b. Motion to approve October 2023 Receipts and Payments.

13.c. Motion to approve the Second Reforecast of the Councils Income and Expenditure for the year ended 31 March 2024.

13.d Motion: to approve earmarking to reserves for the year ended 31 March 2024.

13.e Council is invited to set a Budget and Precept for the year ended 31 March 2025.

14. Planning

14.a To receive an update on Planning Decisions received in November 2023.

14.b To receive a report and recommendations from the Planning Group.

14.c To receive a report from the Planning Group explaining the role of the Parish Council in Planning Matters

14.d To receive a report from the Planning Group recommending a formal response to the Babergh District Council Consultation concerning that Council's proposed introduction of Local Listed Building Consent Orders (LLBCO).

15. LNP

Parish Council response to Focused Consultation. Motion to approve response and delegate authority.

16. Date of next meeting – Thursday 1st February 2024



Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 8th December 2023

Agenda Item 2

Report to Council 14th December 2023

Co-option of Christopher Robinson

- 1 The Council advertised that in September 2023 that seeks there are two vacancies which it seeks to fill by co-option as soon as possible.
2. Electoral Law is clear: 'where insufficient members are elected at an ordinary election but the Parish Council nevertheless has a quorum, the Parish Council can fill the vacancies by co-option'
3. Christopher Robinson has come forward and expressed interest in the role, no other candidates have put themselves forward.
4. Christopher Robinson has provided evidence of his eligibility.
5. Christopher Robinson has completed the required Register of Interests form.
6. Christopher Robinson has received a copy of the Code of Conduct and has been directed to the other Parish Council policies published on the Parish Council website.
7. Christopher Robinson has requested a dispensation to:

 'speak and vote on matters relating to any discussions that relate to general matters concerning Brent Eleigh Road, Lavenham. I recognise that this does not apply where matters to be discussed relate directly to my land Second Meadows, Brent Eleigh Road, Lavenham CO10 9PE or could be perceived as having a specific beneficial or negative impact on my land.' This will be covered under Agenda Item 4 Requests for Dispensations.

8. Proposal

That the Parish Council welcomes Christopher Robinson to the Council and asks Mr Robinson to sign the Acceptance of office with the Clerk instructed to a) inform Babergh District Council and b) lodge with Babergh District Council the 'Register of Members Interests' form.

PARISH COUNCIL MEETING

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

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

Present:

Chair: Cllr Irene Mitchell.

Cllrs: Alison Bourne, Matt Chick, Lizzie Falconer, Iain Lamont, Janice Muckian, Mary Morrey and Jane Ranzetta.

Babergh District Cllr: Paul Clover
Suffolk County Cllr: Robert Lindsay
Five members of the public.

Opening Statement by the Chair:

The Chair began by welcoming everyone and introduced herself.

1. Apologies and approval of absences

Apologies received from Cllr Domoney. The Clerk reported that the absence had been explained.

2. Declarations of Interest

No further declarations of interest had been received.

3. Requests for Dispensation

The Clerk reported that no further dispensation requests had been received and that all dispensation grants, as reported in the minutes of the Council meeting on 6th July 2023, remained valid.

4. a) To approve as accurate minutes of the 28th September 2023 meeting of the Council

Motion: to approve as accurate the minutes of 28th September 2023 meeting of Council.

Proposed: Cllr Ranzetta

Seconded: Cllr Morrey

Decision: The minutes of the 28th September 2023 meeting of the Council were approved as accurate with no votes against.

b) To approve as accurate minutes of the 5th October 2023 meeting of the Council

Motion: to approve as accurate the minutes of 5th October 2023 meeting of Council.

Proposed: Cllr Falconer

Seconded: Cllr Bourne

Decision: The minutes of the 5th October 2023 meeting of the Council were approved as accurate with no votes against.

5. Public participation session

The Chair began by welcoming all observers to the meeting of Council explaining to all present that this meeting is being recorded for the purpose of minute taking only and that after the minutes have been approved the recording will be destroyed.

The Chair reminded all that this is not a public meeting, but a meeting of the Council held in public. Members of the Public who wish to ask a question, or make a statement, have 3 minutes. She explained that if a question cannot be answered tonight Members of the Public should inform the Clerk of their email address and will receive a written response within 28 days.

Members of the Public were respectfully asked to maintain silence during the Council's deliberations and not to approach the Councillors.

Councillors were requested not to engage with Members of the Public when Council is in session. All were asked to ensure that their mobile phone was on silent

The Chair asked who would like to speak and two Members of the Public raised their hands.

A Member of the Public asked whether there is a Lavenham Flood Plan, how she could obtain a copy of it and if one does not exist she requested that one is written.

The Member of the Public also asked who is responsible for the maintenance of the rivers, streams and ditches particularly those going into the River Brett commenting that debris in the River Brett adjacent to her property on Lower Rd had not been cleared for at least three years.

The Member of the Public concluded by asking who controls the sluice gates, some of which she believes to be on private property, and commenting that the water discharge pipe in her garden which feeds the River Brett with water from gardens in Bolton St has never been checked.

The Chair thanked the Member of the Public explaining that she did not immediately have detailed answers to all the questions. She asked the Member of the Public to submit her questions in writing explaining that she would, together with the District and County Councillors present, find answers to the questions which had been asked.

The Chair explained that a number of agencies will be involved including The Environment Agency, Anglian Water, Suffolk County Council, and asked County Cllr Lindsay and District Cllr Clover to comment.

Cllr Lindsay explained that Sluice Gates would be a matter for The Environment Agency as they have responsibility for the River Brett, both Councillors echoed the Chair's request for a written question.

A Member of the Public asked why no Donation Boxes have been put in local businesses in recent years to raise funds for Christmas Lights and whether Council was intending to do this in future. The Chair explained that she would ask the Clerk to answer this as part of his report.

6. Local Authority Councillors' Reports

Received:

An oral report from County Councillor Lindsay.

Cllr Lindsay began by re-emphasising (having written about this matter in his October report) that because Lower Road is lower than the river level when the river is high, blocking the gulleys will not stop flooding but will prevent the water draining away. An option is to have permanent signs but permanent signs for temporary flooding tend to be ignored after a while. He recommended forming a Self Help Scheme in which Lower Rd resident volunteers are trained and provided equipment and signs by Highways to put out when there is a flood.

Cllr Lindsay explained that the County Council has some new money from central Government that it has to use for new or extra bus services within a short time frame. The Council is looking for bids, spearheaded by a Parish Council champion, which show some evidence for demand. It could be a fresh route somewhere where current operators don't run, or an extra service on a route than an existing operator already runs. He urged Council to work with Chambers Bus Company.

Cllr Lindsay reported that he believed that he and Parish Council have pushed Highways as far as we can for as great an extent of 20mph as we can in the village and that we now have to decide whether to go ahead with consulting on the outline design they have come up with, or scrap the idea. Any extensions he said would either delay the project for years or substantially raise the costs or both.

Received:

An oral report from County Councillor Clover.

District Councillor Clover emphasised the need to speak with Chambers explaining that he knew that they are suffering from a shortage of bus drivers. The Chair thanked Cllr Clover for this and said that this would be done.

Cllr Clover presented his previously submitted written report beginning with detailing that on October 13th he and Councillor Maybury had met with three Babergh officers including the Operations Manager to walk around Lavenham. Sites visited included the Meadow Close parking and play area. He reported that the play area has been significantly smartened up and consideration is being given to whether the climber/slide unit for toddlers should be repaired or replaced.

Other topics for the walk included Tenterpiece parking including the provision of disabled bays and trip hazards on the pavement and the parking problems in Spring Street. Pegtile Court had been visited as had the Church Street car park which was badly affected by the flooding due to blocked drains.

On 16th October, with Cllrs Maybury and Morrey and the Parish Clerk, he had met with two Babergh Housing Officers to discuss various issues at Meadow Close. These issues included illegal parking on council land, fly tipping, disrepair of housing, overgrown vegetation, access requirements and illegal boundaries being installed. Babergh Officers have been busy dealing with flood related issues but he would continue to press for progress and resolution of these issues.

Finally Cllr Clover updated Councillors with matters arising since he had submitted his written report. Babergh are going to conduct a Consultation with respect to the Planning Restrictions on Listed Buildings with the aim of making it easier for these buildings to make sensitive energy efficiency improvements.

7. Chairman's Announcements

The Chair

- a) Reported that the Council has been notified that an Application for Listed Building Consent for solar panels with the Conservation Area has been refused. This relates to DC/23/03523 Pegtile Court. The reasons for refusal given are:

'The proposal fails to preserve or enhance the character and setting of Lavenham's historic setting, as well as the Lavenham Conservation Area and surrounding Listed Buildings. The harm posed to the significance and setting of the designated heritage asset is considered to be a 'less than substantial' level of harm - within the meaning provided by the National Planning Policy Framework - and there are no public benefits that would outweigh that harm.'

The full decision notice will be distributed to Councillors and the public may access this information on the Babergh Planning Portal.

- b) Reminded Councillors that the annual commemorations of respect to the fallen will take place in the Market Place on Sunday 12th November, followed by the Church Service. The Chair will represent the Council but all Councillors are invited.
- c) Asked all Councillors to help with setting up and tidying up the room before and after Parish Council meetings.

8. Proposal to adopt a 20 mph scheme

The Chair explained that the scheme has been in development for some years. The history of the scheme is set out in the Working Papers distributed with the Agenda.

She added that since 2020 many surrounding villages have adopted 20mph limits and that Lavenham's has taken longer because it is more complicated as an A road and a B road run through the village.

The Chair then described the Public's Aspirations for the Scheme. In 2013 in preparation for the 2016 LNP, the public were asked to respond, 'yes' or 'no' to "The speed limit in Lavenham should be 20 miles per hour?" 63% said yes in 376 responses. The response rate to that survey was 68%. The public were asked again in 2021, this time the question was "should there be a 20mph limit in the Core Area." 193 respondents said yes, representing an 84% response rate. There is therefore, she said, a consistent body of opinion which wants a 20 mph scheme. The Chair counselled that surveys only provide a picture of opinion at a snapshot in time and there is no way of knowing whether some people have changed their views or simply did not answer the questionnaire in 2021.

In July 2020, the Parish Council proposed a scheme to Suffolk County Council (SCC) to introduce a 20mph zone to replace the existing 30mph limits. The Council, in 2020 had, de facto, defined 'the Core' as the 30mph zone.

County Council policy states that 20mph speed limits will not be considered on A or B class roads unless exceptional circumstances are cited. Our proposal noted the unique nature of Lavenham including narrow streets and footways, heavy traffic flows and types, substantial pedestrian traffic and an above average older population. This rationale for 20mph on A and B roads was accepted by the County Council.

County Council policy also states that mean measured speeds must be 24mph or less. Surveys conducted by Highways showed speeds on Lower Road and Church Street were borderline.

In October 2021, the first version of a scheme was received from the County Council. A map of this version is included at Appendix 1. This scheme fell significantly short of the aspirations expressed by the Council in 2020. It included most of the central core but Lower Rd was not fully in the scheme and only a small section of Brent Eleigh Rd was included.

This Council and our County Councillor considered the reduced scheme and in particular, other developments within the village which had taken place between conception and receipt of Version 1 from SCC and asked the County Council to reconsider consequent of the traffic arising from the Osier View development, to have Bears Lane included in the 20mph zone and a request to extend the scheme onto Sudbury Rd to take account of the pedestrian movements crossing at the junction of Melford Road to access the bus stop.

A revised provisional scheme was designed by SCC and considered by this Council in April 2023 as shown in Appendix 2. This is version 2 and contained many enhancements which the Council had not specifically asked for but would have aspired to in the fullness of time. Version 2 was provisional until Suffolk Police and other statutory bodies were consulted. Version 2 significantly extended the proposed 20mph zone and also proposed other speed reductions on Brent Eleigh and Sudbury Roads.

At Statutory consultation stage, Suffolk Police objected to both the Brent Eleigh Road and some of the Sudbury Road inclusions. The Police provided some speed data to SCC for Sudbury Road, a little to the south of the proposed 20mph proposed limit, the mean traffic speeds were shown to be just above 30mph. SCC advised that we would need to install significant safety engineering works to reduce traffic speed to an acceptable level, and this is outside the scope of the original scheme and would require additional design time, and money. This objection from Suffolk Police has led to Version 3 which we now need to consider.

The Chair concluded her words of introduction by saying that, in her opinion, where we are now is a significant improvement from Version 1, but still some distance from the original proposal dated 2020. Version 3 excludes significant roads where speeding traffic is evident and where a substantial number of our population live. The Plan does not include Melford Road and Preston Road and is not ideal for Sudbury Road where most residents enter the B1071 from concealed driveways.

She suggested that the Council considers this to be Phase 1 of a programme of traffic management change which also includes the measures in place in Water Street. Further phases will likely emerge from the work of the Traffic Working Party in the next few years.

If Councillors approve this proposal this evening, Suffolk County Council will advertise the scheme and conduct formal public engagement, most likely be in written form. Advertisements will be placed in the press and on websites. Dates are as yet unknown.

To support this and to give Members of the Public the chance to have their say the Parish Council will convene a public meeting on 30th November 2023 to provide the opportunity for all residents to learn about the scheme and discuss with each other the Version 3 scheme in detail.

Drawings of location and types of signage will be placed on the Parish Council website and on the Council Noticeboard.

The Chair then invited Cllr Lamont and the Clerk to take Councillors through the actual changes being proposed in Version 3.

Discussion:

The Chair commented that Version 3 does not cover the Melford Rd with the reason given by SCC being that changes to the speed limit would require an engineering solution as well as a signage solution. She added that this could be part of future phases.

Cllr Falconer asked why Brent Eleigh had been excluded. Cllr Lamont explained that the reason given was that an extended 20 mph zone would lead to an unreasonably short 30 mph zone with too many changes of speed limit in a short distance. Extending the 30mph zone further towards Monks Eleigh is considered to be impracticable because of the rural nature of the setting.

The Chair noted that she had received comments welcoming the inclusion of Bears Lane in the scheme from a number of older residents who have told her that they had difficulty hearing the growing number of electrical vehicles.

Cllr Falconer expressed her reservations about the restricted nature of the scheme and the lack of enforcement of it adding that despite those concerns it had her support as that is what it seems the village wants. Cllr Muckian echoed the thoughts of Cllr Falconer highlighting the desire of the village for a scheme and the enforcement issues. Cllr Morrey commented that no better scheme is possible at this time. Cllr Chick commented that it may not change much road behaviour but the scheme is the only one available and is what people want.

The Clerk asked what the likely cost of the scheme was. Cllr Lamont explained that the SCC Engineer will now be asked to cost the scheme.

Motion: Approve the Version 3 preliminary design prepared by Suffolk County Council and to issue an order to proceed to public consultation.

Proposed: Cllr Lamont

Seconded: Cllr Ranzetta

Decision: Approved with no votes against and no abstentions.

9. Parish Council response to the Acton Neighbourhood Plan Consultation and Parish Council response to Suffolk County Council Bus Service Improvement Plan.

The Chair reported that the Parish Council has been invited to make representations, as part of the Reg 16 Consultation process, with respect to the Acton Neighbourhood Plan, a lengthy document, 127 pages.

The Chair explained that this is the same process the Lavenham Neighbourhood Plan went through. This Council needs to check for compatibility with Lavenham emerging neighbourhood plan The LNP2 group has stepped forward to undertake this task and will draft a recommended response for this Parish Council.

Consultation opened on 23rd October and the deadline for responses is Wednesday December 6. This timetable imposed on this Council has not permitted draft responses to be put before this November 2nd meeting.

The Chair reported that, as detailed by County Cllr Lindsay, Suffolk County Council has requested responses to a consultation exercise designed to help direct where Suffolk CC spends its Government Funded Bus Service Improvement Plan+ funding. There is £1.8 million to spend each year in 2023/24 and 2024/25 on enhancements to the current passenger transport network. This Council was informed of this on Friday October 27 and the deadline for responses is Monday November 6. This timetable imposed on this Council has not permitted draft responses to be put before this November 2nd meeting.

Motion: To delegate authority to the Chair and Vice-Chair in conjunction with the Clerk to make appropriate representations, with respect to both items, on behalf of Lavenham.

Proposed: Cllr Mitchell

Seconded: Cllr Falconer

Decision: Approved with no votes against and no abstentions.

10. Report to Council- Public Engagement Green Willows Footpath.

The Chair tabled her Report as contained in the Working Papers commenting that she was grateful to Mr Howe and Mr Theobald for their help with organising the survey and to the residents of Green Willows for their high response rate and the very helpful comments they had provided when completing their questionnaires.

This report will be forwarded to Babergh District Council to support the bid for funding for the footway.

11. Report to Council- Update concerning the Bellward award.

The Vice-Chair reported that the Committee met on October 12th. This was an extremely successful meeting. Documentation, eligibility criteria and a nomination form have been developed. Posters will be displayed around the village and full information will be available on the Parish Council website once the date of the Annual Parish Meeting has been agreed.

The Chair asked to be reminded who is on the Committee. The Vice-Chair responded that the members of the committee are Rachel Chick, Phil Smith, Cllr Morrey and the Vice-Chair.

The Clerk updated all, that he has now heard from Mrs Bellward and that he will speak further with her with a view to scheduling the Annual Parish Meeting for the third week in April 2024.

12. Clerk/RFO Report

- a) Updates on Christmas Lights, Box Bush care, Business Rates, Community Emergency Plan, Grants, the Lavenham Exhibition and Museum Trust and Public Realm maintenance including repair of the First Meadow Footbridge.

The Clerk explained that he had met with the Ms Sam Bennett, Chair of Love Lavenham, and that she had proposed a plan to resolve the issues concerning the anomalous charging arrangements. Essentially each business will pay the Parish Council £20 to put their lights up and the Parish Council will pay the electrician. The Chair of Love Lavenham talking with all the businesses explaining to them the proposed arrangements and gathering from them information as to their proposed arrangements for Christmas 2023. Some local business owners have suggested reintroducing the collection of donations to fund the maintenance and enhancement of the Christmas Lights and he will work with local business owners to collect these. He confirmed that such funds can and will be held separately to general Parish Council funds.

The Clerk informed Councillors that a very generous donation had been received to cover the cost of the two pieces of work on the Box Bushes that Council had, at its October 2nd meeting, decided to do. The work has now been completed with reports received that the work has been very well done. Council, he said, will have to decide, in the Spring, the next steps and emphasised that no further donations are guaranteed.

The Clerk detailed that he and the Chair had met with the Surveyor from Babergh DC and had explained to him the unexpectedly high Business Rates bills received and paid with respect to the Church Street office and toilets. The Surveyor has agreed to consider whether a reduction can be offered to the office rent of £1,000 pa previously suggested and whether the lease conditions with respect to repairs and maintenance can be revised to reflect the Lavenham PC money put into the project. The Clerk also advised that he has written to the Valuation Office notifying them of the construction of the Prentice St toilets. These should be exempt from Business Rates. He will shortly do so re Water St on which Business Rates should be payable.

The Clerk is updating contact details and will then publicise the Community Emergency Plan including drafting a much more accessible Executive Summary.

Applications for Council Grants must be submitted by end of Monday November 20th, no applications have been received so far.

Council has received a letter from Lavenham Exhibition and Museum Trust asking who we wish to nominate as a trustee. He has written to Lyn Gurling asking if she would like to continue and received a very gracious acceptance letter from Lyn Gurling by return.

Public Realm: A list of repair projects has been agreed and we have asked our contractor to progress. The 1st Meadow Bridge needs replacement. It is rotten beyond repair and rests on the earth and not on proper concrete footings. This is likely to cost between £5,000 and £10,000. Quotes have been requested.

The Clerk concluded by explaining that efforts to move all Councillors to .gov email addresses continue. Issues had emerged about the age and compatibility of Councillors private mobile phone and IT equipment with the .gov system. He will therefore draft a policy for Council to consider concerning the provision to Councillors of appropriate equipment to enable all members to communicate properly by email with each other and the general public.

Discussion:

Cllr Ranzetta asked about the temporary looking repair of the bridge in Bridge St Road. The Clerk explained that this is a Highways responsibility and that he would ask them what their whole plan for the repair is.

Cllr Muckian asked whether Suffolk CC has accepted responsibility for the repair of the footbridge near the Lavenham railway walk, damaged in the recent floods. The Clerk replied that it had.

Cllr Falconer asked whether it was the intention of Council to organise singing of Christmas Carols on Christmas Eve. The Chair responded that it is the intention of Council to do this each year but volunteers to organise this had not yet come forward. Cllr Falconer offered her assistance.

Cllr Ranzetta asked about the handling of letters and other communications received by the Council. The Chair responded that should Cllr Ranzetta wish for any further information concerning a matter she should ask the Clerk and reminded all Councillors that a major reason for the .gov project was that it would permit Councillors email addresses to be made public and mean that Members of the Public could connect more directly with Councillors.

The Chair thanked the Clerk for his efforts to update the Community Emergency Plan reminding Councillors that it does not and will not contain a Flooding Emergency Plan and that its focus is the use of the Village Hall in an emergency either here or in other parts of Babergh.

The Clerk and Chair updated Councillors that they had been able to assist the Bowls Club to secure from Babergh a grant to the Carpet Bowls Club for new mats.

- b) **Received:** The report prepared by the Clerk containing and explaining the September 2023 financial position.

Noted from the Report: The Clerk presented the September Income and Expenditure Statement highlighting the key variances as compared to the Reforecast. Income is £2,000 higher than reforecast mainly because Burial Income has been higher than anticipated. Costs are some £4,000 less than reforecast, some of this is timing and some is savings.

The Clerk explained that the main financial message was that the re-forecast was for a £5,000 surplus. Since then there has been an unexpected donation (in October) of £3,000, Audit fee savings and higher than expected interest rates were each contributing gains of £1,000.

Together with smaller changes in estimates and the unexpected business rate invoices of £3,000, his latest expectation is that the surplus for the year will be approximately £10,000 which could pay or very nearly pay for the replacement footbridge.

Motion: to approve the accounts for the month ended 30 September 2023.

Proposed: Cllr Muckian

Seconded: Cllr Ranzetta

Decision: Approved with no votes against and no abstentions.

- c) **Received:** The report prepared by the Clerk listing the September 2023 Receipts and Payments.

Noted from the Report: The second and final instalment of the annual precept, due in September, had been received and no receipts or payments required further explanation.

Motion: to approve the Receipts and Payments for the month ended 30 September 2023.

Proposed: Cllr Muckian

Seconded: Cllr Ranzetta

Decision: Approved with no votes against and no abstentions.

- d) **Received:** Quotation for the maintenance of the Water St Car Park. The Clerk explained that this maintenance was important to prevent the membrane beneath the car park being damaged by uncontrolled weed growth as well as keeping the car park tidy.

Discussion: The Chair commented that the work was more expensive than she had expected but that this was due to the cost of the chemicals involved. Cllr Falconer asked whether a donation box had been considered. The Chair responded that it had been considered, but a combination of the lack of usage of the car park and the difficulty of finding a suitable spot had led to the idea not being pursued.

- e) **Received:** Environment Policy as approved by Council 8th May 2019. The Clerk talked Councillors through the Policy explaining that in his opinion the Policy is still appropriate and does not require any changes.

Motion: to approve the Environmental Policy

Proposed: Cllr Falconer

Seconded: Cllr Chick

Decision: Approved with no votes against and no abstentions

- f) **Received:** Claim for expenses, Printer Paper, received from the Clerk. The Clerk explained that the new Debit Card has been received from Barclays Bank and so no further claims of this nature are anticipated.

Motion: to reimburse the Clerk £29.99

Proposed: Cllr Chick

Seconded: Cllr Ranzetta

Decision: Approved with no votes against and no abstentions

13 Planning

Received: The Clerk explained that all decisions received in the month were in accordance with the recommendations of the Parish Council.

Received: A report and recommendations from the Planning Group.

DC/23/04410 APPLICATION FOR PLANNING PERMISSION 15 The Paddocks.

Full Planning Application - Erection of single storey garden room. Comments by 3rd November.

This property is not in the conservation area. The garden room proposed has no details of finish or materials supplied, It is 9.5 * 4.5m The location is adjacent to the Lavenham Walk and could be visible from the walk. However, Gardens Rooms are classed as outbuildings permitted developments so there is no justification for refusal. There is no evidence that Permitted Development Rights have been removed in The Paddocks original applications B/16/00437, DC/18/03615 & DC/21/06906
Recommend Approval.

DC/23/04879 Application for works to Tree subject to Tree Preservation Order (WS/173/A1) 53 Green Willows.

Proposal to re-pollard Willow Tree (T1) Comments by 8th November.

This tree is in a band of trees that is protected by a TPO Pollarding a Willow tree is a normal maintenance procedure for this species.

Recommend Approval.

Motion: to recommend approval of applications 04410 and 04879

Proposed: Cllr Muckian

Seconded: Cllr Bourne

Decision: Motion agreed with no votes against and no abstentions

The meeting closed at 9.40pm.

Date of next meeting

Thursday 14th December 7.30 pm in the Village Hall.

Agenda Item 9

Report to Council: 14th December 2023

Amenity Land at Lower Road

1. Parish Council has noted in previous discussions, that acquiring this parcel of land might be of benefit in greening the village. The land is now on sale in the open market. Parish Council informal interest was registered with the selling agents. No price has been discussed. A closing date will be notified to us. 3 bids were lodged in excess of the asking price within days of the sale announcement.
2. Suggestions that the Parish Council should consider a purchase of this land, were received from a small number of residents. A straw poll of Councillors concluded that the possibility of purchase should be investigated.
3. An enquiry was submitted to the CIL team to establish whether a retrospective bid could be considered at the next allocations round from May 2024. The CIL team processed this request within a few days and advised a retrospective claim would not be accepted.
4. A telephone enquiry was made to Babergh Planning to establish the planning use of this land. It is described as Amenity Land. No response has been received from the Planning Team.
5. An enquiry to Babergh Estates concluded that no assistance can be offered.
6. An enquiry was made to the District Valuer for an opinion of the land's value. This service is no longer available to local councils.
7. A discussion was conducted with a Land Agent **on a no fee basis**. His initial opinion was that the vendor will be able to secure a bid in excess of the asking price. This is most likely to come from a neighbour or a party looking for grazing land for horses. It is possible a developer might seek to bank the land in the hope of future development. The vendor will consider not only the asking price but the speed in which the transaction can be concluded. E.g., will most likely only be interested in cash buyers.
8. The RFO confirmed that the resources may be available depending on the final price, but this would leave the Council very low on cash reserves.
9. No further action has been initiated.

Council is invited to note this report.

Irene Mitchell, Chair

01/12/2023

LAVENHAM PARISH COUNCIL:

Agenda Item 10

Report to Council: 14th December 2023

Request for Parish Council representative to Friends of Lavenham Airfield (FOLA)

FOLA have asked whether the Parish Council would be willing to nominate a representative to their group. FOLA has achieved great success in creating a permanent memorial at Lavenham Airfield, in honour of the 233 men from the 487th Bombardment Group USAF who lost their lives in defence of this country in 1944-45.

In the event that Council agrees that a nomination should be made and a there is no volunteer from a serving Councillor, Roy Mawford, Chair of LNP2 has indicated that he would be willing to undertake this role if Council were minded to nominate him.

Motion: To nominate CouncillorOR Roy Mawford to FOLA

6th December 2023

Agenda Item 11

Report to Council 14th December 2023

Provision of Communication Equipment to Parish Councillors

- 1 Councillors have for some years used their personal mobile phones, computers and email addresses to communicate with each other and to read Council documents. They have received no financial compensation for these costs or related costs such as home broadband.
- 2 Councillors have been understandably reluctant to have their personal email addresses widely publicised.
- 3 Council has recently given each Councillor a .gov email address so that a) a record is kept of all correspondence and b) to permit the publishing of Councillor's email addresses and so improve Members of the Public's ability to communicate with Councillors. Currently many Members of the Public write to Councillors via the Clerk which is not always appropriate.
- 4 Additionally Council has recently given each Councillor access to cloud-based document storage to allow all documents to be held securely and to facilitate collaboration.
- 5 Council firmly believes that the opportunity of being a Councillor must not be restricted to those with the required IT and Communications equipment.
- 6 Operation of the .gov email addresses and the cloud based storage requires an up to date computer and a smartphone. The smartphone is used for access verification.
- 7 These operational equipment requirements may be beyond the capabilities of the privately owned items held by Councillors or Councillors may not possess any such equipment.
- 8 The costs of such items have fallen. Suitable laptops are available for £200 ex vat, suitable smartphones for £50 and suitable data plans for about £10 per month
- 9 It is not anticipated that all Councillors would need such equipment. Should all Councillors require such equipment the maximum cost would be one-off costs of £2,500 and monthly costs of £100. £400 has been included in the latest reforecast for 2023/24 and £700 has been included in the draft budget for 2024/25.
- 10 Any such items would remain the property of the Parish Council, be loaned to Councillors and would be returned to the Parish Council should the Councillor cease to be a Councillor or otherwise no longer need the equipment. Councillors will be required to sign an inappropriate use declaration.

8. Proposal

Subject to Councillors signing a declaration that they will not use the items for personal or inappropriate use Council will loan to any Councillor who requests it a) a laptop and/or b) a mobile phone with a data and call plan.

Agenda Item 12

Report to Council 14th December 2023

Applications received for Parish Council Grants

- 1 At its meeting held on 7TH September 2023 Council adopted Reforecast 1 for Income and Expenditure for the year ended 31 March 2024, this included £6,000 for Grants.
- 2 At its meeting held on 5th October 2023 the Parish Council adopted it's Grants Policy and on 19th October 2023 advertised for applications for Grants with a closing date of 30th November 2023.
- 3 Three Grant Applications have been received:
 - a) Application from the Lavenham Pre- School:

Amount: £1,000
Purpose: Contribution towards estimated £3,000 cost of fencing around the forest school site
Compliant with Eligibility Criteria: Yes
Application form submitted with all items completed: Yes
Supporting Letter submitted: Yes
 - b) Application from the Lavenham Area Allotments Association

Amount: £624
Purpose: Full cost of ecological evaluation of existence of an active badger sett in the middle of proposed location (Sports Ground) for allotments.
Compliant with Eligibility Criteria: Yes
Application form submitted with all items completed: No, some questions not answered.
Supporting Letter submitted: Yes
 - c) Application from the Little Hall

Amount: £1,000
Purpose: Grant to support Little Hall refurbishment of exhibits.
Compliant with Eligibility Criteria: Yes
Application form submitted with all items completed: Yes
Supporting Letter submitted: Yes

| 4 Section B: Project Information | Pre-School | Allotments | Little Hall |
|---|--|------------------|---|
| <p>Describe how this project will assist at least one of those in the Council's key target areas of: children and young people, people with special needs, older people and extra-curricular activities for schoolchildren:</p> | <p>Lavenham Forest School project supports the youngest members of our community to grow and develop in safe environment. Young children are stimulated by the opportunity to spend a quality of time in the woodland area. By frequent and regular sessions, children have already improved their problem-solving skills, creativity and team work, which will have a positive impact in their future learning and development. It has been proven that Forest School helps develop healthier lifestyle, improves stamina and has a positive impact on physical development.</p> <p>Having more space would allow us to make the environment more enriching for children and children of all background and learning abilities. We can do this by adding more resources we would have space for. As we know natural, outdoor space is a very important element within children's development, both academically and mentally.</p> | <p>No answer</p> | <p>The project will provide local children and young people with the opportunity to see objects of beauty and sophistication from different cultures, explained and interpreted in ways appropriate to their age groups. It will allow them to explore religious and cultural boundaries and promote cultural integration.</p> <p>The project will enable us, along with the other developments we are planning at Little Hall, to develop extra-curricular activities for schoolchildren and people with special Persian and Indian cultures crossing religious and cultural boundaries and promoting cultural integration.</p> <p>The continued operation of Little Hall provides opportunities for around 40 local volunteers, most of which are over 60, to learn new skills and socialise.</p> |

| | | | |
|--|---|---|---|
| <p>Describe how this project will promote social inclusiveness, enhance community well-being, promote measures to mitigate climate change, promote awareness and attractiveness of the village, provide vital services or improve facilities in the village:</p> | <p>With the extended Forest School area we would be able to introduce Forest School summer clubs and invite primary school aged children to access the site. We would also be able to increase the number of children and amount of time we are spending in the woodland.</p> | <p>Validation of the site at the sports ground as suitable for the establishment of allotments will provide same for Green Willows and Harwood place.</p> | <p>The project, as noted, is part of our wider plans to develop Little Hall and to promote awareness of Lavenham as a cultural centre and regional tourist destination. The museum's links with National Museums promotes the significances of Little Hall's collections as an intercultural centre of national importance. The proposed project will help widen the appeal of Little Hall. In displaying the antiquities we will enhance Lavenham's attractiveness as tourism destination while their diversity will promote understanding of other cultures and cultivate social inclusiveness.</p> |
| <p>Describe the efforts that have been made to obtain alternative funds. This should include efforts to obtain funding from other bodies and from participants. If funds have been raised the amounts raised must be detailed:</p> | <p>We have already secured £1,000 from Mr. Robert Lindsay, Lavenham's local County Councillor.</p> <p>We have also been selected for this year's Co-op Community Found and the money raised will be dedicated to developing our Forest School site.</p> | <p>No answer</p> | <p>We are actively pursuing grants to support the development of projects. These include the Association of Independent Museums.</p> |
| <p>Explain how the organisation will be self-funding in the future i.e., how the organisation has long-term viability:</p> | <p>Lavenham Pre-school charge for the service we deliver. Our two main sources of income are:</p> <ul style="list-style-type: none"> • Government Funding for 2,3- and 4-year-olds • Fees we receive from the parents for our services | <p>The council has a legal obligation to provide allotments if there is sufficient demand.</p> | <p>The operation of Little Hall Museum is dependent on its volunteers and income from its admission charge and retail income. Enhancing the experience of visitors and the time they spend in the house will increase visitor satisfaction and revenues. Borrowing Gayer-Anderson items of national importance from the British, Fitzwilliam, V&A Museums and Cambridge University Library will also enhance the appeal of the house.</p> |

| | | | |
|---|---|---|---|
| <p>Describe the actions the organisation/group will need to take if this application is unsuccessful:</p> | <p>If our application is unsuccessful, we will organise fundraising events and contact other charity organisation who may be able to support our cause, like:</p> <ul style="list-style-type: none"> *The Belstead Ganzoni Charitable Trust * Charlotte and Eleanor Condy Trust Found * The Pamela Mathews Charitable Trust * National Lottery Awards for All England * Babergh District Council's Community Infrastructure Levy | <p>If a professional determination of whether the sett is active cannot be established then this will be reported to members of the Allotments Association, the Community land trusts and voters.</p> | <p>Seek alternative sources of grant.</p> |
|---|---|---|---|

5. Proposal

That the Parish Council consider the applications made by Community Organisations for Grants.

The Coat of Arms
of Lavenham



LAVENHAM PARISH COUNCIL

Andrew Smith

Clerk to the Council

Telephone: 01787 247041

Email: andrew.smith@lavenham-pc.gov.uk

GRANT APPLICATION FORM

Please complete all questions including signing and dating the declaration at the end of the form. Where a question is not applicable, please enter N/A on the form.

If you wish to provide additional information or expand on a question, please provide an attached sheet.

Please refer to the Council's Grant Policy for full terms and conditions of grants and details of what documentation needs to be included with your application

Submission of this application does not mean that an award will be granted. Grants are awarded at the Council's discretion. Only one project per application will be considered.

| Section A: Organisation Information | |
|--|--|
| Name of Group/Organisation: | Lavenham Pre-school |
| Contact Name: | Elzbieta Zlotek |
| Position: | Pre-school Manager |
| Postal Address: | Lavenham Village Hall Church Street Lavenham CO10 9QT |
| Telephone Landline and Mobile: | 01787 249 738 |
| Email: | manager.lavenham@gmail.com |
| Website: | Lavenham Pre-school - Sudbury, Suffolk - 2 years to 4 years (lavenhampreschool.co.uk) |
| Brief description of your group/organisation's main purposes/activities: <i>Lavenham Pre-school is a charitable organisation. We provide care for children from 2 years to 4 years 11 months. We have an intake of up to 24 children per session.</i> | |

Lavenham Pre-school supports children's development and well being by providing a safe and enriching environment for them to grow and learn.

| | |
|--|---|
| List all Officers of the Organisation and their positions: | <i>Mr Roy Mawford- Chair of Trustees Mr David Carse- Vice Chair & Treasurer Mrs Jill Jones -Trustee Mrs Sue Knight - Trustee Mrs Kelly Humphreys - Trustee Lady Amy Hyde-Parker -Trustee Miss Elzbieta Zlotek- Pre-school Manager</i> |
|--|---|

| | |
|---|--|
| Number of active participants in the group/organisation's main purposes/activities a) monthly b) annually | <i>a) 33 children currently registered b) Between 40-50</i> |
|---|--|

| | |
|--|-----|
| The organisation/group has a Bank Account in its own name (Yes/No) | Yes |
|--|-----|

| | |
|---|-----|
| Bank statements for the last three months have been attached (Yes/No) | Yes |
|---|-----|

| | |
|---|-----|
| Accounts for the organisation/group have been attached (Yes/No) | Yes |
|---|-----|

Section B: Project Information

| | |
|-------------------|-------|
| Amount requested: | £1000 |
|-------------------|-------|

Project for which grant is required:

In recent years we have opened a small Forest School site. We would like to extend the area and are currently looking for additional funding to cover the cost of the fencing.

Explain the extent to which the costs have been estimated and list the quotations which have been obtained from suppliers:

So, far we have measured the length of the fence(30 meters) and estimated cost of a £100 per meter of fencing. As the area will need to be cleared and site checked by a tree surgeon the estimated cost of the project may raise.

We have 3 companies to quote the project booked for W/C 20th November 2023. After their quotation we will be able to see what the precise cost of the project is.

Describe how this project will assist at least one of those in the Council's key target areas of: children and young people, people with special needs, older people and extra-curricular activities for schoolchildren:

Lavenham Forest School project support the youngest members of our community to grow and develop in safe environment. Young children are stimulated by the opportunity to spend a quality of time in the woodland area. By frequent and regular sessions, children have already improved their problem-solving skills, creativity and team work, which will have a positive impact in their future learning and development. It has been proven that Forest School helps develop healthier lifestyle, improves stamina and has a positive impact on physical development.

Having more space would allow us to make the environment more enriching for children and children of all background and learning abilities. We can do this by adding more resources we would have space for. As we know natural, outdoor space is a very important element within children's development, both academically and mentally.

Describe how this project will promote social inclusiveness, enhance community well-being, promote measures to mitigate climate change, promote awareness and attractiveness of the village, provide vital services or improve facilities in the village:

With the extended Forest School area we would be able to introduce Forest School summer clubs and invite primary school aged children to access the site. We would also be able to increase the number of children and amount of time we are spending in the woodland.

Describe the efforts that have been made to obtain alternative funds. This should include efforts to obtain funding from other bodies and from participants. If funds have been raised the amounts raised must be detailed:

We have already secured £1000 from Mr. Robert Lindsay, Lavenham's local County Councillor.

We have also been selected for this year's Co-op Community Found and the money raised will be dedicated to developing our Forest School site.

Explain how the organisation will be self-funding in the future i.e., how the organisation has long-term viability:

Lavenham Pre-school charge for the service we deliver. Our two main sources of income are:

- *Government Funding for 2,3- and 4-year-olds*
- *Fees we receive from the parents for our services*

Describe the actions the organisation/group will need to take if this application is unsuccessful:

If our application is unsuccessful, we will organise fundraising events and contact other charity organisation who may be able to support our cause, like:

- *The Belstead Ganzoni Charitable Trust*
- * Charlotte and Eleanor Condry Trust Found*
- * The Pamela Mathews Charitable Trust*
- * National Lottery Awards for All England*
- * Babergh District Council's Community Infrastructure Levy*

Section C: Declaration

We confirm that we have read and accept the Conditions contained within the Grants Policy and will comply with these conditions in full. Any non-compliance will be immediately reported to the Council. We understand that should any information contained on this form be incorrect that any Grant Money received will be immediately refundable, in full, to the Council.

Officer 1: Name and Signature

Roy Mawford



Officer 2: Name and Signature

Elzbieta Zlotek



Date:

17th November 2023

Andrew,

Further to the emails below from our Pre-school Manager, could I just explain the Pre-school's financial circumstances.

We are a small, stand-alone organisation (a registered charity) providing pre-schooling to a maximum of 24 children at any one time in a single classroom. We do not benefit from the economies of scale available to other, larger pre-schools, and our running costs in every year of my association with this organisation have been greater than the Government funding and Fee income received. The difference is made up by fund-raising and donations.

Sometimes this extra income exceeds this difference, and we have small surpluses available for service improvements. We also sometimes seek grants, like this application to LPC, that enable us to make specific (non-recurring) service improvements.

We account on academic years and, in the most recent 12 months ending August 2023:

- our turnover was £114.6k
- we achieved fundraising of £3.3k and donations of £0.3k (total 3.6k)
- our overall cash inflow (including fundraising and donations) was £1.6k
- our year-end cash balance was £47.7k

Our most recent forecast for the current academic year is that our year-end cash balance will fall by £12.4k to £35.3k. We currently employ 10 members of staff (although not all work full-time). And our cash balance is our only 'rainy day' reserve. The financial advice our Trustees have received is that we should have a reserve of at least three months' turnover, to be able to certify each year that we are a going concern. So, we are not penniless, but we walk a narrow path between genuine viability and insolvency.

Ours is a community enterprise. Our award-winning premises (which opened in 2017) were partly paid for by community fundraising. And we and the primary school are an important part of what makes Lavenham a flourishing community, sustainable and resilient (LNP2, Theme 2).

Although there is a key difference between us and the primary school. Parents are obliged to send their children to the primary school, but they can choose whether they send their children to our pre-school. Because we are small, to be attractive we have to offer especially good service. We achieve this in part through our Forest School, which we are hoping to expand. Please help us to do so.

Best wishes

Roy

Roy Mawford

The Coat of Arms
of Lavenham



LAVENHAM PARISH COUNCIL

Andrew Smith

Clerk to the Council

Telephone: 01787 247041

Email: andrew.smith@lavenham-pc.gov.uk

GRANT APPLICATION FORM

Please complete all questions including signing and dating the declaration at the end of the form. Where a question is not applicable, please enter N/A on the form.

If you wish to provide additional information or expand on a question, please provide an attached sheet.

Please refer to the Council's Grant Policy for full terms and conditions of grants and details of what documentation needs to be included with your application

Submission of this application does not mean that an award will be granted. Grants are awarded at the Council's discretion. Only one project per application will be considered.

| Section A: Organisation Information | |
|--|---|
| Name of Group/Organisation: | Lavenham Area Allotments Association |
| Contact Name: | Frank Domoney |
| Position: | Acting Chairman |
| Postal Address: | 23 Spring Street LAVENHAM CO10 9QR |
| Telephone Landline and Mobile: | 01787249742 07597340011 |
| Email: | Frank.Domoney@amqcs.org |
| Website: | https://www.facebook.com/profile.php?id=100064063628893 |
| Brief description of your group/organisation's main purposes/activities: Planning, Design and Operation of suitable Allotments in the Lavenham Area | |

| | |
|---|--|
| List all Officers of the Organisation and their positions: | Frank Domoney Acting Chairman Professor Charles Posner acting Secretary |
| Number of active participants in the group/organisation's main purposes/activities a) monthly b) annually | 20 |
| The organisation/group has a Bank Account in its own name (Yes/No) | Not yet. Awaiting suitable candidate sites before establishing an account |
| Bank statements for the last three months have been attached (Yes/No) | NA |
| Accounts for the organisation/group have been attached (Yes/No) | NA |

| | |
|--|--------------------|
| Section B: Project Information | |
| Amount requested: | £624 £520 plus Vat |
| Project for which grant is required: Ecological Evaluation of existence of an active badger seyy in the middle of proposed location. | |
| Explain the extent to which the costs have been estimated and list the quotations which have been obtained from suppliers: Ward Armstrong LLP (attached) | |
| Describe how this project will assist at least one of those in the Council's key target areas of: children and young people, people with special needs, older people and extra-curricular activities for schoolchildren: | |
| Describe how this project will promote social inclusiveness, enhance community well-being, promote measures to mitigate climate change, promote awareness and attractiveness of the village, provide vital services or improve facilities in the village: Validation of the site at the sports ground as suitable for the establishment of allotments will provide same for Green Willos and Harwood place. | |

Describe the efforts that have been made to obtain alternative funds. This should include efforts to obtain funding from other bodies and from participants. If funds have been raised the amounts raised must be detailed:

Explain how the organisation will be self-funding in the future i.e., how the organisation has long-term viability: The council has a legal obligation to provide allotments if there is sufficient demand.

Describe the actions the organisation/group will need to take if this application is unsuccessful:

If a professional determination of whether the sett is active cannot be established then this will be reported to members of the Allotments association, the Community land trusts and voters.

Section C: Declaration

We confirm that we have read and accept the Conditions contained within the Grants Policy and will comply with these conditions in full. Any non-compliance will be immediately reported to the Council. We understand that should any information contained on this form be incorrect that any Grant Money received will be immediately refundable, in full, to the Council.

Officer 1: Name and Signature

W F Domoney

Officer 2: Name and Signature

Charles Posner

Date:

2 December 2023

A Request for a Grant to fund an Ecological Survey of the woods at Lavenham Tennis Club Playing Fields

Background

22 locations have been assessed for suitability as Allotments, following the rejection of the proposed Lavenham Walk / Norman way site on Health and Safety and Environmental grounds.

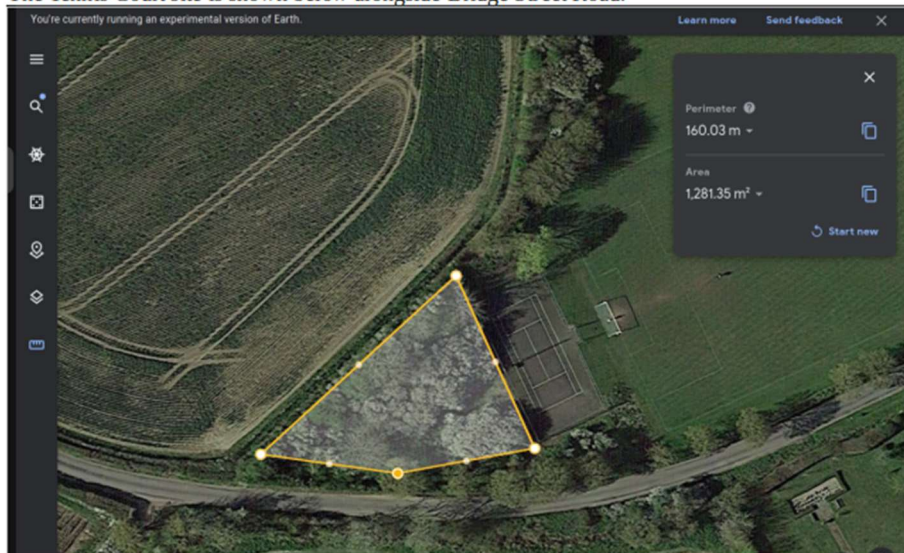
As the assessment of these sites progressed it became clear that in a village the size of Lavenham there is a need for a North Allotment Site and a Southern Allotment site supporting about ten plots each.

The suitability of the land at the Sports Ground lies in its proximity to Green Willows and its accessibility for those residents via a byway.

22 candidates for Allotment sites in the Lavenham Area have been evaluated to provide North and South Allotments. The objective is to identify the suitability of the site awarding a score for each factor and identifying any showstoppers.

Initial choice of plots of land showed them to be too big for the purpose. The search is for land big enough for up to ten half plots estimated to be 1250 sq metres.

The Tennis Court site is shown below alongside Bridge Street Road.



Entrance to the woodland is via a gap in the hedge level with the tennis court almost opposite the cemetery.

Feasibility Study

A feasibility study has been carried out using the Model Allotments Project Plan methodology.

Lavenham Lawn Tennis Club and Community Land Trust have been consulted.

Inspection of what appeared to be a rabbit warren on first inspection showed signs of being a badger sett.

These included the shape of the entrance holes being the characteristic inverted D shape and the existence of supposed badger trails.

A badger sett in the middle of an allotment site is not a viable option.

Badger Legislation

Badgers and their setts (tunnels and chambers where they live) are protected by law.

You may be able to get a licence from Natural England if you can't avoid disturbing badgers in their sett or damaging their sett.

What you must not do

You could be sent to prison for up to 6 months and get an unlimited fine if you're found guilty of any of these offences:

- intentionally capture, kill or injure a badger
- damage, destroy or block access to their setts
- disturb badgers in setts
- treat a badger cruelly
- deliberately send or intentionally allow a dog into a sett
- bait or dig for badgers

You're breaking the law and could get an unlimited fine if you:

- have or sell a badger, or offer a live badger for sale
- have or possess a dead badger or parts of a badger (if you got it illegally)
- mark or attach a marking device to a badger

Activities that can harm badgers

Activities that can affect badgers include:

- destroying or damaging their setts
- noise, additional lighting or vibration
- pile driving
- quarry blasting
- lighting fires
- using chemicals

- excavation
- ploughing and harvesting crops
- tree felling and timber extraction
- construction or repair of flood defences or watercourses

Validation and Verification

As I am unwilling to risk six months Clink or the Allotments Association, the Community Land Trust or the Parish Council being subjected to an unlimited fine, I want to obtain a professional opinion on the whether the setts are active or not and depending on the result of the opinion either drop the project or if inactive progress the project.

Quote

A quote has been received from Ward Armstrong to evaluate the site for £520 plus VAT and provide advice on the best course of action.

The Coat of Arms
of Lavenham



LAVENHAM PARISH COUNCIL

Andrew Smith

Clerk to the Council

Telephone: 01787 247041

Email: andrew.smith@lavenham-pc.gov.uk

GRANT APPLICATION FORM

Please complete all questions including signing and dating the declaration at the end of the form. Where a question is not applicable, please enter N/A on the form.

If you wish to provide additional information or expand on a question, please provide an attached sheet.

Please refer to the Council's Grant Policy for full terms and conditions of grants and details of what documentation needs to be included with your application

Submission of this application does not mean that an award will be granted. Grants are awarded at the Council's discretion. Only one project per application will be considered.

| Section A: Organisation Information | |
|---|---|
| Name of Group/Organisation: | Little Hall Museum owned by Suffolk Buildings Preservation Trust Ltd |
| Contact Name: | Michael Sutherill |
| Position: | Curator |
| Postal Address: | Little Hall Market Place Lavenham CO10 9QZ |
| Telephone Landline and Mobile: | 01284 736897 or 07850 491712. |
| Email: | curator@littlehall.org.uk |
| Website: | https://www.littlehall.org.uk/ |
| Brief description of your group/organisation's main purposes/activities: The Suffolk Buildings Preservation Trust was established in 1975 (Charity Number: 265212. Company Number: 1089324) to acquire, protect, conserve, manage and provide access to historic buildings in Suffolk. Its first acquisition was Little Hall and its collections, some of which are of international significance. The SBPT is wholly managed by volunteers. | |

Little Hall is one of the oldest and best-preserved medieval town houses in Suffolk. It was built in the late 14th century for a family of clothiers and its subsequent development has mirrored the changing fortunes of Lavenham. By the 19th century the house had been subdivided to form six tenement homes.

The house was restored in the 1930s by the Gayer-Anderson brothers who filled it with art and artefacts collected during their extensive travels in Persia, Egypt and India. The objects collected by the brothers included Indian miniature paintings and Egyptian Pharaonic, Roman and Islamic antiquities. Many of these items are now in National Museums, including the British, Fitzwilliam and Victoria & Albert. We are working with these organisations to borrow Gayer-Anderson antiquities of national importance and display them at Little Hall.

| | |
|---|---|
| List all Officers of the Organisation and their positions: | SBPT Board of Trustees Piers Hart – chair of Trustees Roy Proctor - treasurer Little Hall Graham Panton – chair of management committee John Knight – treasurer Michael Sutherill - curator |
| Number of active participants in the group/organisation's main purposes/activities a) monthly b) annually | SBPT has c80 volunteers who provide services throughout the year. There are c40 volunteers at Little Hall |
| The organisation/group has a Bank Account in its own name (Yes/No) | yes |
| Bank statements for the last three months have been attached (Yes/No) | no |
| Accounts for the organisation/group have been attached (Yes/No) | yes |

Section B: Project Information

Amount requested: £1000

Project for which grant is required:

The display and interpretation of a 9th century Islamic funerary tablet and 10th century, stone sculpture of the Hindu God Vishnu. The grant will form part of a long-term forward plan to repair and display Little Hall in an exemplary manner and create a museum destination in East Anglia

Explain the extent to which the costs have been estimated and list the quotations which have been obtained from suppliers:

The grant requested will contribute toward a project that has a total estimated value of £2000, £1000 of which will be provided from Little Hall reserves. Our estimates have been reached by applying costs incurred in previous similar projects. All works will be subject to the provision of three quotes.

Describe how this project will assist at least one of those in the Council's key target areas of: children and young people, people with special needs, older people and extra-curricular activities for schoolchildren:

The project will provide local children and young people with the opportunity to see objects of beauty and sophistication from different cultures, explained and interpreted in ways appropriate to their age groups. It will allow them to explore religious and cultural boundaries and promote cultural integration.

The project will enable us, along with the other developments we are planning at Little Hall, to develop extra-curricular activities for schoolchildren and people with special Persian and Indian cultures crossing religious and cultural boundaries and promoting cultural integration.

The continued operation of Little Hall provides opportunities for around 40 local volunteers, most of which are over 60, to learn new skills and socialise.

Describe how this project will promote social inclusiveness, enhance community well-being, promote measures to mitigate climate change, promote awareness and attractiveness of the village, provide vital services or improve facilities in the village:

The project, as noted, is part of our wider plans to develop Little Hall and to promote awareness of Lavenham as a cultural centre and regional tourist destination. The museum's links with National Museums promotes the significances of Little Hall's collections as an intercultural centre of national importance. The proposed project will help widen the appeal of Little Hall. In displaying the antiquities we will enhance Lavenham's attractiveness as tourism destination while their diversity will promote understanding of other cultures and cultivate social inclusiveness.

Describe the efforts that have been made to obtain alternative funds. This should include efforts to obtain funding from other bodies and from participants. If funds have been raised the amounts raised must be detailed:

We are actively pursuing grants to support the development of projects. These include the Association of Independent Museums.

Explain how the organisation will be self-funding in the future i.e., how the organisation has long-term viability:

The operation of Little Hall Museum is dependent on its volunteers and income from its admission charge and retail income. Enhancing the experience of visitors and the time they spend in the house will increase visitor satisfaction and revenues. Borrowing Gayer-Anderson items of national importance from the British, Fitzwilliam, V&A Museums and Cambridge University Library will also enhance the appeal of the house.

Describe the actions the organisation/group will need to take if this application is unsuccessful:

Seek alternative sources of grant.

Section C: Declaration

We confirm that we have read and accept the Conditions contained within the Grants Policy and will comply with these conditions in full. Any non-compliance will be immediately reported to the Council. We understand that should any information contained on this form be incorrect that any Grant Money received will be immediately refundable, in full, to the Council.

| | |
|-------------------------------|-------------------|
| Officer 1: Name and Signature | Graham Panton |
| Officer 2: Name and Signature | Michael Sutherill |
| Date: | 8 Dec 2023 |

A £1000 Grant to support Little Hall refurbishment of exhibits

Little Hall is a unpolished gem in Lavenham. Standing as it does between the dominating Guildhall and the sadly abandoned Great House Restaurant it deserves to be better known and its importance as a tourist attraction enhanced. This museum deserves to take its place alongside other museums of east Anglia

One of the oldest buildings in the best preserved of the Suffolk wool towns, this 14th century house was built for the Causton family of clothiers and its subsequent development has mirrored the changing fortunes of Lavenham.

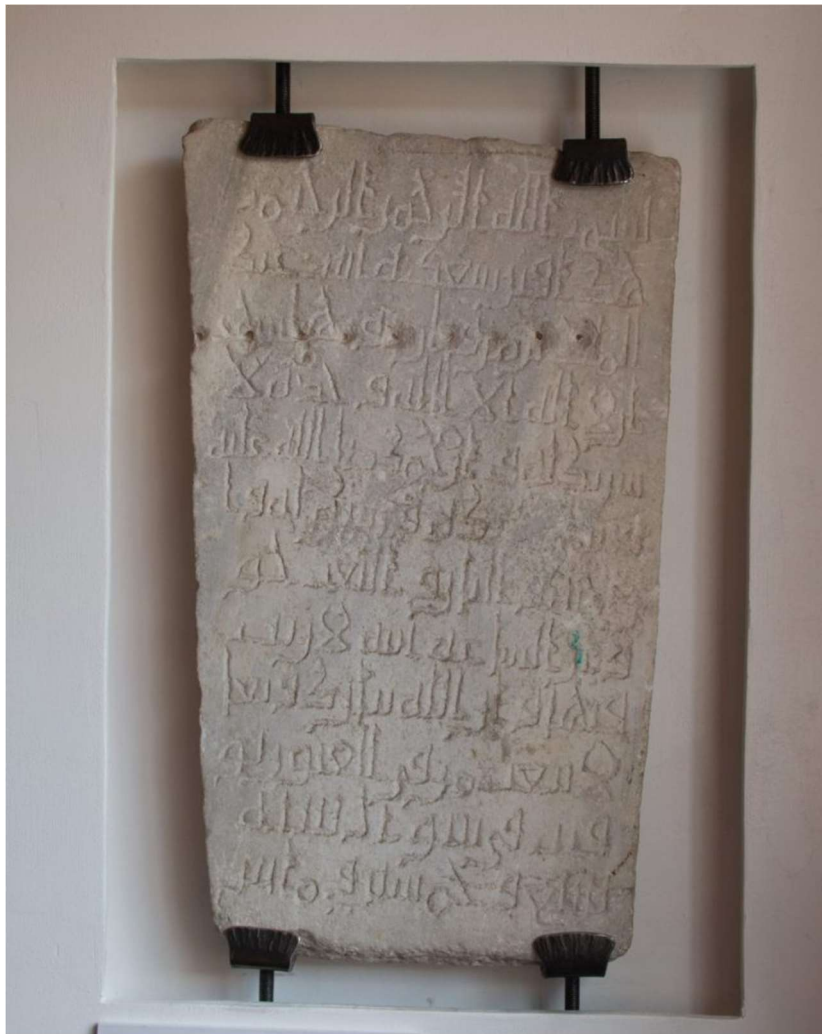
Little Hall was restored by the Gayer-Anderson brothers who filled the house with art and artefacts collected during their extensive travels. Visitors can view the development of the Tudor house, explore the collection, relax in the tranquil walled garden or, with a guide and hear the story of its occupants through the centuries

In 2019 They appointed a New Curator, Michael Sutherill, who has 20 years experience working for National Trust and as an inspector of Ancient Buildings for Historic England and is a considerable catch for Lavenham.

Michael's inspection of Little Hall has uncovered two recently unearthed exhibits. One of these is an Islamic gravestone from the 8th century AD that turns out to be that of a daughter of the Great Caliph Abd al Malik who is an important figure in Islamic history, including as the founder of the Al Aksa Mosque in Al Quds, also known as Jerusalem.

This link to Al Aksa which we know is mentioned in Surah al Isra in the Holy Quran will provide a multicultural window on Lavenham and attract visitors as do the mosques of Sayeeda Zainab and Sayeeda Rukhya in Damascus which are important places of pilgrimage.

“When SHARE Museums East and AfSM proposed running a workshop at Little Hall, it focussed our minds on how some items in our collection at Little Hall were not presented at their best. One particular object had been overlooked for many years, propped up in a medieval fireplace, below most people's gaze. Encouraged by Llewela Selfridge, we put in an application for an AfSM grant.”



“We still need to find out more about this object but from Colonel Gayer-Anderson we understand it dates to about 900AD, is part of an Islamic tombstone of a woman and was acquired in Fayoum, Egypt. The inscription is in Arabic but we’ve not yet been able to obtain a translation. They appealed **“If you are an Arabic speaker or have experience of translating the text of objects like this one, we would love to hear from you.”**”

A Parish Councillor has made a start on providing an outline translation of the text despite having to learn Kufic script from scratch. We now know what most of the text says. Part of the stone has been damaged and marked over the years so requires work to recover the text and to repair the damage if possible.

It is a sweet thought that the memory of a girl, a princess, who died as a teenager lives on after 1500 years due to the work of some inspired English Gentlemen

There are other exhibits that Michael has found and wants to show off from Persia and India. In their proper cultural context. Michael in discussion with both Fitzwilliam Museum and British museum to borrow back on Long Term Loan items donated by the Gayer Anderson Brothers including a very rare early African Quran.

Michael’s purpose is to increase the footfall in the museum, and by providing far better context to the exhibits to add to the enlightenment and enjoyment of the visitors

Little Hall is of course twinned with the House of the Cretan Woman also known as the Gayer Anderson House in Cairo. This is located beside the spectacular Ibn Tulln mosque some 400 meters from the Al Azhar University, at the end of Muiz al Din street

There is the option of having Lavenham twinned with Cairo or some district of Cairo to raise its profile as Part of a Multi-cultural tour of East Anglia

Michael seeks a grant of £1000 from Lavenham Parish Council to increase the attractiveness of Little Hall and to increase the touristic value of Lavenham.

Little Hall is already registered a charity and has a properly constituted committee and management council.

Lavenham Preschool

Annual Report and Financial Statements

Year ended 31 August 2022

Charity number: 1184176

LAVENHAM PRESCHOOL

Annual Report and Financial Statements for the year ended 31 August 2022

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LAVENHAM PRESCHOOL

Annual Report and Financial Statements for the year ended 31 August 2022

Reference and administrative details

| | |
|----------------------------------|---|
| Charity name | Lavenham Preschool |
| Registered charity number | 1184176 |
| Business address | Church Street Lavenham Suffolk CO10 9QT |
| Trustees | R S Mawford - Chairman D Carse - Treasurer J M Jones S Knight K Humphreys A Hyde Parker H Upton |
| Pre-school Manager | Elzbieta Zlotek |
| Independent examiner | Wendy Bowman AAT WB Accounting Services, 18 Peek Close, Lavenham, Suffolk, CO10 9FR |
| Bankers | Santander UK plc |

Report of the trustees for the year ended 31 August 2022

The trustees for the purposes of charity law, have pleasure in presenting their annual report and the financial statements of the charity for the year ended 31 August 2022.

Structure, Governance and Management***Governing Document***

Lavenham Preschool is a Charitable Incorporated Organisation (Foundation Model) which was registered on 1 July 2019 (registered number 1184176). On 19 December 2019 the CIO obtained OFSTED registration and took over the preschool's activities and assets. The preschool previously operated as an unincorporated charity (registered number 1048612) which was registered on 12 August 1995.

Trustees – appointment, organisation and recruitment

The current trustees are stated on page 1. Changes during the year were as follows:

K Dillon Hornigold – resigned 11 January 2022
S Crouch – resigned 11 January 2022
K Humphreys – appointed 11 January 2022
A Hyde Parker – appointed 15 August 2022
H Upton – appointed 15 August 2022

Risk management

The trustees have reviewed the major risks to which the charity is exposed and have established systems and procedures to mitigate those risks.

Objectives and activities

Lavenham Preschool is an educational charity whose objectives are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

The preschool is open five days a week, offering breakfast club, morning and afternoon sessions, lunch club, an after-hours club and all-day care. We cater for children from 2 years to school age, preparing them for entry into mainstream schooling. The preschool operates from a purpose-built building, adjacent to Lavenham Village Hall, which was opened in September 2017.

Performance and achievements

Following a difficult year caused by the impact of the COVID pandemic, the operations and financial performance of the preschool improved during 2021-22. This was helped by the adoption of a new development plan towards the end of the previous year and recruitment of a new Manager, Ela Zlotek. Only a few weeks after her appointment, the preschool was faced with an Ofsted inspection and thanks to the sterling work of the manager and her staff, the preschool was awarded a "Good" rating. (The full report is available to read through a link on our website.)

LAVENHAM PRESCHOOL

Since then, the situation of the preschool has improved, with a rising number of children (including the re-admission of two-year olds) and innovations such as the Forest School. The year also saw the resumption of some fundraising activities.

The improved situation of the preschool was underpinned by the financial support it received from a number of local bodies, in particular the Lavenham Community Council, from which we rent our building, the Lavenham Parish Council and the Lavenham Gardening Club. This reinforces the important role that the preschool plays in the local community.

The trustees are very grateful to the preschool's staff, both past and present, for their dedication and hard work during the recent difficult times. Thanks also go to our retiring trustees, including Chris Basset, our former treasurer, for successfully managing our finances.

Plans for the future

The aim is to build upon the more solid foundations established in 2021-22. We are looking to develop our breakfast club and afternoon club, with the aim of expanding our all-day service if there is sufficient demand for this. The Forest School initiative has proved to be very popular and we intend to maintain this as part of our service offering. We are also planning further fundraising events and to involve parents in these as much as possible.

Financial Review

The Statement of Financial Activities on page 5 sets out the movement in unrestricted and restricted funds for the year and the Balance Sheet on page 6 shows the charity's state of affairs at the year end. The principal sources of income are the Government Funding Grant for Early Years Education, from Suffolk County Council and fees charged for non-funded sessions. As noted above, we also received significant financial support in the form of donations from various local bodies, as shown in note 2, for which we are very grateful.

These sources of income and the increase in the number of children attending, led to an increase in total income of 63%. Together with a slight reduction in costs, this resulted in a surplus of £19,239, compared with a deficit of £24,954 in the previous year, increasing reserves to £30,645 at the end of 2021-22.

The trustees have considered the level of funds held and the expected income and expenditure for the next 12 months. Based on this assessment, the trustees believe that the preschool will continue as a going concern during this period.

This report was approved by the trustees on 14 November 2022 and signed on their behalf by:



R S Mawford
Chairman

LAVENHAM PRESCHOOL

Independent Examiner's Report to the trustees of Lavenham Preschool

I report on the accounts of Lavenham Preschool for the year ended 31 August 2022, which are set out on pages 5 to 9.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Direction given by the Charity Commission under section 145(5) (b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting requirements of the section 396 of the Companies Act 2006 and with the methods and principles of Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- 2) to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



W Bowman AAT
WB Accounting Services
Lavenham, Suffolk CO10

November 2022

LAVENHAM PRESCHOOL

**Statement of Financial Activities (incorporating an Income and Expenditure Account)
for the year ended 31 August 2022**

| | Note | Unrestricted Funds £ | Restricted Funds £ | 2022 Total £ | 2021 Total £ |
|--|------|----------------------------|--------------------------|--------------------|--------------------|
| Income from: | | | | | |
| Donations | 2 | 6,350 | 4,500 | 10,850 | 3,026 |
| Charitable activities: | | | | | |
| Grants | 3 | 82,549 | - | 82,549 | 60,182 |
| Fees | | 18,456 | - | 18,456 | 5,657 |
| Other income | | 34 | - | 34 | - |
| Fundraising events | | 763 | - | 763 | 284 |
| Investment income | | | | | |
| Bank interest receivable | | 4 | - | 4 | 3 |
| Total income | | 108,156 | 4,500 | 112,656 | 69,152 |
| Expenditure on: | | | | | |
| Raising funds | | 90 | - | 90 | 218 |
| Charitable activities | 4 | 88,827 | 4,500 | 93,327 | 93,888 |
| Total expenditure | | 88,917 | 4,500 | 93,417 | 94,106 |
| Net income | | 19,239 | - | 19,239 | (24,954) |
| Fund balances at 1 September 2021 | | 11,406 | - | 11,406 | 36,360 |
| Fund balances at 31 August 2022 | | 30,645 | - | 30,645 | 11,406 |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities. The comparatives figures for 2021 all relate to unrestricted funds, except as shown in note 3.

LAVENHAM PRESCHOOL

Balance sheet at 31 August 2022

| | Note | Total 2022 | Total 2021 |
|---|------|-----------------|-----------------|
| | | £ | £ |
| Current assets | | | |
| Debtors and prepayments | 7 | 571 | 475 |
| Cash at bank & in hand | | 45,985 | 22,189 |
| | | <u>46,556</u> | <u>22,664</u> |
| Creditors: amounts falling due within one year | | <u>(15,911)</u> | <u>(11,258)</u> |
| Net current assets | | <u>30,645</u> | <u>11,406</u> |
| Net assets | | <u>30,645</u> | <u>11,406</u> |
| Funds | 8 | | |
| Unrestricted funds | | 30,645 | 11,406 |
| Restricted funds | | - | - |
| | | <u>30,645</u> | <u>11,406</u> |

The notes on pages 7 to 9 form part of these financial statements.

The financial statements were approved by the trustees on 14 November 2022 and signed on their behalf by



D T R Carse
Trustee

1 Accounting policies*Accounting convention*

These financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The charity constitutes a public benefit entity as defined by FRS 102.

Going concern

The accounts have been prepared on a going concern basis which the trustees believe is appropriate given the level of funds held and the income and expenditure forecast for the next 12 months from the date of approving these financial statements.

Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Donated services are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Expenditure

All expenditure is accounted for on an accruals basis, and has been classified under the headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

Fundraising costs are those incurred in seeking voluntary contributions and holding fundraising events. Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with compliance with constitutional and statutory requirements.

Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost, including any incidental costs of acquisition. Depreciation is provided on all tangible fixed assets, other than freehold land, so as to write off the cost, less estimated residual value, over their expected useful lives.

Operating leases

Rentals under operating leases are charged to the income and expenditure account as incurred.

Fund Accounting

Unrestricted funds comprise accumulated surpluses and deficits on the general fund and designated funds. They are available for use at the discretion of the trustees in furtherance of the charitable company's objectives. Designated funds are those funds designated for a particular purpose or projects at the discretion of the trustees.

LAVENHAM PRESCHOOL

Notes to the financial statements for the year ended 31 August 2022 (Continued)

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2 Donations

| | 2022 | 2021 |
|----------------------------|---------------|--------------|
| | £ | £ |
| <i>Unrestricted:</i> | | |
| Lavenham Community Council | 2,500 | - |
| Lavenham Parish Council | 3,500 | 2,000 |
| Lavenham Gardening Club | 300 | - |
| East of England Co-op | - | 974 |
| Smaller donations | 50 | 52 |
| <i>Restricted:</i> | | |
| Lavenham Community Council | 4,500 | - |
| Total donations | 10,850 | 3,026 |

3 Grants

| | 2022 | 2021 |
|---|---------------|---------------|
| | £ | £ |
| <i>Unrestricted:</i> | | |
| Suffolk County Council - Early Education funding | 82,549 | 54,786 |
| <i>Restricted:</i> | | |
| Babergh District Council – business discretionary grant | - | 5,000 |
| HMRC – Coronavirus Job Retention Scheme | - | 396 |
| Total grants | 82,549 | 60,182 |

4 Expenditure on Charitable activities

| | 2022 | 2021 |
|---|---------------|---------------|
| | £ | £ |
| <i>Direct costs</i> | | |
| Staff costs (note 5) | 74,492 | 73,070 |
| Resources for children | 1,070 | 2,777 |
| <i>Support costs</i> | | |
| Premises | 8,368 | 7,612 |
| Other support costs, including governance costs | 9,397 | 10,430 |
| | 93,327 | 93,888 |

LAVENHAM PRESCHOOL

Notes to the financial statements for the year ended 31 August 2022 (Continued)

5 Staff costs

| | 2022 £ | 2021 £ |
|---|---------------|---------------|
| Wages and salaries | 72,885 | 69,917 |
| Social security costs | - | - |
| Pension costs | 863 | 835 |
| Staff recruitment, training and uniform costs | 744 | 2,318 |
| | <u>74,492</u> | <u>73,070</u> |

The key management personnel of the charity comprise the trustees and the pre-school manager as shown on page 1. The trustees neither received nor waived any remuneration during the year (2021: £nil).

The average number of employees during the year, calculated on a head count basis was 9 (2021:9). No employee had emoluments in excess of £60,000 (2021: nil).

6 Taxation

The company is a registered charity and is not considered liable to taxation on its income. Income tax deducted at source from income is recoverable from HMRC.

7 Debtors and prepayments

A provision of £434 for bad and doubtful debts in respect of overdue fee income has been deducted.

8 Funds Summary

| | Balance at | Fund movements | | | Balance at |
|--|--------------------------|----------------------------|------------------------|---------------|------------------------|
| | 1 September 2021 £ | Incoming resources £ | Resources used £ | Transfer s | 31 August 2022 £ |
| <i>Restricted funds:</i> | | | | | |
| Lavenham Community Council donation | - | 4,500 | 4,500 | - | - |
| Unrestricted funds | 11,406 | 108,156 | 88,917 | - | 30,645 |
| | <u>11,406</u> | <u>112,656</u> | <u>93,417</u> | <u>-</u> | <u>30,645</u> |

Restricted fund purposes:

The donation from Lavenham Community Council funded a waiver of the rent due on the building from which the company operates.

SUFFOLK BUILDING PRESERVATION TRUST LIMITED

(Limited by Guarantee)

Registered Charity No. 265212

Company No. 1089324

DIRECTORS REPORT & ACCOUNTS

For the year ended 31 December 2022

**David Robertson & Co
Chartered Accountants
84 Whiting Street
Bury St Edmunds**

SUFFOLK BUILDING PRESERVATION TRUST LIMITED
(Limited by Guarantee)

LEGAL AND ADMINISTRATIVE DETAILS

| | |
|------------------------------|--|
| Registered Office | Little Hall Market Place Lavenham, Suffolk, CO10 9QZ |
| Charity Number | 265212 |
| Company Number | 1089324 |
| Directors | B Aket D Eddershaw (retired September 2022) P Hart J Knight M Lightfoot J Norman G Panton R Proctor G Smith M Sutherhill (appointed 13 December 2022) |
| Independent Examiners | David Robertson & Co, 84 Whiting Street, Bury St Edmunds, Suffolk IP33 1NZ |
| Bankers | Lloyds TSB plc, 13 Cornhill, Ipswich, Suffolk IP1 1EL |
| Solicitors | Ellisons 2-6 Arcade Street, Ipswich, Suffolk IP1 1HZ |

DIRECTORS' REPORT

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 December 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The Charity is a charitable company limited by guarantee and is governed by a Memorandum and Articles of Association which were last amended on 10 June 2014. Its objects are to further the preservation, in appropriate settings for the benefit of the nation, of buildings and other such structures or land of special beauty or special historic or architectural interest.

Each director of the Trust undertakes, as a member of the Trust, to contribute to the assets of the Trust such amounts as may be required, not exceeding one pound. Otherwise the directors have no interest in the company.

Annual Review and Forward Plans

The Trust continues to oversee the administration of its three historic buildings Little Hall, Pakenham Watermill and Thelnetham Windmill.

The removal of the pandemic restrictions has enabled the activities in our buildings to return more or less to normal. The volunteers were all relieved to be able to resume their duties without having to worry about masks and social distancing. Visitor numbers have not yet returned to pre-pandemic levels, and we will have to see what effect the recession will have on our visitor income in 2023.

The Sizewell C application to flood land alongside Pakenham Stream is of even greater concern, now that the power station has been granted planning permission. Whilst the Watermill's right to water is recognised by Suffolk County Council (which is responsible for overseeing the planning aspects of the development), there is no guarantee that this right will be respected. The Trustees are aware that they face a long fight ahead. The water supply in 2022 was sufficient but was still less than it should have been due to the collapse of a length of river bank, allowing the escape of considerable volumes of water to another course, which bypasses the millpond. So far, the Trust has failed to persuade the riparian owner to effect repairs, even though ownership of the adjoining land has changed; and the Environment Agency has given us no support. This is an ongoing problem, for which there seems no solution, apart from legal action.

Even though fundraising remains very difficult, we have secured about 75% of the cost of repainting the Watermill. This will be carried out in 2023. The Mill also boasts a new much-needed fire alarm system, which was paid for entirely by donations.

The problems at Brandon Station, which the Trust is fighting to preserve, alongside SAVE, continue. The condition of the roof has deteriorated considerably in the past 12 months, following Greater Anglia's failure to erect a protective canopy before the onset of winter. The ingress of water is beginning to affect the stability of the walls to such an extent that, at the time of writing, the northbound platform is closed to passengers. Thankfully the local authority has taken the situation very seriously and is working alongside the railway

operator to halt further degradation. How far Greater Anglia is prepared to go to reinstate the roof completely remains to be seen.

We have the most energetic, enthusiastic and loyal groups of volunteers, to whom I send my heartfelt thanks. The trouble is that they, and the trustees, are all getting on, with many well into their eighties. One such is David Eddershaw, long time trustee and curator of Pakenham Watermill, who retired from both positions before Christmas, and to whom the Trust owes a great debt of gratitude. The Trust is most pleased to welcome Michael Sutherhill on to the board in David's place. Michael is the curator of the Little Hall Collection.

The Trust's finances remain strong, in spite of the unsettled state of the world economy. Our buildings are in sound condition and the world is not at war. Everything considered The Trust is in good shape.

Donations and Grants

The Suffolk Building Preservation Trust is most grateful to the following organisations for their kind contributions, during 2021, to various projects undertaken by the Trust.

| | |
|----------------------------------|--------|
| Marsh Christian Trust | £500 |
| R Mann Charitable Trust | £1,000 |
| Foulerton Charitable Trust | £5,000 |
| Ganzoni Charitable Trust | £2,000 |
| Irving Memorial Trust | £1,000 |
| Scarfe Trust | £500 |
| Fitton Charitable Trust | £300 |
| Alfred Williams Charitable Trust | £3,000 |
| Lord Belstead Charitable Trust | £1,000 |
| Ian Askew Charitable Trust | £1,000 |
| Michael Marks Charitable Trust | £5,000 |
| Phillips Charitable Trust | £2,500 |
| D C Moncrieff Charitable Trust | £750 |

Public Benefit

The Directors confirm that they have referred to the Charity Commission's general guidance on Public Benefit when reviewing the Charity's aims and objectives and in formulating future plans.

Investment Policy

It is the policy of the charity to hold surplus unrestricted funds on deposit with the Charities Official Investment Fund, as these may be needed at relatively short notice for urgent repairs and maintenance to Little Hall, Pakenham Water Mill and Thelnetham Windmill.

Reserves Policy

The Charity plans to reserve £150,000 of unrestricted funds to mitigate the financial impact of possible risks to maintaining the Charity's objectives. The risks are perceived as;

- a. Unforeseen emergencies such as a major building repair bill.
- b. Unforeseen deficits in day to day operating revenues – for example caused by unplanned closure of buildings.

Further the Reserved funds could be required for;

- c. A future major asset purchase or project that requires some level of matched funding.
- d. Funding short term deficits in a cash budget – for example while waiting for a funding grant.

The Reserves Policy will be reviewed by the Charity's Trustees when necessary, but at least once a year at the last Trustees' meeting in the calendar year.

The funds will be held collectively in the Bank accounts of the Trust and its constituent building. The levels held in each account will be agreed as part of the review process.

Governance and Internal Control

The Board of Directors of the Charity normally meets four times a year. Its members are selected by the board by reference to their particular suitability to one or other aspect of the charity's work. Three separate property management committees also exist, one for Little Hall, one for Pakenham Water Mill and the other for Thelnetham Windmill. The Board of Directors approves annual budgets for these three properties and also reviews the Charity's finances at its regular meetings.

Charity law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Trust and of the surplus or deficit of the Trust for that period. In preparing those financial statements, the Directors have:-

- Selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepared the financial statements on the going concern basis.

The Directors have overall responsibility for ensuring that the Charity has appropriate systems of controls financial and otherwise. They are also responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with external requirements. They are also responsible for safeguarding assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:-

- the Charity is operating efficiently and effectively;
- the assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used within the charity or for publication is reliable;
- the Charity complies with relevant laws and regulations.

The systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss.

As a matter of routine, the board keeps under review any risks to which the Charity is subject and believes its significant number of volunteer helpers are well positioned to bring evolving risks to its attention so as to enable mitigating action to be taken where necessary. An annual risk assessment was carried out during the year.

The report of the directors has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By Order of the Board

ROY PROCTOR

Director

2023

Independent Examiner's Report to the Trustees of Suffolk Building Preservation Trust Ltd

I report on my examination of the accounts of the company for the year ended 31 December 2022 which are set out on pages 8 to 12.

Respective responsibilities of trustees and examiner

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Basis of independent examiner's statement

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*Stephen Cook MA FCA
David Roberton & Co*

*Chartered Accountants
84 Whiting Street
Bury St Edmunds
Suffolk
IP33 1NZ*

2023

SUFFOLK BUILDING PRESERVATION TRUST LIMITED

Company Limited by Guarantee

Registered Charity No 265212

Statement of Financial Activities (including summary income and expenditure account)

For the year ended 31 December 2022

| | | <u>Unrestricted</u> | <u>Restricted</u> | | |
|--|------|-------------------------|----------------------|-------------------------|-------------------------|
| | | <u>Funds</u> | <u>Funds</u> | 2022 | 2021 |
| Income and Expenditure | Note | <u>£</u> | <u>£</u> | <u>£</u> | <u>£</u> |
| Income | | | | | |
| Donations, Gifts and Grants | | 43,858 | 165 | 44,023 | 58,673 |
| Museum and Mill Receipts | | 61,612 | | 61,612 | 39,427 |
| Rent Receivable | | 12,400 | | 12,400 | 12,400 |
| Investment Income | | <u>1,119</u> | | 1,119 | 14 |
| Total | | <u>118,989</u> | <u>165</u> | <u>119,154</u> | <u>110,513</u> |
| Expenditure | | | | | |
| Direct Charitable Expenditure | 2 | 60,241 | 0 | 60,241 | 57,978 |
| Fundraising and Marketing | 3 | 3,813 | 0 | 3,813 | 3,743 |
| Management and Administration | 4 | <u>10,703</u> | <u>0</u> | 10,703 | <u>11,304</u> |
| Total | | <u>74,757</u> | <u>0</u> | <u>74,757</u> | <u>73,025</u> |
| Net gains/(losses) on investments | 6 | <u>-686</u> | | <u>-686</u> | |
| Net Income/(expenditure) for the Year | | 43,546 | 165 | 43,711 | 37,488 |
| Transfer between funds | | | | <u>0</u> | <u>0</u> |
| Net movement in funds | | 43,546 | 165 | 43,711 | 37,488 |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | <u>2,586,922</u> | <u>56,511</u> | <u>2,643,433</u> | <u>2,605,945</u> |
| Total funds carried forward | | <u>2,630,468</u> | <u>56,676</u> | <u>2,687,144</u> | <u>2,643,433</u> |

SUFFOLK BUILDING PRESERVATION TRUST LIMITED
 Company Limited by Guarantee
 Registered Charity No 265212
 Balance Sheet as at 31 December 2022

| | Note | 2022 £ | £ | 2021 £ | £ |
|-------------------------------------|------|-------------------------|---|-------------------------|---|
| Fixed Assets | | | | | |
| Tangible Assets | 5 | 2,317,618 | | 2,307,189 | |
| Investments | 6 | 14,314 | | | 0 |
| Current Assets | | | | | |
| Stocks | | 7,484 | | 6,707 | |
| Debtors | | 1,250 | | 18 | |
| Cash at Bank and in Hand | | <u>348,864</u> | | <u>331,905</u> | |
| | | 357,598 | | 338,630 | |
| Creditors | | | | | |
| Amounts falling due within one year | | <u>2,386</u> | | <u>2,386</u> | |
| Net Current Assets | | <u>355,212</u> | | <u>336,244</u> | |
| Net Assets | | <u>2,687,144</u> | | <u>2,643,433</u> | |
| Funds | | | | | |
| Unrestricted | 7 | 1,371,314 | | 1,327,768 | |
| Restricted | 8 | 56,676 | | 56,511 | |
| Revaluation reserve | 9 | <u>1,259,154</u> | | <u>1,259,154</u> | |
| Total Funds | 10 | <u>2,687,144</u> | | <u>2,643,433</u> | |

For the year ended 31 December 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS 102 SORP.

These accounts were approved by the trustees and authorised for issue on 2023 and are signed on their behalf by:

Piers Hart
 Company Registration Number 1089324

SUFFOLK BUILDING PRESERVATION TRUST LIMITED

Company Limited by Guarantee

Registered Charity No 265212

Notes to the Accounts for the year ended 31 December 2022

1 Accounting Policies

a Basis of Accounting

The accounts are prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014-(Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015. The charity meets the definition of a public benefit entity under FRS102.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

b Tangible Fixed Assets

No depreciation is provided in respect of freehold property. The properties are maintained such that residual value is equivalent to valuation and any depreciation charge would be immaterial. At the request of the Museums and Galleries Commission, the contents of Little Hall are shown at a nil value. Additions are fully depreciated in the year of purchase. Depreciation on other contents and equipment is provided at 20% per annum.

c Stocks

Stocks are stated at the lower of cost and net realisable value. Provision is made for obsolete or slow moving items where appropriate.

| | Unrestricted Funds | Restricted Funds | 2022 £ | 2021 £ |
|---|-----------------------|---------------------|----------------------|----------------------|
| 2 Direct Charitable Expenditure | | | | |
| Depreciation | 2,824 | | 2,824 | 220 |
| Milling Costs etc | 13,407 | | 13,407 | 8,604 |
| Insurance | 9,962 | | 9,962 | 9,361 |
| Utilities | 5,709 | | 5,709 | 4,973 |
| Wages and salaries | 3,509 | | 3,509 | 380 |
| Repairs and renewals | 24,831 | | 24,831 | 34,440 |
| Management fee | <u>0</u> | | <u>0</u> | <u>0</u> |
| | <u>60,241</u> | <u>0</u> | <u>60,241</u> | <u>57,978</u> |
| 3 Fundraising and Marketing | | | | |
| Marketing | 572 | | 572 | 1,281 |
| Fundraising | <u>3,241</u> | | <u>3,241</u> | <u>2,462</u> |
| | <u>3,813</u> | <u>0</u> | <u>3,813</u> | <u>3,743</u> |
| 4 Management and Administration of the Charity | | | | |
| Administration expenses | 6,031 | | 6,031 | 3,915 |
| Legal and professional fees | 3,352 | | 3,352 | 6,093 |
| Independent Examiner | <u>1,320</u> | | <u>1,320</u> | <u>1,296</u> |
| | <u>10,703</u> | <u>0</u> | <u>10,703</u> | <u>11,304</u> |

The trust employs a part-time cleaner at Little Hall and one part-time staff member at Pakenham Water Mill. Total staff costs amounted to £2,129

SUFFOLK BUILDING PRESERVATION TRUST LIMITED

Company Limited by Guarantee

Registered Charity No 265212

Notes to the Accounts for the year ended 31 December 2022

| | 5 Tangible Fixed Assets | | | | | | 2022 | 2021 |
|---------------------|-------------------------|---------------------|---------------------|---------------|---------------------|------------------|------------------|------|
| | FREEHOLD PROPERTY | | | EQUIPMENT | | £ | £ | |
| | Little Hall | Pakenham Water Mill | Thelnetham Windmill | Little Hall | Pakenham Water Mill | | | |
| Cost/Valuation | | | | | | | | |
| At 1 January 2022 | 1,000,000 | 1,206,306 | 100,000 | 29,749 | 13,251 | 2,349,306 | 2,349,306 | |
| Additions | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>13,253</u> | 13,253 | <u>0</u> | |
| At 31 December 2022 | <u>1,000,000</u> | <u>1,206,306</u> | <u>100,000</u> | <u>29,749</u> | <u>26,504</u> | 2,362,559 | <u>2,349,306</u> | |
| Depreciation | | | | | | | | |
| At 1 January 2022 | | | | 29,552 | 12,565 | 42,117 | 41,897 | |
| Charge for the Year | | | | <u>39</u> | <u>2,785</u> | 2,824 | <u>220</u> | |
| At 31 December 2022 | | | | <u>29,591</u> | <u>15,350</u> | 44,941 | <u>42,117</u> | |
| Net Book Value | 1,000,000 | 1,206,306 | 100,000 | 158 | 11,154 | 2,317,618 | 2,307,189 | |

All three properties were valued on 30 May 2017 by J C Casson FRICS, an independent valuer as defined in the RICS Valuation and Professional Standards 2014.

At the request of the Area Museum Service, the following Clause 3s was added to the Memorandum and Articles of Association at the Annual General Meeting in 1990:

"To preserve intact any contents such as furniture, paintings, objects and any other exhibits

historically associated with the Trust's individual properties, to buy or acquire further associated items."

6 Investments

| | Charities Managed Funds | 2021 |
|----------------------------------|-------------------------|----------|
| Additions | 15,000 | 0 |
| Diminution in value | -686 | 0 |
| Market value at 31 December 2022 | 14,314 | 0 |

7 Movement in Resources

| Unrestricted Funds | Balance | | | Transfer | Balance |
|---------------------|------------------|-----------------------------------|---------------|----------|------------------|
| | 1.1.2022 | Incoming | Outgoing | | 31.12.2022 |
| General Fund | 1,267,768 | 118,303 | 74,757 | | 1,311,314 |
| Designated Funds: | | | | | |
| Pakenham Water Mill | 12,000 | 0 | 0 | | 12,000 |
| Trust | 15,000 | 0 | 0 | | 15,000 |
| Little Hall | 25,000 | 0 | 0 | | 25,000 |
| Thelnetham Windmill | <u>8,000</u> | <u>0</u> | <u>0</u> | | <u>8,000</u> |
| | <u>1,327,768</u> | <u>118,303</u> | <u>74,757</u> | <u>0</u> | <u>1,371,314</u> |
| Designated Funds: | | | | | |
| Pakenham Water Mill | | External redecoration | | | 12,000 |
| Trust | | work relating to acquisitions | | | 15,000 |
| Little Hall | | Quinquennial report work | | | 25,000 |
| Thelnetham Windmill | | Improvements/maintenance projects | | | <u>8,000</u> |
| | | | | | <u>60,000</u> |

8 Restricted Funds

| | Balance | | | Balance |
|---------------------|---------------|------------|----------|---------------|
| | 1.1.2022 | Incoming | Outgoing | |
| Little Hall | 10,751 | 165 | 0 | 10,916 |
| Pakenham Windmill | 44,000 | 0 | 0 | 44,000 |
| Thelnetham Windmill | <u>1,760</u> | <u>0</u> | <u>0</u> | <u>1,760</u> |
| | <u>56,511</u> | <u>165</u> | <u>0</u> | <u>56,676</u> |

SUFFOLK BUILDING PRESERVATION TRUST LIMITED
Company Limited by Guarantee
Registered Charity No 265212
Notes to the Accounts for the year ended 31 December 2022

9 Revaluation reserve

| | FREEHOLD PROPERTY | | Total | 2021 |
|---------------------|--------------------------|------------------------|------------------|------------------|
| | Cost | Revaluation reserve | | |
| Cost/Valuation | | | | |
| At 1 January 2022 | 1,047,152 | 1,259,154 | 2,306,306 | 2,306,306 |
| Additions | 0 | 0 | 0 | 0 |
| Revaluation | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| At 31 December 2022 | <u>1,047,152</u> | <u>1,259,154</u> | <u>2,306,306</u> | <u>2,306,306</u> |

All three properties were valued on 30 May 2017 by J C Casson FRICS, an independent valuer as defined in the RICS Valuation and Professional Standards 2014. The valuation was based on an open market value, taking into account the historic nature of the properties, together with the cost of additions to date.

Thelnetham Windmill was given to the Trust in 2013. the directors valued it as a heritage asset at £25,000

Little Hall and its contents were offered as a gift, unconditionally, by Surrey County Council in 1974 to the Suffolk Preservation Society which decided that the Suffolk Building Preservation Trust Limited, newly set up in 1973, would be the appropriate body to hold and administer the gift.

10 Analysis of Net Assets between Funds

| | Tangible Fixed Assets | Revaluation Reserve | Total | Investments | Net Current Assets | Total |
|---------------------|-----------------------------|------------------------|------------------|---------------|--------------------------|------------------|
| | Cost, less depn | | | | | |
| General Fund | 1,058,464 | 1,259,154 | 2,317,618 | 14,314 | 238,536 | 2,570,468 |
| Designated Funds | | | | | 60,000 | 60,000 |
| Restricted Funds: | | | | | | |
| Little Hall | | | | | 10,916 | 10,916 |
| Thelnetham Windmill | | | | | 1,760 | 1,760 |
| Pakenham Windmill | | | | | <u>44,000</u> | <u>44,000</u> |
| | <u>1,058,464</u> | <u>1,259,154</u> | <u>2,317,618</u> | <u>14,314</u> | <u>355,212</u> | <u>2,687,144</u> |

11 Capital Expenditure Commitments

There were no capital expenditure commitments at 31 December 2022 (2021 £nil)

| 13A October 2023 Summary | April Actual Mth | May Actual Mth | Jun Actual Mth | Jul Actual Mth | Aug Actual Mth | Sep Actual Mth | Oct Actual Mth | Oct Actual YTD | Oct Reforecast YTD | Favourable /(Adverse) |
|-----------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|--------------------------|
| Precept | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 64,225.00 | 64,225.00 | 0.00 |
| Babergh Cleansing Grant | 891.67 | 891.66 | 1,061.33 | 948.22 | 948.22 | 948.22 | 948.22 | 6,637.54 | 6,637.54 | 0.00 |
| Fixed Income | 10,066.67 | 10,066.66 | 10,236.33 | 10,123.22 | 10,123.22 | 10,123.22 | 10,123.22 | 70,862.54 | 70,862.54 | 0.00 |
| Burial Fees | 70.00 | 3,300.00 | 870.00 | 682.00 | 242.00 | 1,881.00 | 1,672.00 | 8,717.00 | 6,422.00 | 2,295.00 |
| Car Park and Toilet Donations | 1,974.15 | 1,734.85 | 1,824.10 | 1,880.05 | 2,359.40 | 1,915.05 | 1,360.95 | 13,048.55 | 13,313.15 | -264.60 |
| Other Donations | 0.00 | 407.63 | 0.00 | 0.00 | 250.00 | 0.00 | 3,073.73 | 3,731.36 | 407.63 | 3,323.73 |
| EV Charging Income | 100.00 | 100.00 | 50.00 | 49.54 | 20.00 | 20.00 | 20.00 | 359.54 | 449.54 | -90.00 |
| Interest Received | 0.00 | 748.23 | 250.00 | 250.00 | 450.00 | 350.00 | 350.00 | 2,398.23 | 1,998.23 | 400.00 |
| Variable Income | 2,144.15 | 6,290.71 | 2,994.10 | 2,861.59 | 3,321.40 | 4,166.05 | 6,476.68 | 28,254.68 | 22,590.55 | 5,664.13 |
| Total Income | 12,210.82 | 16,357.37 | 13,230.43 | 12,984.81 | 13,444.62 | 14,289.27 | 16,599.90 | 99,117.22 | 93,453.09 | 5,664.13 |
| Management Costs | 5,186.03 | 4,375.79 | 3,751.40 | 3,154.40 | 2,888.48 | 3,246.82 | 3,471.71 | 26,074.63 | 27,617.26 | 1,542.63 |
| Office costs | 1,371.74 | 542.68 | 1,210.24 | 411.69 | 490.35 | 3,838.60 | 613.58 | 8,478.86 | 7,253.96 | -1,224.90 |
| LNP including Costs of Democracy | 0.00 | 0.00 | 0.00 | 0.00 | 186.73 | 0.00 | 0.00 | 186.73 | 1,500.00 | 1,313.27 |
| Street Cleaning and Green Maint | 2,311.87 | 2,493.79 | 2,601.87 | 2,579.62 | 2,331.16 | 2,449.95 | 8,206.87 | 22,975.11 | 23,603.29 | 628.18 |
| Public Realm | 878.67 | 853.67 | 1,573.67 | 700.37 | 500.00 | 805.19 | 750.19 | 6,061.76 | 6,449.00 | 387.24 |
| Toilet Costs | 702.94 | 1,606.19 | 1,324.35 | 1,061.63 | 1,138.86 | 1,012.31 | 793.44 | 7,639.72 | 9,496.95 | 1,857.23 |
| Misc | 389.17 | 1,437.95 | 517.05 | 389.17 | 524.17 | 522.51 | 1,302.14 | 5,082.14 | 4,040.37 | -1,041.76 |
| Community Events including Grants | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 1,500.00 |
| EV Costs | 310.03 | 77.51 | 78.08 | 46.03 | 48.19 | 28.99 | 18.94 | 607.77 | 769.78 | 162.01 |
| Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 937.50 | 937.50 |
| Total Costs | 11,150.44 | 11,387.57 | 11,056.65 | 8,342.90 | 8,107.93 | 11,904.36 | 15,156.86 | 77,106.72 | 83,168.11 | 6,061.39 |
| Surplus/(Deficit) | 1,060.38 | 4,969.80 | 2,173.77 | 4,641.91 | 5,336.69 | 2,384.91 | 1,443.04 | 22,010.50 | 10,284.99 | 11,725.52 |

Notes:

| | |
|-----------------------------------|---|
| Burial Fees | Variable income dependent on number of deaths, whole year income was £6,000 in 2022/23. |
| Car Park and Toilet Donations | Cash £843, Card £837, Card and Cash Accruals cf £360 less bf £679 |
| Other Donations | Donation for Box Bushes £3,060. The cost of work accrued has been accrued to match. |
| EV Charging Income | Accrued, electricity bills are very low. |
| Interest Received | £955 received Sep 4. Rise in interest rates creates minor positive variances |
| Management Costs | Saving is in audit costs as PKF External fees lower than budgeted due to reduced Revenues as 21/22 contained high CIL income. |
| Office costs | Includes extra £3500 for Church St Business Rates. Other costs especially Training below Forecast. |
| LNP including Costs of Democracy | Professional Advice Costs forecast re LNP have not yet been incurred. |
| Street Cleaning and Green Maint | Bux Bush Maint and Play Equipment Maint costs were forecast, each £3k, and have been incurred. |
| Public Realm | No significant variance |
| Toilet Costs | Largely electricity savings as this was budgeted based on pre-modernisation usage. |
| Misc | Chapel Business Rates |
| Community Events including Grants | No Costs, as yet, timing variance. |
| EV Costs | No significant variance |
| Contingency | Contingency |

| 13A October 2023 Detail | April Actual Mth | May Actual Mth | Jun Actual Mth | Jul Actual Mth | Aug Actual Mth | Sep Actual Mth | Oct Actual Mth | Oct Actual YTD | Oct Reforecast YTD | Favourable /(Adverse) | Notes |
|--|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------------|-----------------------|--|
| Staff salaries and Other Consultancy Costs | 4,870.03 | 4,115.79 | 3,491.40 | 2,996.40 | 3,798.48 | 3,156.82 | 3,347.71 | 25,776.63 | 26,058.51 | 281.88 | Payroll plus Nupremis Planning Consultancy re Bury Rd E647 and Nest Pension Scheme Set up E495 |
| Audit and Payroll bureau costs | 316.00 | 260.00 | 260.00 | 158.00 | -910.00 | 90.00 | 124.00 | 298.00 | 1,558.75 | 1,260.75 | Accruals for Auditor and Payroll bureau costs. Pkf Invoice much smaller than accrued due to reduced Revenue. |
| Management Costs | 5,186.03 | 4,375.79 | 3,751.40 | 3,154.40 | 2,888.48 | 3,246.82 | 3,471.71 | 26,074.63 | 27,617.26 | 1,542.63 | YTD costs are Payroll, audit accruals, Nupremis Planning Consultancy re Bury Rd E647 and Nest Pension Scheme Set up E495 |
| Telephone & broadband | 113.41 | 85.94 | 70.53 | 83.12 | 161.78 | 10.53 | 96.51 | 621.82 | 670.63 | 48.81 | Not material |
| Website Dev and .gov | 0.00 | 0.00 | 374.40 | 59.40 | 59.40 | 109.40 | 59.40 | 662.00 | 446.30 | -215.70 | .Gov Implementation and hosting of this and the website |
| Accounting software & computer | 50.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 | 0.00 | 100.00 | 50.00 | -50.00 | Computer Repair |
| Office Materials | 0.00 | 187.57 | 316.67 | 0.00 | 0.00 | 0.00 | 0.00 | 504.24 | 796.23 | 291.99 | Fire extinguishers and Filing Cabinet purchased for Office. |
| Data Protection | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 18.75 | 18.75 | No costs incurred |
| Subscriptions & Insurance | 680.94 | 0.00 | 0.00 | 0.00 | 0.00 | 192.59 | 152.59 | 1,026.12 | 1,438.09 | 411.97 | Insurance and SALC membership |
| All Training/Clr expenses | 39.22 | 0.00 | 180.00 | 0.00 | 0.00 | 0.00 | 0.00 | 219.22 | 1,262.01 | 1,042.79 | Environmental Conference Cllr Mitchell and SALC Councillor Training |
| Room hire PC meetings | 109.00 | 40.00 | 40.00 | 40.00 | 40.00 | 35.00 | 20.00 | 324.00 | 443.13 | 119.13 | Village Hall |
| Office Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No costs incurred, no accruals made, immaterial |
| Digital mapping | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 150.00 | 150.00 | 0.00 | Pear Technology Annual Invoice |
| Parish Office business rates | 145.83 | 145.83 | 145.83 | 145.83 | 145.83 | 3,357.75 | 168.41 | 4,255.33 | 1,020.83 | -3,234.49 | All paid for year, 5 months have been prepaid. |
| Parish Office rent | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 583.33 | 583.33 | 0.00 | Accrued to forecast |
| Office Miscellaneous | 0.00 | 0.00 | -0.53 | 0.00 | 0.00 | 0.00 | 33.33 | 32.80 | 374.67 | 341.87 | No costs incurred, no accruals made, immaterial |
| Office costs | 1,371.74 | 542.68 | 1,210.24 | 411.69 | 490.35 | 3,838.60 | 613.58 | 8,478.86 | 7,253.96 | -1,224.90 | |
| LNP Costs incl Cost of Democracy | 0.00 | 0.00 | 0.00 | 0.00 | 186.73 | 0.00 | 0.00 | 186.73 | 1,500.00 | 1,313.27 | Babergh DC Invoice |
| Green Maintenance | 958.75 | 958.75 | 958.75 | 958.75 | 958.75 | 958.75 | 958.75 | 6,711.25 | 7,711.25 | 1,000.00 | Charge is £958.75 per mth unchanged from prior yr |
| Tree Maintenance and Care | 0.00 | 27.99 | 0.00 | 0.00 | 0.00 | 0.00 | 3,060.00 | 3,087.99 | 2,027.99 | -1,060.00 | Bux Bush Maint |
| Street cleansing | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 8,948.80 | 8,948.80 | 0.00 | Charge is £1278.40 per month unchanged from prior year |
| Refuse collection bins & dog bins | 74.72 | 212.80 | 364.72 | 74.72 | 74.72 | 212.80 | 74.72 | 1,089.18 | 1,260.59 | 171.41 | Supply of dog poo bags purchased May and new bins installed June |
| All cemetery management | 0.00 | 15.85 | 0.00 | 0.00 | 19.29 | 0.00 | 0.00 | 35.14 | 422.41 | 387.27 | Water |
| Play equipment | 0.00 | 0.00 | 0.00 | 267.75 | 0.00 | 0.00 | 2,835.00 | 3,102.75 | 3,232.25 | 129.50 | Playquip |
| Street Cleaning and Green Maint | 2,311.87 | 2,493.79 | 2,601.87 | 2,579.62 | 2,331.16 | 2,449.95 | 8,206.87 | 22,975.11 | 23,603.29 | 628.18 | |
| Street furniture | 170.00 | 145.00 | 865.00 | 0.00 | 0.00 | 205.00 | 150.00 | 1,535.00 | 1,487.50 | -47.50 | Cleaning of Benches and other minor repairs |
| Street Lighting energy | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 3,500.00 | 3,500.00 | 0.00 | Accrual based on final electricity cost for 2022/2023 |
| PWLB interest | 208.67 | 208.67 | 208.67 | 200.37 | 0.00 | 100.19 | 100.19 | 1,026.76 | 1,461.50 | 434.74 | Minor forecasting error |
| Public Realm | 878.67 | 853.67 | 1,573.67 | 700.37 | 500.00 | 805.19 | 750.19 | 6,061.76 | 6,449.00 | 387.24 | |
| Church Street energy | 157.21 | 120.49 | 79.39 | 38.70 | 44.83 | 47.60 | 54.14 | 542.36 | 1,410.68 | 868.32 | Actual Costs |
| Church Street water | 0.00 | 251.49 | 0.00 | 0.00 | 269.90 | 0.00 | 0.00 | 521.39 | 532.18 | 10.79 | Invoiced quarterly, not material, no accruals |
| Prentice St Water | 0.00 | 57.73 | 0.00 | 0.00 | 63.75 | 0.00 | 0.00 | 121.48 | 186.08 | 64.60 | Invoiced quarterly, not material, no accruals |
| Prentice St non EV energy | -236.79 | 97.35 | 58.76 | 20.23 | 0.77 | 47.97 | 38.40 | 26.69 | 89.55 | 62.86 | Prentice St Non EV Energy refund E432 re estimated readings is key driver |
| Donation Points | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 251.30 | 277.25 | 25.95 | £35.90 is regular monthly cost |
| Washroom Cleaning & Consumables | 746.62 | 651.62 | 850.30 | 666.80 | 723.71 | 880.84 | 665.00 | 5,184.89 | 5,572.09 | 387.20 | Actual Costs |
| Minor Maintenance | 0.00 | 391.61 | 300.00 | 300.00 | 0.00 | 0.00 | 0.00 | 991.61 | 1,241.61 | 250.00 | NCIL Accounting Correction re 22/23 and County Wash Minor Repair |
| Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 187.50 | 187.50 | No costs incurred |
| Toilet Costs | 702.94 | 1,606.19 | 1,324.35 | 1,061.63 | 1,138.86 | 1,012.31 | 793.44 | 7,639.72 | 9,496.95 | 1,857.23 | |
| Chapel Business Rates | 135.00 | 135.00 | 135.00 | 135.00 | 135.00 | 135.00 | 1,047.97 | 1,857.97 | 945.00 | -912.97 | Accrual Chapel St Business Rates due to having multiple properties. |
| Water Street green maintenance | 0.00 | 0.00 | 127.88 | 0.00 | 135.00 | 0.00 | 0.00 | 262.88 | 267.43 | 4.55 | Weed Kill carried out by JPB |
| Water Street Business Rates | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 1,779.17 | 1,779.17 | 0.00 | Accrual |
| Misc | 0.00 | 1,048.78 | 0.00 | 0.00 | 0.00 | 133.34 | 0.00 | 1,182.12 | 1,048.78 | -133.34 | Cost of leaving do for Parish Clerk and Defibs |
| Misc | 389.17 | 1,437.95 | 517.05 | 389.17 | 524.17 | 522.51 | 1,302.14 | 5,082.14 | 4,040.37 | -1,041.76 | |
| Small Grants (combined) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 | No costs incurred |
| Christmas trees/lighting | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No costs incurred |
| Xmas Eve Community Carols | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No costs incurred |
| 1st Meadow summer facilities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | No costs incurred |
| Platinum Jubilee/small events | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No costs incurred |
| Community Events including Grants | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 1,500.00 | |
| EV Costs | 310.03 | 77.51 | 78.08 | 46.03 | 48.19 | 28.99 | 18.94 | 607.77 | 769.78 | 162.01 | £288 Anglia Charging Backdated invoice relating to 2022/2023 received May 2023. |
| Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 937.50 | 937.50 | |
| Total Expenses | 11,150.44 | 11,387.57 | 11,056.65 | 8,342.90 | 8,107.93 | 11,904.36 | 15,156.86 | 77,106.72 | 83,168.11 | 6,061.39 | |
| Surplus/(deficit) | 1,060.38 | 4,969.80 | 2,173.77 | 4,641.91 | 5,336.69 | 2,384.91 | 1,443.04 | 22,010.50 | 10,284.99 | 11,725.52 | |

13B October 2023 Receipts and Payments

Prem Premium Account

| | | |
|------------|-----------------------------|------------|
| 30/09/2023 | Balance Brought Forward | 396,496.17 |
| 09/10/2023 | Transfer to Current Account | -5,000.00 |
| 09/10/2023 | Transfer to Current Account | -20,000.00 |
| 16/10/2023 | Babergh NCIL | 35,414.53 |
| 27/10/2023 | VAT Refund | 1,967.64 |
| 31/10/2023 | Balance Carried Forward | 408,878.34 |
| | | <hr/> |
| 31/10/2023 | Per Bank Statement | 408,878.34 |
| | | 0.00 |

Current Current Account

| | | |
|------------|---|-----------|
| 30/09/2023 | Balance Brought Forward | 3,895.78 |
| 02/10/2023 | Car Parking Income Cash Donations | 196.00 |
| 02/10/2023 | Supplier Payment: Go Cardless | -43.08 |
| 02/10/2023 | Car Parking Income Card Payments | 195.70 |
| 04/10/2023 | Employer and Employee NEST Pension Contributions | -150.39 |
| 05/10/2023 | Burial Income: Deacons | 1,881.00 |
| 09/10/2023 | Car Parking Income Card Payments | 201.40 |
| 09/10/2023 | Supplier Payment: British Gas | -30.43 |
| 09/10/2023 | Car Parking Income Cash Donations | 211.00 |
| 09/10/2023 | Transfer from Business Premium Account | 20,000.00 |
| 09/10/2023 | Transfer from Business Premium Account | 5,000.00 |
| 09/10/2023 | Supplier Payment: BT | -76.91 |
| 09/10/2023 | Supplier Payment: JPB Landscapes | -2,684.58 |
| 09/10/2023 | Andrew Smith September Net Wages | -2,063.95 |
| 09/10/2023 | Supplier Payment: Onsite IT | -71.28 |
| 09/10/2023 | Supplier Payment: Infinity Cleaning | -898.01 |
| 09/10/2023 | Supplier Payment: Community Action Suffolk Web Hosting | -60.00 |
| 09/10/2023 | Supplier Payment: Paul Holland | -205.00 |
| 09/10/2023 | HMRC PAYE to Sep 5 | -2,346.18 |
| 09/10/2023 | Supplier Payment: Lavenham Community Council | -75.00 |
| 09/10/2023 | Supplier Payment: Lavenquip Leisure, 1st Meadow Repairs | -3,402.00 |
| 09/10/2023 | Supplier Payment: L Carr Telephone Box Repair Deposit | -7,440.00 |
| 09/10/2023 | Supplier Payment: Babergh DC Business Rates Church St | -5,097.39 |
| 10/10/2023 | Misc Charge Total Energies | -20.40 |
| 11/10/2023 | Supplier Payment: British Gas | -49.98 |
| 16/10/2023 | Car Parking Income Card Payments | 57.00 |
| 16/10/2023 | Burial Income: Halstead Memorial | 77.00 |
| 16/10/2023 | Car Parking Income Cash Donations | 125.00 |
| 17/10/2023 | Burial Income: Deacons | 231.00 |
| 17/10/2023 | Supplier Payment: Glasscubes | -66.00 |
| 17/10/2023 | Supplier Payment: Andrew Smith Dog Poo Bags | -165.70 |
| 19/10/2023 | Bux Bush Donation | 3,060.00 |
| 20/10/2023 | Burial Income: Halstead Memorial | 440.00 |
| 23/10/2023 | Car Parking Income Card Payments | 170.05 |
| 23/10/2023 | Car Parking Income Cash Donations | 140.00 |
| 25/10/2023 | Supplier Payment: BT | -7.73 |
| 26/10/2023 | Burial Income: Deacons | 924.00 |
| 27/10/2023 | Misc Payment: Suffolk CC Marlet Place Bin Permit | -150.00 |
| 30/10/2023 | Car Parking Income Card Payments | 212.80 |
| 30/10/2023 | Supplier Payment: Go Cardless | -43.08 |
| 31/10/2023 | Car Parking Income Cash Donations | 171.00 |
| 31/10/2023 | Donation: Christmas Lights | 13.73 |
| 31/10/2023 | Supplier Payment: Zoom | -31.18 |
| 31/10/2023 | Supplier Payment: Seago and Stopps Payroll Services | -129.60 |
| | | <hr/> |
| 31/10/2023 | Balance Carried Forward | 11,894.59 |
| | | <hr/> |
| 31/10/2023 | Per Bank Statement | 11,894.59 |
| | | 0.00 |

Agenda Items 13c-13e

2nd Reforecast for 2023-24, earmarking and Budget Setting and Precept for 2024-25

1. Council is required to effectively manage its financial responsibilities. This means:
 - Preparing a budget based on best evidence of need
 - Setting a precept at the appropriate level to ensure that known obligations are met
 - Ensuring that the Council retains a sufficient reserve at an acceptable level

2. General guidance from the Suffolk Association of Local Councils is shown below:
 - *“All local councils need to produce an annual revenue budget which sets out the financial requirements for the forthcoming year. This becomes the basis upon which spending policy is approved and the amount of cash required to finance spending plans is calculated.”* SALC Module 2

 - *“Every council needs to retain a ‘working balance’ which is sufficient to avoid a cash overdraft during the year and which will provide adequate cover against contingencies. This balance is held on behalf of the local council taxpayer and, where possible, any excess should be used to reduce future council tax bills. On the other hand, depleted balances (or reserves) will need to be built up to an acceptable level. The level of the ‘working balance’ should therefore be reviewed as part of the budget setting process each year”* SALC Module 2

3. *The Good Councillors Guide on Finance 2017* (NALC) sets out the key stages in the budgeting process:
 - a. review of current year budget and spending
 - b. determine the cost of spending plans
 - c. assess levels of anticipated income
 - d. provide for contingencies and the need for reserves
 - e. approve the budget
 - f. set the precept

The process set out by NALC above in a-f is followed in the remainder of this paper.

4. Review of Current year 2023–24 reference 3a above

Attachment 1 sets out the Council’s financial performance for 2023-24.

In January 2023, the following budget was set:

| | | |
|------------------------|-----------------------------|---------------------------|
| Income £128,000 | Expenditure £125,620 | Contingency £2,500 |
|------------------------|-----------------------------|---------------------------|

At the Meeting of Council on 7th September 2023 Reforecast 1 based on actual financial information to end July 2023, was adopted. See Attachment 1

The key changes were the inclusion of £18,000 of Car Parking Donations as it was clear that these were going to be received for 2023/24 and increases to the estimates for Burial Income and Interest Received each of £3,000. Together with various minor changes these changes increased Total Income to £153,069.

Council took the decision to invest this extra income into extra Public Realm Improvements at a cost of £10,600, a reinstatement of the Grants Programme with a budget of £6,000

LAVENHAM PARISH COUNCIL:

and extra Councillor Training, LNP Publicity and cover for holiday absence for the Clerk at a total cost of £3,500.

It had become clear that Business Rates had been underbudgeted by some £5,000 but counter balancing cost savings of some £7,000 in loan costs and Street Electricity costs led to the Cost Budget being revised, in total from £125,620 to £144,939.

At Re-forecast 1 the revised financial plan was set as:

| Income | Expenditure | Contingency |
|----------|-------------|-------------|
| £153,069 | £144,939 | £2,500 |

In preparation for the annual precept setting, a 2nd Reforecast based on actual financial information to end October 2023 has been prepared. This includes contractual obligations and provisions for the period to end March 2024.

At Reforecast 2 the revised financial plan is:

| Income | Estimated Full Year Expenditure (including £1,000 contingency)* | Surplus** |
|----------|---|-----------|
| £157,833 | £140,871 | £16,962 |

* Subject to change until 31.03.24 ** Subject to change until 31.03.24

The key change in the estimate of total Income from Reforecast 1, is the receipt of a £3,000 donation for the maintenance of the Box Bushes. Estimates of Interest Receivable and Burial Income were also increased, each by £1,000.

The main changes in the estimates of likely expenditure were an extra £4,000 for Business Rates, the bills for Church St and The Chapel having now been received. Further cost savings of £8,000 had been identified. The most significant of these are Church St Energy Costs, Audit Fees, Councillor Training and a reduction in the Contingency.

The detailed schedules supporting this are included as Attachments 2 and 3.

The year end position is predicted to be a surplus of £17,000. It is proposed this is used to avoid increasing the spending requirement for 2024/25 and spending capital from either reserves or NCIL on small Heritage Items and backlog maintenance.

Motion 1

Council is asked to approve Reforecast 2 for the year ended 31st March 2024

Motion 2

Council is asked to approve, in accordance with the National Association of Local Council guidance set out in 3 above that the first £17,000 of surplus arising from 2023/24 is allocated as follows:

| | |
|--|-------------------|
| Intensive clean-up of the cemetery | £5,000.00 |
| 50% of the renovation costs of 2 telephone boxes | £6,000.00 |
| Replacement of the Kissing Gate | £6,000.00 |
| Total | £17,000.00 |

5. Consideration of contingencies and the need for reserves

As the Guidance in Point 2) above says: 'Every council needs to retain a 'working balance' which is sufficient to avoid a cash overdraft during the year and which will provide adequate cover against contingencies'.

Our Cash General Reserves are satisfactory for a Council of this size and fixed income. At 7.2 months they are within the guidance range of 6 to 9 months. See Attachment 6.

The purpose of the Cash General Reserve is to ensure the Council can continue to meet its obligations, in the event of a sudden increase in operational costs or reduction in income and have a sufficient source of ready funds to meet unforeseen costs of maintaining existing assets or enable the Council to take opportunities to enhance facilities for residents as they arise

This level of Cash Reserves is sufficient to 'keep the show on the road; but leaves no scope to pay or contribute towards sizeable capital items.

Council and residents have been fortunate to have been awarded substantial capital in recent years from the Community Infrastructure Levy and the Neighbourhood Infrastructure awards arising from developments in the village. Receipts from Neighbourhood CIL will likely reduce to negligible amounts from next year. Whilst Council will still be able to bid for funds from the District held Community Infrastructure Levy, 25% of the costs of each award will have to be met from Cash General Reserves once the current NCIL fund has been spent. CIL funds generally cannot be devoted to repairs or maintenance costs. Other sources of external grants are possible but, in most cases, there is almost always a requirement to provide Council resources to support an external award. Grants, whether from CIL or other organisations are not a given, either in securing awards or in their perpetuity.

Council decided in June 2022 to Transform the Council. Whilst not spelled out in detail previously, transformation includes the need to *Plan for the Future*. Establishing Sinking Funds are good financial management practice and are a common feature of Local Councils. During 2023/24 a sinking fund for replacement of street-lighting has been established from a re-alignment of some of the General Reserve. This fund is labelled as SF1. Over time, SF1 will enable a future Council to replace the existing street-lights without a significant reduction in reserves and avoid the need to borrow. However, further additions to SF1 from General Reserves will not be possible from 2024-25 as it is important the Council retains sufficient Cash General Reserve for major contingencies.

Other estate owned by the Council will also need attention in the future, some sooner than others. This includes 2 Lady Street, 1st Meadow, the Chapel and the Parish Office and toilets. It is therefore incumbent on Council to ensure adequate financial provision for future planned and un-planned capital expenditure. Examples of this have arisen in recent weeks; the replacement of the bridge at 1st Meadow and the lost opportunity to purchase land for the village. Unless we have 'cash resources' the Council cannot meet the 'unexpected'. It is therefore that a Combination Sinking Fund is established to address future capital expenditure. This fund would be described in the Accounts as SF2.

Motion 3

- a) Council is asked to resolve that the Responsible Financial Officer be instructed to establish a further Sinking Fund to be known as SF2**
- b) Council is asked to approve the transfer from General Reserves to SF2 of any residual balance for the year above the £17,000 earmarked in motion 2.**

6. Risk Appraisal of Precept Options

Council is obliged to consider risk in all decisions, especially those which concern public money. Since setting the precept for 2023-24, the level of financial risk has reduced, arising from a combination of the recovery in donation income which is not guaranteed as it is dependent on the willingness of the public to contribute and the continuing permission to collect. Some costs were lower than predicted. Energy for Church Street Toilets and Office was significantly overstated based on previous bills. However, other unknown costs emerged in-year, in particular the level of Business Rates.

7. Precept Considerations

The provisional tax base notified for 2024-25 is 953.67. This is 6.47 lower than 2023-24. The rate of CPI inflation at September 2023 was 6.7%.

Council has made substantial progress in 2023-24. Measures have included taking steps to align our spending with fixed income which has enabled donations or fortuitous income to be devoted to village improvements. As noted in the Spending Plan proposed for 2024-25, funds are now allocated from fixed income to maintaining the appearance of the village for our residents and visitors.

Attachment 4 is the detailed draft budget

Attachment 5 set out proposals for Council's consideration.

Option 1: Is an increase lower in actual and % terms than 2023-24 but places the Council at some risk of not being able to vote spending from revenue on items requiring attention. Examples that have arisen in 2023-24 are Management of the Churchyard (Box Bushes), backlog maintenance of the Cemetery, replacement bridge at 1st Meadow. The same will apply in 2024-25 unless there is a forward plan to appropriately maintain and manage all the Council's assets. The spending plan takes some of this requirement into account.

Option 2: Is an increase lower in actual and % terms to 2023-24 and adds to the Council reserves to deal with un-planned demands on spending. It would however, add a very low amount to Sinking Funds.

Option 3: Is very marginally higher increase in actual costs to the average Band D dwelling and is a slightly lower % increase than 2023-24. It would add a modest but credible amount to Sinking Funds and provide the opportunity to deal with small emerging matters without delay.

Motion:

Council is asked to adopt Option 3 and accordingly sets the precept for 2024-2025 at £129,000.

LAVENHAM PARISH COUNCIL:

Andrew Smith

Responsible Financial Officer

Irene Mitchell

Chair

7th December 2023

| ATTACHMENT 1 INCOME | Budget | Reforecast 1 | Reforecast 2 | Plan 24/25 | Variance Reforecast 2 to Plan 24/25 |
|--|----------------|------------------------------------|--|--|--|
| Precept | 110,100.00 | 110,100.00 | 110,100.00 | 119,000.00 | 8,900.00 |
| Babergh Cleaning Grant | 10,700.00 | 11,378.64 | 11,378.64 | 12,000.00 | 621.36 |
| Burial | 6,000.00 | 8,922.00 | 9,967.00 | 9,000.00 | -967.00 |
| Car Parking and Toilet Donations | 0.00 | 18,313.15 | 18,048.55 | 0.00 | -18,048.55 |
| Other Donations | 0.00 | 407.63 | 3,731.36 | 0.00 | -3,731.36 |
| EV Charging Income | 1,200.00 | 699.54 | 459.54 | 500.00 | 40.46 |
| Interest | 0.00 | 3,248.23 | 4,148.23 | 2,000.00 | -2,148.23 |
| | 128,000.00 | 153,069.19 | 157,833.32 | 142,500.00 | -15,333.32 |
| COSTS | | | | | |
| Management Costs | 45,200.00 | 46,200.00 | 44,618.00 | 45,124.20 | 506.20 |
| Office costs | 11,450.00 | 13,450.00 | 12,144.85 | 11,840.00 | -304.85 |
| LNP including Costs of Democracy and TWP | 0.00 | 1,500.00 | 2,186.73 | 0.00 | -2,186.73 |
| Street Cleaning and Green Maintenance | 30,250.00 | 40,470.00 | 40,493.83 | 39,895.80 | -598.03 |
| Public Realm | 15,520.00 | 10,520.01 | 9,812.69 | 9,600.00 | -212.68 |
| Toilet Costs | 17,500.00 | 17,500.00 | 15,861.67 | 15,640.00 | -221.67 |
| Water St | 1,000.00 | 3,550.00 | 3,812.88 | 4,500.00 | 687.12 |
| Community Events including Grants | 3,500.00 | 10,548.78 | 10,182.12 | 12,700.00 | 2,517.88 |
| EV Costs | 1,200.00 | 1,200.00 | 757.77 | 1,200.00 | 442.23 |
| Contingency | 2,500.00 | 2,500.00 | 1,000.00 | 2,000.00 | 1,000.00 |
| | 128,120.00 | 147,438.79 | 140,870.53 | 142,500.00 | 1,629.47 |
| Surplus (Deficit) | -120.00 | 5,630.40 | 16,962.79 | 0.00 | -16,962.79 |
| Positive Numbers are increases in costs and negative numbers are savings | | Bridge Plan to Reforecast 1 | Bridge Reforecast 1 to Reforecast 2 | Bridge Reforecast 2 to Budget 24/25 | |
| Total Costs | | 128,120.00 | 147,438.79 | 140,870.54 | |
| Grants | | 6,000.00 | 0.00 | 0.00 | |
| Bellward Award | | 0.00 | 0.00 | 1,000.00 | Bellward Award |
| Community | | 6,000.00 | 0.00 | 1,000.00 | |
| Under Budgeted Business Rates | Business Rates | 5,170.00 | 4,260.36 | (2,993.24) | No under accruals of Business Rates anticipated |
| Play Equipment Repairs | | 3,200.00 | (97.25) | (1,402.75) | Play Equipment repairs not anticipated to be as extensive |
| Street Furniture Maintenance | | 2,000.00 | 285.00 | 115.00 | Street Furniture Maintenance |
| Tree Maint incl Box Bushes | | 2,000.00 | (712.01) | 1,112.01 | Tree Maint incl Box Bushes |
| Green Maint minor works | | 1,000.00 | 505.00 | 0.00 | Green Maint minor works |
| Bin Refurb | | 1,100.00 | (310.82) | 160.82 | Bin Refurb |
| Street Cleaning | | 1,300.00 | (709.20) | 0.00 | Street Furniture Maintenance |
| Minor Replacements Christmas Lights | | 0.00 | 0.00 | 1,100.00 | Minor Replacements Christmas Lights |
| First Meadow Summer Facilities not done | | 0.00 | (500.00) | 500.00 | First Meadow Summer Facilities |
| Public Realm | | 10,600.00 | (1,539.28) | 1,585.08 | |
| Cover for Clerk | | 1,000.00 | 0.00 | 0.00 | Cover for Clerk |
| Cllr Training Extra Provisions and savings | | 1,000.00 | (1,280.78) | 280.78 | Small Increase in Cllr Training Budget |
| Management and Skills | | 2,000.00 | (1,280.78) | 280.78 | |
| Over budgeted Street Light Power | | (2,000.00) | 0.00 | 0.00 | Street Light Power |
| Over Budgeted Washroom Cleaning | | (0.00) | (1,111.61) | 711.62 | Washroom Cleaning costs wage increase |
| Over Budgeted Toilet Electricity | | (397.83) | (1,809.81) | 207.64 | Toilet Electricity Increase |
| Over budgeted Audit fees, one off as Total Income incl CIL fell vs prior yrs | | 0.00 | (1,582.00) | 582.00 | Increase in Audit Fees and minor correction |
| Over budgeted PWLB Loan Interest | | (5,000.00) | (992.32) | (327.69) | Loan Interest less as repayments made |
| Savings to Budget | | (7,397.82) | (5,495.74) | 1,173.57 | |
| Insurance Costs now accounted for on accruals basis, one-off saving. | | 0.00 | (673.88) | 673.88 | Insurance Costs now accounted for on accruals basis, one-off saving. |
| EV Costs | | 0.00 | (442.23) | 442.23 | Full year effect Higher EV Charges |
| LNP Publicity Costs | | 1,500.00 | 686.73 | (2,186.73) | No costs in 24/25 as Referendum costs already earmarked |
| Reduction in Contingency as only four months to go | | 0.00 | (1,500.00) | 1,000.00 | Whole year Contingency |
| Bellward Leaving Do | | 1,048.78 | 0.00 | (1,048.78) | Bellward Leaving Do |
| Misc | | 397.84 | (583.43) | 1,702.67 | Minor Inflationary increases |
| | | 147,438.79 | 140,870.54 | 142,500.00 | |
| | | 147,438.79 | 140,870.54 | 142,500.00 | |
| | | 0.00 | 0.00 | 0.00 | |

| Attachment 2 Reforecast Summary | April Actual Mth | May Actual Mth | Jun Actual Mth | Jul Actual Mth | Aug Actual Mth | Sep Actual Mth | Oct Actual Mth | Nov Fcast | Dec Fcast | Jan Fcast | Feb Fcast | Mar Fcast | Year Fcast | Prev Forecast | Favourable /((Adverse) | Original Budget | Favourable /((Adverse) |
|----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|------------------------|-------------------|------------------------|
| Precept | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 9,175.00 | 110,100.00 | 110,100.00 | 0.00 | 110,100.00 | 0.00 |
| Babergh Cleansing Grant | 891.67 | 891.66 | 1,061.33 | 948.22 | 948.22 | 948.22 | 948.22 | 948.22 | 948.22 | 948.22 | 948.22 | 948.22 | 11,378.64 | 11,378.64 | 0.00 | 10,700.00 | 678.64 |
| Fixed Income | 10,066.67 | 10,066.66 | 10,236.33 | 10,123.22 | 10,123.22 | 10,123.22 | 10,123.22 | 10,123.22 | 10,123.22 | 10,123.22 | 10,123.22 | 10,123.22 | 121,478.64 | 121,478.64 | 0.00 | 120,800.00 | 678.64 |
| Burial Fees | 70.00 | 3,300.00 | 870.00 | 682.00 | 242.00 | 1,881.00 | 1,672.00 | 250.00 | 250.00 | 250.00 | 250.00 | 250.00 | 9,967.00 | 8,922.00 | 1,045.00 | 6,000.00 | 3,967.00 |
| Car Park and Toilet Donations | 1,974.15 | 1,734.85 | 1,824.10 | 1,880.05 | 2,359.40 | 1,915.05 | 1,360.95 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 18,048.55 | 18,313.15 | -264.60 | 0.00 | 18,048.55 |
| Other Donations | 0.00 | 407.63 | 0.00 | 0.00 | 250.00 | 0.00 | 3,073.73 | | | | | | 3,731.36 | 407.63 | 3,323.73 | 0.00 | 3,731.36 |
| EV Charging Income | 100.00 | 100.00 | 50.00 | 49.54 | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 | 459.54 | 699.54 | -240.00 | 1,200.00 | -740.46 |
| Interest Received | 0.00 | 748.23 | 250.00 | 250.00 | 450.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 350.00 | 4,148.23 | 3,248.23 | 900.00 | 0.00 | 4,148.23 |
| Variable Income | 2,144.15 | 6,290.71 | 2,994.10 | 2,861.59 | 3,321.40 | 4,166.05 | 6,476.68 | 1,620.00 | 1,620.00 | 1,620.00 | 1,620.00 | 1,620.00 | 36,354.68 | 31,590.55 | 4,764.13 | 7,200.00 | 29,154.68 |
| Total Income | 12,210.82 | 16,357.37 | 13,230.43 | 12,984.81 | 13,444.62 | 14,289.27 | 16,599.90 | 11,743.22 | 11,743.22 | 11,743.22 | 11,743.22 | 11,743.22 | 157,833.32 | 153,069.19 | 4,764.13 | 128,000.00 | 29,833.32 |
| Management Costs | 5,186.03 | 4,375.79 | 3,751.40 | 3,154.40 | 2,888.48 | 3,246.82 | 3,471.71 | 3,708.67 | 3,708.67 | 3,708.67 | 3,708.67 | 3,708.67 | 44,618.00 | 46,200.00 | 1,582.00 | 45,200.00 | 582.00 |
| Office costs | 1,371.74 | 542.68 | 1,210.24 | 411.69 | 490.35 | 3,838.60 | 613.58 | 1,060.99 | 1,160.99 | 1,160.99 | 1,160.99 | 1,160.99 | 14,183.81 | 13,450.00 | -733.81 | 11,450.00 | -2,733.81 |
| LNP including Costs of Democracy | 0.00 | 0.00 | 0.00 | 0.00 | 186.73 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.00 | 0.00 | 2,186.73 | 1,500.00 | -686.73 | 0.00 | -2,186.73 |
| Street Cleaning and Green Maint | 2,311.87 | 2,493.79 | 2,601.87 | 2,579.62 | 2,331.16 | 2,449.95 | 8,206.87 | 2,637.15 | 4,137.15 | 2,937.15 | 2,637.15 | 2,637.15 | 37,960.86 | 38,850.00 | 889.14 | 30,250.00 | -7,710.86 |
| Public Realm | 878.67 | 853.67 | 1,573.67 | 700.37 | 500.00 | 805.19 | 750.19 | 750.19 | 750.19 | 750.19 | 750.19 | 750.19 | 9,812.69 | 10,520.01 | 707.32 | 15,520.00 | 5,707.32 |
| Toilet Costs | 702.94 | 1,606.19 | 1,324.35 | 1,061.63 | 1,138.86 | 1,012.31 | 793.44 | 1,476.60 | 1,076.60 | 1,076.60 | 1,476.60 | 1,076.60 | 13,822.71 | 17,500.00 | 3,677.29 | 17,500.00 | 3,677.29 |
| Misc | 389.17 | 1,437.95 | 517.05 | 389.17 | 524.17 | 522.51 | 1,302.14 | 489.17 | 489.17 | 489.17 | 489.17 | 489.17 | 7,527.97 | 6,218.78 | -1,309.19 | 1,000.00 | -6,527.97 |
| Community Events including Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9,000.00 | 0.00 | 0.00 | 0.00 | 9,000.00 | 9,500.00 | 500.00 | 3,500.00 | -5,500.00 |
| EV Costs | 310.03 | 77.51 | 78.08 | 46.03 | 48.19 | 28.99 | 18.94 | 30.00 | 30.00 | 30.00 | 30.00 | 30.00 | 757.77 | 1,200.00 | 442.23 | 1,200.00 | 442.23 |
| Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 1,000.00 | 2,500.00 | 1,500.00 | 2,500.00 | 1,500.00 |
| Total Costs | 11,150.44 | 11,387.57 | 11,056.65 | 8,342.90 | 8,107.93 | 11,904.36 | 15,156.86 | 10,352.76 | 20,552.76 | 12,352.76 | 10,452.76 | 10,052.76 | 140,870.53 | 147,438.79 | 6,568.26 | 128,120.00 | -12,750.53 |
| Surplus/(Deficit) | 1,060.38 | 4,969.80 | 2,173.77 | 4,641.91 | 5,336.69 | 2,384.91 | 1,443.04 | 1,390.46 | -8,809.54 | -609.54 | 1,290.46 | 1,690.46 | 16,962.79 | 5,630.40 | 11,332.38 | -120.00 | 17,082.79 |

Notes:

| | |
|----------------------------------|--|
| Precept | No variance |
| Babergh Cleansing Grant | No variance |
| Burial Fees | Assumed |
| Car Park and Toilet Donations | Easter Holidays are in April |
| Other Donations | None Assumed |
| EV Charging Income | Accrued, last actual is to Mar 23, electricity bills are very low. |
| Interest Received | Assumed |
| Management Costs | Current Run Rate assumed, small prof fees contingency. Audit Fee savings |
| Office costs | Includes extra £3500 for Church St Business Rates. Other costs especially Training below Forecast. |
| LNP including Costs of Democracy | Professional Advice Costs forecast re LNP have not yet been incurred. |
| Street Cleaning and Green Maint | Bux Bush Maint and Play Equipment Maint costs were forecast, each £3k, and have been incurred. |
| Public Realm | Budgeting Error re Interest £6k |
| Toilet Costs | Largely electricity |
| Misc | No significant variance to fcast , Water St Bus rates accruals are in here. Var to Budget is Rates |
| Community Events including Grant | Grants are variance to budget |
| EV Costs | No significant variance |
| Contingency | Contingency |

| Attachment 3 Reforecast Detail | April Actual Mth | May Actual Mth | Jun Actual Mth | Jul Actual Mth | Aug Actual Mth | Sep Actual Mth | Oct Actual Mth | Nov Fcast | Dec Fcast | Jan Fcast | Feb Fcast | Mar Fcast | Year Fcast | Prev Forecast | Favourable / (Adverse) | Budget | Favourable / (Adverse) | Notes |
|------------------------------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------|-----------|-----------|-----------|-----------|------------|---------------|------------------------|------------|------------------------|---|
| Staff salaries and Other Consultar | 4,870.03 | 4,115.79 | 3,491.40 | 2,996.40 | 3,798.48 | 3,156.82 | 3,347.71 | 3,584.67 | 3,584.67 | 3,584.67 | 3,584.67 | 3,584.67 | 43,700.00 | 43,700.00 | 0.00 | 42,700.00 | -1,000.00 | As prev fcast |
| Audit and Payroll bureau costs | 316.00 | 260.00 | 260.00 | 158.00 | -910.00 | 90.00 | 124.00 | 124.00 | 124.00 | 124.00 | 124.00 | 124.00 | 918.00 | 2,500.00 | 1,582.00 | 2,500.00 | 1,582.00 | Current run rate assumed |
| Management Costs | 5,186.03 | 4,375.79 | 3,751.40 | 3,154.40 | 2,888.48 | 3,246.82 | 3,471.71 | 3,708.67 | 3,708.67 | 3,708.67 | 3,708.67 | 3,708.67 | 44,618.00 | 46,200.00 | 1,582.00 | 45,200.00 | 582.00 | |
| Telephone & broadband | 113.41 | 85.94 | 70.53 | 83.12 | 161.78 | 10.53 | 96.51 | 96.51 | 96.51 | 96.51 | 96.51 | 96.51 | 1,104.37 | 1,200.00 | 95.63 | 1,200.00 | 95.63 | Current run rate assumed |
| Website Dev and .gov | 0.00 | 0.00 | 374.40 | 59.40 | 59.40 | 109.40 | 59.40 | 59.40 | 59.40 | 59.40 | 59.40 | 59.40 | 959.00 | 467.13 | -491.87 | 200.00 | -759.00 | Current run rate assumed |
| Accounting software & computer | 50.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 100.00 | 50.00 | 50.00 | -450.00 | 300.00 | -200.00 | Councillor Mobile phone costs |
| Office Materials | 0.00 | 187.57 | 316.67 | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 754.24 | 1,282.87 | 528.63 | 1,300.00 | 545.76 | Assumed misc |
| Data Protection | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 | 50.00 | 50.00 | 50.00 | Not material |
| Subscriptions & Insurance | 680.94 | 0.00 | 0.00 | 0.00 | 0.00 | 192.59 | 152.59 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 2,026.12 | 2,700.00 | 673.88 | 2,700.00 | 673.88 | Insurance and Misc |
| All Training/Clr expenses | 39.22 | 0.00 | 180.00 | 0.00 | 0.00 | 0.00 | 0.00 | 300.00 | 300.00 | 300.00 | 300.00 | 300.00 | 1,719.22 | 3,000.00 | 1,280.78 | 2,000.00 | 280.78 | Training |
| Room hire PC meetings | 109.00 | 40.00 | 40.00 | 40.00 | 40.00 | 35.00 | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 | 424.00 | 800.00 | 376.00 | 800.00 | 376.00 | Village Hall |
| Office Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 250.00 | 0.00 | -250.00 | 0.00 | -250.00 | Assumed misc |
| Digital mapping | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 150.00 | 150.00 | 0.00 | 150.00 | 0.00 | Pear Technology Annual Invoice |
| Parish Office business rates | 145.83 | 145.83 | 145.83 | 145.83 | 145.83 | 3,357.75 | 168.41 | 168.41 | 168.41 | 168.41 | 168.41 | 168.41 | 5,097.39 | 1,750.00 | -3,347.39 | 750.00 | -4,347.39 | Current run rate assumed |
| Parish Office rent | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 83.33 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | Current run rate assumed |
| Office Miscellaneous | 0.00 | 0.00 | -0.53 | 0.00 | 0.00 | 0.00 | 33.33 | 33.33 | 33.33 | 33.33 | 33.33 | 33.33 | 199.47 | 1,000.00 | 800.53 | 1,000.00 | 800.53 | Current run rate assumed |
| Office Costs | 1,371.74 | 542.68 | 1,210.24 | 411.69 | 490.35 | 3,838.60 | 613.58 | 1,060.99 | 1,160.99 | 1,160.99 | 1,160.99 | 1,160.99 | 14,183.81 | 13,450.00 | -733.81 | 11,450.00 | -2,733.81 | |
| LNP Costs incl Cost of Democracy | 0.00 | 0.00 | 0.00 | 0.00 | 186.73 | 0.00 | 0.00 | | | 2,000.00 | | | | | -686.73 | 0.00 | -2,186.73 | Prof Costs Lnp and TWP |
| Green Maintenance | 958.75 | 958.75 | 958.75 | 958.75 | 958.75 | 958.75 | 958.75 | 958.75 | 958.75 | 958.75 | 958.75 | 958.75 | 11,505.00 | 11,000.00 | -505.00 | 10,000.00 | -1,505.00 | Charge is £958.75 per mth unchanged from prior yr |
| Tree Maintenance and Care | 0.00 | 27.99 | 0.00 | 0.00 | 0.00 | 0.00 | 3,060.00 | | | | | | 3,087.99 | 3,800.00 | 712.01 | 1,800.00 | -1,287.99 | Bux Bush Maint |
| Street cleansing | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,278.40 | 1,528.40 | 1,528.40 | 1,528.40 | 1,528.40 | 1,528.40 | 16,590.80 | 17,300.00 | 709.20 | 16,000.00 | -590.80 | Extra £250 per month for minor works |
| Refuse collection bins & dog bins | 74.72 | 212.80 | 364.72 | 74.72 | 74.72 | 212.80 | 74.72 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 1,839.18 | 2,150.00 | 310.82 | 1,050.00 | -789.18 | Supply of dog poo bags purchased May and new bins installed June |
| All cemetery management | 0.00 | 15.85 | 0.00 | 0.00 | 19.29 | 0.00 | 0.00 | | | | | | 1,535.14 | 1,100.00 | -435.14 | 1,100.00 | -435.14 | Cemetery Work |
| Play equipment | 0.00 | 0.00 | 0.00 | 267.75 | 0.00 | 0.00 | 2,835.00 | | | | | | 3,402.75 | 3,500.00 | 97.25 | 300.00 | -3,102.75 | Inspection |
| Street Cleaning and Green Maint | 2,311.87 | 2,493.79 | 2,601.87 | 2,579.62 | 2,331.16 | 2,449.95 | 8,206.87 | 2,637.15 | 4,137.15 | 2,937.15 | 2,637.15 | 2,637.15 | 37,960.86 | 38,850.00 | 889.14 | 30,250.00 | -7,710.86 | |
| Street furniture | 170.00 | 145.00 | 865.00 | 0.00 | 0.00 | 205.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 2,285.00 | 2,000.00 | -285.00 | 0.00 | -2,285.00 | Cleaning of Benches and other minor repairs |
| Street Lighting energy | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 6,000.00 | 6,000.00 | 0.00 | 8,000.00 | 2,000.00 | Accrual based on final electricity cost for 2022/2023 |
| PWLBI interest | 208.67 | 208.67 | 208.67 | 200.37 | 0.00 | 100.19 | 100.19 | 100.19 | 100.19 | 100.19 | 100.19 | 100.19 | 1,527.69 | 2,520.00 | 992.32 | 7,520.00 | 5,992.32 | Budgeting Error |
| Public Realm | 878.67 | 853.67 | 1,573.67 | 700.37 | 500.00 | 805.19 | 750.19 | 750.19 | 750.19 | 750.19 | 750.19 | 750.19 | 9,812.69 | 10,520.01 | 707.32 | 15,520.00 | 5,707.32 | |
| Church Street energy | 157.21 | 120.49 | 79.39 | 38.70 | 44.83 | 47.60 | 54.14 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 1,292.36 | 3,102.17 | 1,809.81 | 3,500.00 | 2,207.64 | Winter Costs |
| Church Street water | 0.00 | 251.49 | 0.00 | 0.00 | 269.90 | 0.00 | 0.00 | 300.00 | | | | | 300.00 | 1,121.39 | -121.39 | 1,000.00 | -121.39 | Invoiced quarterly, not material, no accruals |
| Prentice St Water | 0.00 | 57.73 | 0.00 | 0.00 | 63.75 | 0.00 | 0.00 | 100.00 | | | | | 100.00 | 321.48 | 78.52 | 400.00 | 400.00 | Invoiced quarterly, not material, no accruals |
| Prentice St non EV energy | -236.79 | 97.35 | 58.76 | 20.23 | 0.77 | 47.97 | 38.40 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 276.69 | 339.55 | 62.86 | 600.00 | 323.31 | Current run rate assumed |
| Donation Points | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 35.90 | 430.80 | 500.00 | 69.20 | 500.00 | 500.00 | Current run rate assumed |
| Washroom Cleaning & Consumat | 746.62 | 651.62 | 850.30 | 666.80 | 723.71 | 880.84 | 665.00 | 740.70 | 740.70 | 740.70 | 740.70 | 740.70 | 8,888.38 | 10,000.00 | 1,111.62 | 10,000.00 | 1,111.62 | Current run rate assumed |
| Minor Maintenance | 0.00 | 391.61 | 300.00 | 300.00 | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 1,491.61 | 1,658.28 | 166.67 | 1,000.00 | -491.61 | Current run rate assumed |
| Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | 0.00 | 500.00 | 500.00 | 500.00 | 500.00 | Current run rate assumed |
| Toilet Costs | 702.94 | 1,606.19 | 1,324.35 | 1,061.63 | 1,138.86 | 1,012.31 | 793.44 | 1,476.60 | 1,076.60 | 1,076.60 | 1,476.60 | 1,076.60 | 13,822.71 | 17,500.00 | 3,677.29 | 17,500.00 | 3,677.29 | |
| Chapel Business Rates | 135.00 | 135.00 | 135.00 | 135.00 | 135.00 | 135.00 | 1,047.97 | 135.00 | 135.00 | 135.00 | 135.00 | 135.00 | 2,532.97 | 1,620.00 | -912.97 | 0.00 | -2,532.97 | Accrual Chapel St Business Rates due to having multiple properties. |
| Water Street green maintenance | 0.00 | 0.00 | 127.88 | 0.00 | 135.00 | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 762.88 | 500.00 | -262.88 | 500.00 | -262.88 | Weed Kill carried out by JPB |
| Water Street Business Rates | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 254.17 | 3,050.00 | 3,050.00 | 0.00 | 500.00 | -2,550.00 | Accrual |
| Misc | 0.00 | 1,048.78 | 0.00 | 0.00 | 0.00 | 133.34 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,182.12 | 1,048.78 | -133.34 | 0.00 | -1,182.12 | Cost of leaving do for Parish Clerk and Defibs |
| Misc | 389.17 | 1,437.95 | 517.05 | 389.17 | 524.17 | 522.51 | 1,302.14 | 489.17 | 489.17 | 489.17 | 489.17 | 489.17 | 7,527.97 | 6,218.78 | -1,309.19 | 1,000.00 | -6,527.97 | |
| Small Grants (combined) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | 6,000.00 | | | 6,000.00 | 6,000.00 | 0.00 | 0.00 | -6,000.00 | No costs incurred |
| Christmas trees/lighting | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | 2,500.00 | | | 2,500.00 | 2,500.00 | 0.00 | 2,500.00 | 0.00 | No costs incurred |
| Xmas Eve Community Carols | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | 500.00 | | | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 | No costs incurred |
| 1st Meadow summer facilities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | 0.00 | | | 0.00 | 500.00 | 500.00 | 500.00 | 500.00 | No costs incurred |
| Platinum Jubilee/small events | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | 0.00 | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No costs incurred |
| Community Events including Gar | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9,000.00 | 0.00 | 0.00 | 0.00 | 9,000.00 | 9,500.00 | 500.00 | 3,500.00 | -5,500.00 | |
| EV Costs | 310.03 | 77.51 | 78.08 | 46.03 | 48.19 | 28.99 | 18.94 | 30.00 | 30.00 | 30.00 | 30.00 | 30.00 | 757.77 | 1,200.00 | 442.23 | 1,200.00 | 442.23 | |
| Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 1,000.00 | 2,500.00 | 1,500.00 | 2,500.00 | 1,500.00 | |
| Total Expenses | 11,150.44 | 11,387.57 | 11,056.65 | 8,342.90 | 8,107.93 | 11,904.36 | 15,156.86 | 10,352.76 | 20,552.76 | 12,352.76 | 10,452.76 | 10,052.76 | 140,870.53 | 147,438.79 | 6,568.26 | 128,120.00 | -12,750.53 | |
| Surplus/(deficit) | 1,060.38 | 4,969.80 | 2,173.77 | 4,641.91 | 5,336.69 | 2,384.91 | 1,443.04 | 1,390.46 | -8,809.54 | -609.54 | 1,290.46 | 1,690.46 | 16,962.79 | 5,630.40 | 11,332.38 | -120.00 | 17,082.79 | |

| Attachment 4 | Budget | Reforecast 1 | Reforecast 2 | Plan 24/25 | Reforc 2 vs Reforc 1 | Plan 24/25 vs Reforc 2 |
|--|------------|--------------|--------------|------------|----------------------|------------------------|
| Precept | 110,100.00 | 110,100.00 | 110,100.00 | 119,000.00 | 0.00 | 8,900.00 |
| Babergh Cleansing Grant | 10,700.00 | 11,378.64 | 11,378.64 | 12,000.00 | 0.00 | 621.36 |
| Fixed Income | 120,800.00 | 121,478.64 | 121,478.64 | 131,000.00 | 0.00 | 9,521.36 |
| Burial Fees | 6,000.00 | 8,922.00 | 9,967.00 | 9,000.00 | 1,045.00 | -967.00 |
| Car Park and Toilet Donations | 0.00 | 18,313.15 | 18,048.55 | 0.00 | -264.60 | -18,048.55 |
| Other Donations | 0.00 | 407.63 | 3,731.36 | 0.00 | 3,323.73 | -3,731.36 |
| EV Charging Income | 1,200.00 | 699.54 | 459.54 | 500.00 | -240.00 | 40.46 |
| Interest Received | 0.00 | 3,248.23 | 4,148.23 | 2,000.00 | 900.00 | -2,148.23 |
| Variable Income | 7,200.00 | 31,590.55 | 36,354.68 | 11,500.00 | 4,764.13 | -24,854.68 |
| Total Income | 128,000.00 | 153,069.19 | 157,833.32 | 142,500.00 | 4,764.13 | -15,333.32 |
| Management Costs | 45,200.00 | 46,200.00 | 44,618.00 | 45,124.20 | -1,582.00 | 506.20 |
| Office costs | 11,450.00 | 13,450.00 | 12,144.85 | 11,840.00 | -1,305.15 | -304.85 |
| LNP including Costs of Democracy and TWP | 0.00 | 1,500.00 | 2,186.73 | 0.00 | 686.73 | -2,186.73 |
| Street Cleaning and Green Maintenance | 30,250.00 | 40,470.00 | 40,493.83 | 39,895.80 | 23.83 | -598.03 |
| Public Realm | 15,520.00 | 10,520.01 | 9,812.69 | 9,600.00 | -707.32 | -212.69 |
| Toilet Costs | 17,500.00 | 17,500.00 | 15,861.67 | 15,640.00 | -1,638.33 | -221.67 |
| Water St | 1,000.00 | 3,550.00 | 3,812.88 | 4,500.00 | 262.88 | 687.12 |
| Community Events including Grants | 3,500.00 | 10,548.78 | 10,182.12 | 12,700.00 | -366.66 | 2,517.88 |
| EV Costs | 1,200.00 | 1,200.00 | 757.77 | 1,200.00 | -442.23 | 442.23 |
| Contingency | 2,500.00 | 2,500.00 | 1,000.00 | 2,000.00 | -1,500.00 | 1,000.00 |
| Total Costs | 128,120.00 | 147,438.79 | 140,870.53 | 142,500.00 | -6,568.26 | 1,629.47 |
| Surplus/(Deficit) | -120.00 | 5,630.40 | 16,962.79 | 0.00 | 11,332.38 | -16,962.79 |
| Staff salaries and Other Consultancy Costs | 42,700.00 | 43,700.00 | 43,700.00 | 43,624.20 | 0.00 | -75.80 |
| Audit and Payroll bureau costs | 2,500.00 | 2,500.00 | 918.00 | 1,500.00 | -1,582.00 | 582.00 |
| Management Costs | 45,200.00 | 46,200.00 | 44,618.00 | 45,124.20 | -1,582.00 | 506.20 |
| Telephone & broadband | 1,200.00 | 1,200.00 | 1,104.37 | 1,200.00 | -95.63 | 95.63 |
| Website Dev and .gov | 200.00 | 467.13 | 959.00 | 1,200.00 | 491.87 | 241.00 |
| Accounting software & computer | 300.00 | 50.00 | 500.00 | 720.00 | 450.00 | 220.00 |
| Office Materials | 1,300.00 | 1,282.87 | 754.24 | 300.00 | -528.63 | -454.24 |
| Data Protection | 50.00 | 50.00 | 0.00 | 0.00 | -50.00 | 0.00 |
| Subscriptions & Insurance | 2,700.00 | 2,700.00 | 2,026.12 | 2,700.00 | -673.88 | 673.88 |
| All Training/Clr expenses | 2,000.00 | 3,000.00 | 1,719.22 | 2,000.00 | -1,280.78 | 280.78 |
| Room hire PC meetings | 800.00 | 800.00 | 424.00 | 600.00 | -376.00 | 176.00 |
| Office Maintenance | 0.00 | 0.00 | 250.00 | 250.00 | 250.00 | 0.00 |
| Digital mapping | 150.00 | 150.00 | 150.00 | 150.00 | 0.00 | 0.00 |
| Parish Office business rates | 750.00 | 1,750.00 | 3,058.43 | 1,440.00 | 1,308.43 | -1,618.43 |
| Parish Office rent | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| Office Miscellaneous | 1,000.00 | 1,000.00 | 199.47 | 280.00 | -800.53 | 80.53 |
| Office costs | 11,450.00 | 13,450.00 | 12,144.85 | 11,840.00 | -1,305.15 | -304.85 |
| LNP Costs incl Cost of Democracy | 0.00 | 1,500.00 | 2,186.73 | 0.00 | 686.73 | -2,186.73 |
| Green Maintenance | 10,000.00 | 11,000.00 | 11,505.00 | 11,505.00 | 505.00 | 0.00 |
| Tree Maintenance and Care | 1,800.00 | 3,800.00 | 3,087.99 | 4,200.00 | -712.01 | 1,112.01 |
| Street cleansing | 16,000.00 | 17,300.00 | 16,590.80 | 16,590.80 | -709.20 | 0.00 |
| Refuse Collection and Bin Maintenance | 1,050.00 | 2,150.00 | 1,839.18 | 2,000.00 | -310.82 | 160.82 |
| Chapel Business Rates | 0.00 | 1,620.00 | 2,532.97 | 1,800.00 | 912.97 | -732.97 |
| All cemetery management | 1,100.00 | 1,100.00 | 1,535.14 | 1,800.00 | 435.14 | 264.86 |
| Play equipment | 300.00 | 3,500.00 | 3,402.75 | 2,000.00 | -97.25 | -1,402.75 |
| Street Cleaning and Green Maint | 30,250.00 | 40,470.00 | 40,493.83 | 39,895.80 | 23.83 | -598.03 |
| Street Furniture Maintenance | 0.00 | 2,000.00 | 2,285.00 | 2,400.00 | 285.00 | 115.00 |
| Street Lighting energy | 8,000.00 | 6,000.00 | 6,000.00 | 6,000.00 | 0.00 | 0.00 |
| PWLB interest | 7,520.00 | 2,520.00 | 1,527.69 | 1,200.00 | -992.32 | -327.69 |
| Public Realm | 15,520.00 | 10,520.01 | 9,812.69 | 9,600.00 | -707.32 | -212.69 |
| Church Street energy | 3,500.00 | 3,102.17 | 1,292.36 | 1,500.00 | -1,809.81 | 207.64 |
| Church Street water | 1,000.00 | 1,000.00 | 1,121.39 | 1,200.00 | 121.39 | 78.61 |
| Church St Toilets Business Rates | 0.00 | 0.00 | 2,038.96 | 960.00 | 2,038.96 | -1,078.96 |
| Prentice St Water | 400.00 | 400.00 | 321.48 | 400.00 | -78.52 | 78.52 |
| Prentice St non EV energy | 600.00 | 339.55 | 276.69 | 300.00 | -62.86 | 23.31 |
| Donation Points | 500.00 | 500.00 | 430.80 | 480.00 | -69.20 | 49.20 |
| Washroom Cleaning & Consumables | 10,000.00 | 10,000.00 | 8,888.38 | 9,600.00 | -1,111.61 | 711.62 |
| Minor Maintenance | 1,000.00 | 1,658.28 | 1,491.61 | 1,200.00 | -166.67 | -291.61 |
| Miscellaneous | 500.00 | 500.00 | 0.00 | 0.00 | -500.00 | 0.00 |
| Toilet Costs | 17,500.00 | 17,500.00 | 15,861.67 | 15,640.00 | -1,638.33 | -221.67 |
| Water Street green maintenance | 500.00 | 500.00 | 762.88 | 1,200.00 | 262.88 | 437.12 |
| Water Street Business Rates | 500.00 | 3,050.00 | 3,050.00 | 3,300.00 | 0.00 | 250.00 |
| Water St | 1,000.00 | 3,550.00 | 3,812.88 | 4,500.00 | 262.88 | 687.12 |
| Small Grants (combined) | 0.00 | 6,000.00 | 6,000.00 | 6,000.00 | 0.00 | 0.00 |
| Christmas trees/lighting | 2,500.00 | 2,500.00 | 2,500.00 | 3,600.00 | 0.00 | 1,100.00 |
| Xmas Eve Community Carols | 500.00 | 500.00 | 500.00 | 600.00 | 0.00 | 100.00 |
| 1st Meadow summer facilities | 500.00 | 500.00 | 0.00 | 500.00 | -500.00 | 500.00 |
| Misc | 0.00 | 1,048.78 | 1,182.12 | 1,000.00 | 133.34 | -182.12 |
| Bellward Award | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 1,000.00 |
| Community Events including Grants | 3,500.00 | 10,548.78 | 10,182.12 | 12,700.00 | -366.66 | 2,517.88 |
| EV Costs | 1,200.00 | 1,200.00 | 757.77 | 1,200.00 | -442.23 | 442.23 |
| Contingency | 2,500.00 | 2,500.00 | 1,000.00 | 2,000.00 | -1,500.00 | 1,000.00 |
| Total Expenses | 128,120.00 | 147,438.79 | 140,870.53 | 142,500.00 | -6,568.26 | 1,629.47 |
| Surplus/(deficit) | -120.00 | 5,630.40 | 16,962.79 | 0.00 | 11,332.38 | -16,962.79 |

Attachment 5

How the Precept is calculated:

In November each year, Babergh DC estimate the tax base - the number of dwellings liable for Council Tax but this is subject to change.

Changes to the provisional tax base usually occur in January. This is why PCs ask for an amount rather than a % increase. If the tax base reduced so does the amount a PC would eventually receive.

The tax base is the average of all properties liable for Council Tax across bands A-G

The amount of annual precept to each household is based on Band D

For 2024-25 the provisional Tax base has decreased by 6.47 properties

The Parish Council must advise Babergh of our precept requirements by 31st January 2024

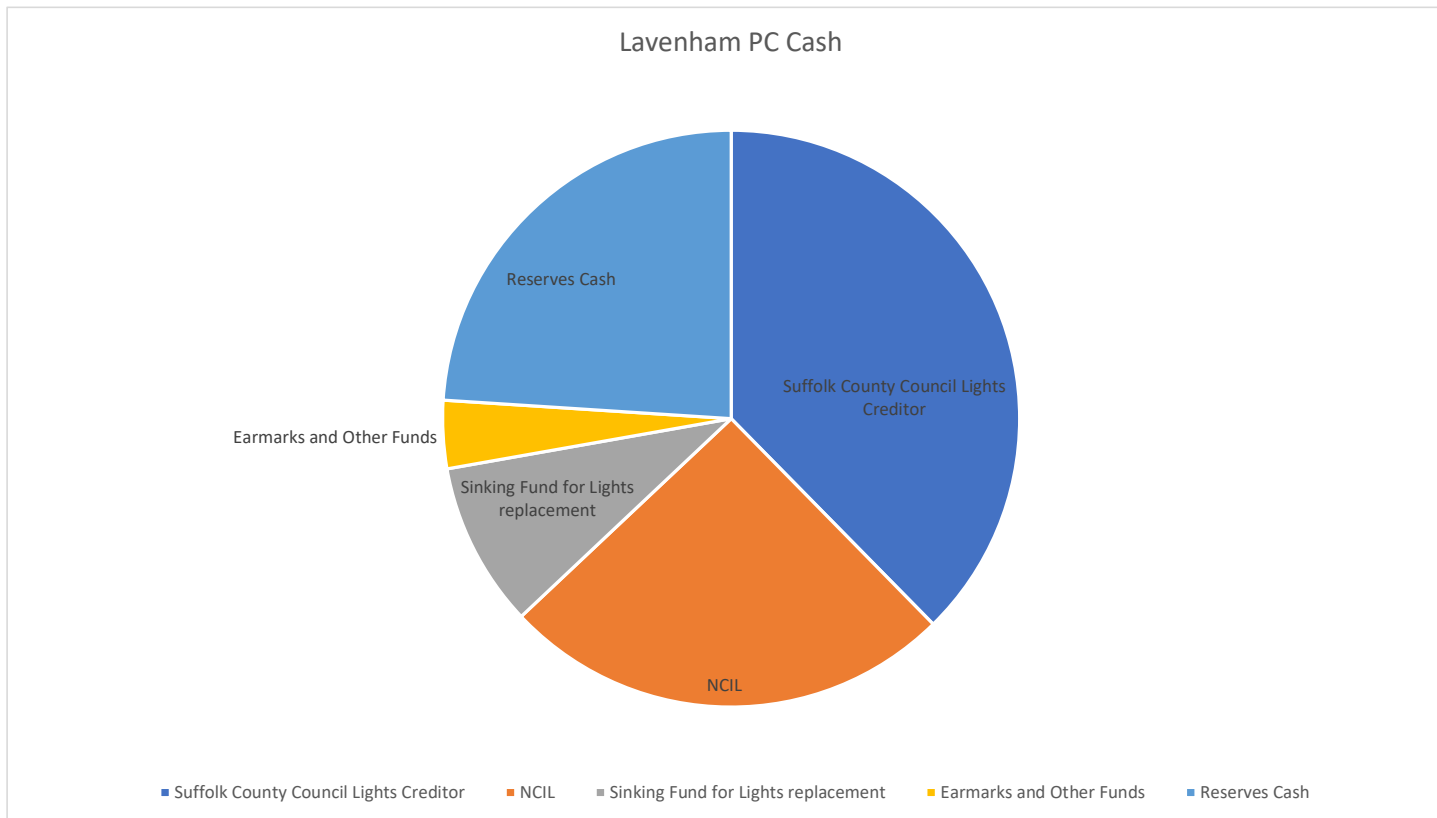
| | Option 1 | Option 2 | Option 3 |
|--|---|--|---|
| Revenue Spending requirement | £142,500.00 | £142,500.00 | £142,500.00 |
| addition to SF2 | | £5,000.00 | £10,000.00 |
| | | | |
| Babergh grant assumed | £12,000.00 | £12,000.00 | £12,000.00 |
| Burial Income assumed | £9,000.00 | £9,000.00 | £9,000.00 |
| EV Income (broadly equals energy expenditure) | £500.00 | £500.00 | £500.00 |
| Interest receivable | £2,000.00 | £2,000.00 | £2,000.00 |
| Total Income before Precept | £23,500.00 | £23,500.00 | £23,500.00 |
| Precept required to balance budget | £119,000.00 | £124,000.00 | £129,000.00 |
| % average increase shown on tax bill | 8.82% | 13.39% | 17.96% |
| estimated £s increase per week from 2022-23- based on Band D | £0.19 | £0.29 | £0.40 |
| | | | |
| Assessed Risk Level Revenue Account | Medium-Low | Medium-Low | Medium-Low |
| Rationale | Spending aligned with fixed income | Spending aligned with fixed income | Spending aligned with fixed income |
| | Estimates for unknown costs e.g. Business Rates Water Street up-rated to worst case scenario | Estimates for unknown costs e.g. Business Rates Water Street up-rated to worst case scenario | Estimates for unknown costs e.g. Business Rates Water Street up-rated to worst case scenario |
| Assed Risk Level Reserves | High-Medium | Medium | Medium-Low |
| Rationale | Will remain with the range of operational need | Will remain with the range of operational need | Will remain with the range of operational need |
| | Does not provide opportunity to grow SF2 | Provides a very low contribution to SF2 | Provides a modest contribution to SF2 |
| | In the event of urgency and no funds from other sources being available, some repair/refurbishment costs might not be met | Very low cost repair/refurbishment needs might be met | Provides a small but greater opportunity for minor repair/refurbishment needs to be met without delay |

Attachment 6

Likely Cash as at 31 March 2024 355,090.43

Split as follows:

| | | | |
|--|------------|---------------|------------|
| Suffolk County Council Lights Creditor | 133,633.91 | Annual Spend | 142,500.00 |
| NCIL | 89,971.79 | Monthly spend | 11,875.00 |
| Sinking Fund for Lights replacement | 32,793.13 | | |
| Earmarks and Other Funds | 13,552.86 | | |
| Reserves Cash | 85,138.74 | Months Cover | 7.2 |
| | <hr/> | | |
| | 355,090.43 | | |
| | 0.00 | | |



Attachment 7 Balance Sheet as at 30 October 2023

| | |
|--|-------------------|
| Fixed Assets | 147,778.05 |
| Debtors and Accrued Income | 6,388.28 |
| Cash at Bank | 420,772.93 |
| Trade Creditors | -1,114.00 |
| Accruals | -18,605.10 |
| Deferred Income | -45,875.00 |
| Suffolk County Council Lights Creditor | -133,633.91 |
| Public Works Loan Board Loan | -75,611.12 |
| | <u>300,100.13</u> |
| General Funds | 163,782.35 |
| Ballot Fund | 4,800.00 |
| Public Realm | 1,029.85 |
| Number 2 Lady St | 0.00 |
| NCIL | 89,971.79 |
| Lavenham Funds in Trust | 1,500.00 |
| Neighbourhood Plan Fund | -306.09 |
| Lighting Sinking Fund | 32,793.13 |
| Christmas Lights Fund | 263.73 |
| Street Fair Fund | 6,265.37 |
| | <u>300,100.13</u> |
| | 0.00 |

Cash Reserves at 31 March 2024 (estimate)

| | | |
|---|-------------------|--------------------------|
| Cash at 30 October 2023 | | 420,772.93 |
| Deficit 1 Nov 2023 to 31 Mar 2024 | | -5,047.71 |
| Precept received in advance as at 30 Oct 2023 | | -45,875.00 |
| | | <u>369,850.22</u> |
| Loan Repayment due Jan 2024 | | -3,759.79 |
| Less Capital Items still to be paid for this Financial Year : | | |
| Phone Box | -6,000.00 | |
| Misc Street Lights work | -2,000.00 | |
| Kissing Gate | -3,000.00 | |
| | <u>-11,000.00</u> | -11,000.00 |
| Less NCIL Cash | | -89,971.79 |
| Ballot Fund | -4,800.00 | |
| Public Realm | -1,029.85 | |
| Lavenham Funds in Trust | -1,500.00 | |
| Neighbourhood Plan Fund | 306.09 | |
| Christmas Lights Fund | -263.73 | |
| Street Fair Fund | -6,265.37 | |
| | <u>-13,552.86</u> | -13,552.86 |
| Suffolk County Council Lights Creditor | | -133,633.91 |
| Our Cash | | <u><u>117,931.87</u></u> |
| Split of our Cash: | | |
| Sinking Fund | | 32,793.13 |
| Unrestricted Cash | | 85,138.74 |
| | | <u>117,931.87</u> |
| Coverage Months (annual spend £142,500) | | 7.2 |

August

| | | | BDC | LPC |
|-------|-------------------------|---------------------------|----------|----------|
| 03085 | 68 Church St | Garden Room and Shed | Approved | Approval |
| 03091 | River Cottage, Lower Rd | Trees | Approved | Approval |
| 03467 | The Guildhall | Pune 1 Hazel Tree | Approved | Approval |
| 03012 | 1 Green Willows | Garage, revision of 00424 | Approved | Approval |
| 01344 | Land West of Bury Rd | 6 Houses | Refusal | Refusal |
| 02224 | Briarside, Bridge St Rd | New House | Approved | Approval |

September

| | | | | |
|-------|-------------------------------|------------------------------------|----------|--|
| 03637 | 21 Shilling St | Extension: Planning Permission | Approved | Approval |
| 03638 | 21 Shilling St | Extension: Listed Building Consent | Approved | Approval |
| 03840 | Rear of 45 High St | Changes to roof and windows | Approved | Not Consulted, non material amendment |
| 03803 | Garden Cottage, 16 High St | Trees | Approved | Refusal |
| 03713 | Old Saddlery 93 High St | Trees | Approved | Approval |
| 04089 | Little Hall, The Market Place | Fell two trees | Approved | Comments deadline Sep 21, extension declined |

October

| | | | | |
|-------|-----------------------|---|----------|----------|
| 03819 | The Pound, 2 Park Rd | Extension | Approved | Approval |
| 03806 | Dean House, Church St | Extension and roof over inner courtyard | Approved | Approval |
| 03523 | 3 Pegtile Ct | Listed Building Consent | Refusal | Refusal |

November

| | | | | |
|-------|------------------|---|----------|----------|
| 04503 | 42 High St | Hand rails by front door | Approved | Approval |
| 04879 | 53 Green Willows | Willow pollard | Approved | Approval |
| 04420 | 51 High St | Change of use from Dental Practice to residential | Approved | Approval |
| 04410 | 15 The Paddocks | Garden Room | Refusal | Approval |

Open items:

| | | | | |
|-------|---------------------------|--|---------|---------|
| 02659 | Second Meadow Stables | Erection of new buildings, demolition of old | Ongoing | Refusal |
| 05448 | The Hall, Hall Rd | Fell three trees | Ongoing | Ongoing |
| 05658 | Rowan Cottage, The Common | Extension to Car Port | Ongoing | Ongoing |
| 05244 | 73 Church St | Listed Building Consent: Stairlift | Ongoing | Ongoing |

Lavenham Parish Council Planning Group.

14 b Planning Applications for consideration at LPC meeting on 14th December 2023

DC/23/05448 Notification of Works to Trees in Conservation Area

The Hall Hall Road Lavenham Sudbury Suffolk CO10 9QX

Fell No.1 Mature Apple tree (T1) and fell No.2 arch of Mature Apple trees (T2 and T3) Full

Planning Application - Erection of single storey garden room.

Comments by 15th December

The application is to fell 2 fruit trees, the first is dying & half of the second is dead. Agree felling is appropriate

Recommend approval

DC/23/05658 Erection of a single storey rear extension to car port and installation of cladding to side flank wall

Rowan Cottage The Common Lavenham Sudbury Suffolk CO10 9RL

Planning Application - Erection of a single storey rear extension to car port and installation of cladding to side flank wall

Comments by 27th December

For decision at the meeting

DC/23/05244 Application for Listed Building Consent - Installation of a Stair Lift

73 Church Street Lavenham Sudbury Suffolk CO10 9QT

Application for Listed Building Consent - Installation of a Stair Lift

Comments by 27th December

For decision at the meeting

DC/23/04883 Application for Planning Permission Erection of Detached Cartlodge/Store Building

Land off Norman Way Lavenham Sudbury Suffolk CO10 9PY

Application for Planning Permission Erection of Detached Cartlodge/Store Building

Comments by 29th December

For decision at the meeting

LAVENHAM PARISH COUNCIL

The Role of the Parish Council in Planning Matters

1. Introduction

The Parish Council is a Statutory Consultee. As such, it is invited to consider and give an opinion on every planning application. Parish Council recommendations carry more weight than public comments. The purpose of this note is to set out exactly what the Parish Council's role is all planning matters.

2. Planning Hierarchy

Planning process and decisions are governed by the planning framework which includes:

- The National Planning and Policy Framework which sets Government direction
- Local Planning Authorities plans e.g., BMSDC Joint Local Plan which sets local district planning policy
- Neighbourhood Plans which are tailored to Parish aspirations but must reconcile to Local Plans

3. Pre-application Engagement

The Parish Council may be invited to hear of plans from a prospective applicant before a formal planning application for Outline Planning Permission. This is known as a pre-application engagement. This normally arises for larger developments which may have a village wide impact. Applicants sometimes also approach near neighbours to the proposed development to inform them of the plans.

The Parish Council's role in this is **not** to comment or offer opinion **but** to listen.

The Parish Council encourages pre-application engagement, **but this must take place before a formal application is submitted to the Local Planning Authority.**

4. Applications for Outline Planning Permission

Once a formal planning application for Outline Planning Permission has been submitted, the Parish Council cannot discuss the matter with the Applicant. At the meeting of the Parish Council where the Outline Planning Permission is to be considered, the Applicant (or Agent) may attend and speak in Public Time. The Planning Working Group examines the Outline Planning application and reports its finding to Council. This may include a recommendation to Council to support or reject the application.

5. Listed Building Consent

Lavenham has one of the highest concentrations of listed buildings in the country therefore listed building consent applications are quite common. Alterations to listed buildings almost always require consent. This also applies to non-listed buildings within the curtilage of listed buildings. It is advisable that Listed Building Consent is considered before any Planning Permission Application is made, to ensure a full understanding of the constraints. Generally

Listed Building Consent applications are submitted at the same time as the Planning Application and considered by the Parish Council in parallel.

The documents and drawings attached to the Listed Building Consent Applications are similar to those required for planning applications, with additional details provided showing how the existing heritage structure is being affected, what materials are being used, construction methods and preservation techniques etc.

The process for assessing Listed Building Consents follows that for Planning Applications, as shown in Sections 7 and 8. The Lavenham Neighbourhood Plan provides policies protecting Heritage Assets, Protected Views and effect on the Setting of Listed Buildings.

6. Guidance to owners of Listed Buildings

It is advised to first check with the Babergh Conservation Officer whether or not consent will be needed for what the applicant plans to do. The applicant should also get an outline of what might be acceptable and find out whether ideas need to be adapted to make them more likely to succeed. This simple step could save considerable time and money. When the Babergh Case Officer considers whether to grant or to refuse an application, the officer must give particular attention to the desirability of preserving the building, its setting and those features which make it special. The constraints on changes are dependent on the Grade of the property listing e.g., Grade I listed properties have tighter constraints than Grade II listed properties.

7. Council Processing of Applications for Planning Permission

All planning applications are listed on the BMSDC planning portal which is found here. <https://planning.baberghmidsuffolk.gov.uk/online-applications/>.

- i. Notification of the application is received by the Parish Council Clerk and circulated to all Councillors simultaneously, to enable each to interrogate the Planning Portal in order that they are aware of the application before the Council meeting.
- ii. Where the application Consultation Expiry Date is prior to the next council meeting, the Clerk requests an extension to give the Parish council time to consider the application. This is usually granted.
- iii. Prior to the Council meeting the Planning Working Group does a detailed assessment on each application. This is done to inform the public attending the Council meeting of the content of each application and to ensure that all relevant matters are considered.
- iv. The Planning Working Group (see 8 below) prepares a report for Council, on each application with recommendations to Council. This is included in the agenda and associated documents, published before each Council meeting. Applications received after publication of the agenda cannot be considered and are deferred to the next meeting of the full Council.
- v. The full Council considers the applications and the Planning Working Group recommendations, discusses and votes to recommend approval or refusal. This is recorded in the minutes.
- vi. Following the Council decision, the Clerk submits our comments and recommendations to the Planning Portal and the Case Officer. These comments appear on the Babergh Planning Portal, along with all the application documents and all other public comments.

8. Procedure for Planning Working Group

There are three main groups of applications.

8.1 Works to trees

- i. Study the Planning Application form and drawing, explaining location of trees and details of proposed works.
- ii. Check the Babergh Interactive Mapping Service website to see if any affected trees are covered by Tree Preservation Orders.
- iii. Review any comments made by consultants or the public and take those into consideration.
- iv. If the tree/s cannot be viewed clearly from the street, arrange a site visit
- v. Prepare a report and recommendations for Council for decision to support or object to the application

Guidance Notes

- Regular Maintenance works on trees is normally considered to not be an issue.
- Trees in the conservation area need special consideration as detailed on the application form.
- Trees covered by Tree Preservation Order are subject to additional consideration.

8.2 Applications for Planning Permission and Listed Building Consent

- i. Review of the application form and associated documents
- ii. Download application documents and review scope
- iii. Check the Babergh Interactive Mapping Service website to confirm if the application
 - involves listed buildings,
 - affects trees covered by Tree Preservation Orders,
 - is in the Conservation Area
 - identify the location in relation to the Built-up Area Boundary
- iv. Review the Related Cases and Constraints. Have there been any similar applications that have been refused on the same site. Is this an amendment to a previous application? Have any permitted development rights been removed.
- v. Review any precedents for other similar applications.
- vi. Consider whether a site visit is indicated. Site visits are not always necessary, particularly when there have been previous applications for the same site. Where a visit is indicated, arrangements are made through the Clerk to the Council, for the Planning Working Group to attend the site.
- vii. Review the application proposal against policies in Lavenham Local Neighbour Plan 2016. Assess if the application conflicts with any of these policies. The documents that should be attached to applications would normally include:
 - Site location plan
 - Existing plans and elevations
 - Proposed plans and elevations
 - Proposed site plan
 - Proposed site elevations

- viii. Review the attachments to ensure the appropriate reports have been produced. They may include such documents as
- Design and access statement
 - Visual impact assessment
 - Land contamination questionnaire
 - Land contamination report
 - Ecology report

Some documents are mandatory - **for example in a conservation area a “Design and access statement “is always required.**

- viii. The planning officer will have requested reports from statutory consultees. These reports are also examined by the Planning Working Group, in particular to see if they support the application or if they object. Typical consultees (Application dependent)
- BDC - Planning Policy Team. In practice this means reference to the latest plan which is now the Joint Local Plan 2023
 - Environmental Health - Land Contamination
 - SCC - Archaeological Service
 - SCC - Rights of Way Department
 - SCC - Fire & Rescue
 - Suffolk Preservation Society
 - SCC - Rights of Way Department
 - SCC – Highways
 - SCC - Archaeological Service
 - Heritage Team
 - Arboricultural Officer
 - Ecology - Place Services
 - Historic England
 - Natural England
 - Suffolk Preservation Society

Guidance note: Not all of the above functions or organisations will be consulted on every application.

- ix. Following review of statutory consultees, public comments are considered. Those that carry weight are from residents and contain valid planning policy reasons for supporting or objecting. It is not a case of counting the number of Supports or Objects, but the strength of arguments, particularly those that make direct reference to Neighbourhood Plans or Babergh planning policies.

Once all of the documents have been considered, the Planning Working Group forms a written recommendation for the Parish council to consider. This will include justifications for the recommendations and references to policies to support the arguments.

9. Council Consideration

Councillors will consider the application, the recommendations, and any comments and reports placed on the planning portal up to 5pm on the day of the meeting. Statements offered

from the public during the participation part of the meeting, will be listened to and taken into account. The vote will be recorded as a **recommendation to approve or refuse an application.**

Councillor Iain Lamont

Chair

Planning Working Group

5th December 2023

LAVENHAM PARISH COUNCIL:

Agenda Item 14d

Report to Council: 14th December 2023

To receive a report from the Planning Group recommending a formal response to the Babergh District Council Consultation concerning that Council's proposed introduction of Local Listed Building Consent Orders (LLBCO).

Babergh District Council is considering introducing Local Listed Building Consent Orders (LLBCO) which it describes as a 'legal tool which would simplify this process' that would allow it 'to pre-approve certain types of improvement work on listed buildings - which means that individual planning applications won't be needed'

Babergh District Council explains that 'if your listed building fell under the LLBCO, you would be able to carry out approved works, without applying for listed building consent (the LLBCO would have certain conditions, which you'd need to meet).

Babergh District Council adds that 'An LLBCO would be most relevant for listed building owners. However, we value the views of all stakeholders who share in our rich historic environment. We want to hear from you! Your feedback will help us fine-tune the LLBCO's conditions and guidelines. The consultation is being held from Friday 10 November to Friday 29 December 2023. Please complete the online survey before the closing date'.

Motion: To approve the draft responses to the LLBCO questionnaire

6th December 2023

Local Listed Building Consent Order ('LLBCO') Questionnaire

Response to be Submitted online by 29th December

I have entered the suggested response to online questionnaire here

<https://www.smartsurvey.co.uk/s/MUEQAA/>

See notes in Green – please feel free to comment using comments

1. Could you please provide us with the following: * **name/email address/etc.**

This response has been submitted by Andrew Smith, Clerk Lavenham Parish Council and is the Lavenham Parish Council response: andrew.smith@lavenham-pc.gov.uk

2. Do you agree with the principle of introducing a Local Listed Building Consent Order (LLBCO) to streamline the process for making energy-efficient improvements to listed buildings? * **yes/no/don't know/comments**

No -

Comment – Lavenham has had a robust and effective Local Neighbour Plan in place since 2016 with detailed policies to protect our numerous Heritage assets. This is currently under review and is now in Examination. This revision advances these policies and improves the protection given to our assets. It also contains policies to cover installation of energy efficient solutions including the installation of solar panels.

We have found that the current planning process works well for the community and provides the necessary protection. We do not consider a LLBCO as providing any benefit for our community

3. Given the district's diverse heritage landscape, would you support piloting a LLBCO in a specific parish, village, or Conservation Area initially for a more controlled evaluation? * **yes/no/don't know/comments**

Yes

Comment: A LLBCO could benefit a parish or conservation area where there is no Local Neighbourhood Plan. Where there is a LNP in place this would not be appropriate

4. Alternatively, do you think a district-wide approach to implementing the LLBCO would be feasible, or more effective? * **yes/no/don't know/comments**

No

Comment: This would not be feasible as it could conflict with parishes that have Policies in place as part of their Neighbourhood Plans.

5. Should additional information (e.g., architectural drawings, method statements) be required for written approval before approved works can commence? * **yes/no/don't know/comments**

Yes

Comment: Design & Access statements should also be required for all applications in a Conservation Area

6. Should the LLBCO apply only to Grade II listed buildings, excluding all Grade II* and Grade I buildings? * **yes/no/don't know/comments**

No

Comment – A LLBCO should apply to all buildings in a Conservation Area, not just listed buildings. This is vitally important to protect the setting and character of the area which largely determines the status Conservation of Areas.

7. What types of energy-efficient works do you think should be included in the LLBCO (e.g., insulation, window upgrades, etc.)? * **answer to question**

Insulation, Secondary Double Glazing, EV Points

8. Do you think the LLBCO should also consider other retrofitting measures like wall insulation and secondary double glazing? (please list in comments box) * **yes/no/don't know/comments**

Yes

9. Would you agree with the principle or [I think this should be 'of'] pre-approving the installation of solar PV panels to a building subject to conditions? * **yes/no/don't know/comments**

No

Comment: Solar panels need very careful location in a Conservation Area with significant weight being given to consideration of the effect on the settings of Listed Buildings and historic views. This is set out in the Lavenham Neighbourhood Plan policies. Every application needs consideration on its merit and should not therefore, be pre-approved by an LLBCO

10. Should the LLBCO include conditions related to the visual impact of any installations, to ensure they do not detract from the building's heritage value? * **yes/no/don't know/comments**

Yes

Comment: Describing the visual impact of an installation and what is acceptable is very challenging. Incorrect siting due to incorrect interpretation of the conditions could be harmful and set a precedent for other installations. Each case should be assessed in the context of the location.

11. Should the LLBCO include guidelines on materials and methods to ensure that works are sympathetic to the historic fabric of the building? * **yes/no/don't know/comments**

Yes

Comment: We do think that guidelines are necessary, however due to the sensitivity of the historic assets in Lavenham each application needs to be assessed for its impact.

12. Do you agree with an annual review of the LLBCO to assess its impact and make necessary adjustments? * **yes/no/don't know/comments**

Yes

Comment: Essential for this document to be reviewed by detailed consideration of actual installations undertaken in the previous 12 months and any negative impacts, however minor, identified in the review process. The review process would need to be detailed in the LLBCO.

13. Should the LLBCO be revoked or amended if it leads to unintended negative impacts on listed buildings? * **yes/no/don't know/comments**

Yes

The LLBCO should be revoked at the first installation that has unintended negative impacts until it is amended and re-approved.

14. Please provide us with any further comments you would like to make, thank you. **Comments**

Comment: An installation that has negative impact could result-in permanent damage to a Listed building that is irreplaceable or cannot be repaired. Many of the listed buildings in Lavenham are several hundred years old and the risk of an experimental LLBCO policy causing damage is a risk that we are unwilling to take.

Agenda Item 15

Report to Council: 14th December 2023

Parish Council response to Focused Consultation.

As more fully explained in the attached paper following the formal adoption by Babergh and Mid Suffolk District Councils (BMSDC) of their new Joint Local Plan Part 1 (JLP1) on 22 November 2023 the Parish Council received an email from our Examiner.

The Examiner explained that her role is to determine whether LNP2 meets the Basic Conditions and other legal requirements. In particular, she intends to examine LNP2: (a) for general conformity with strategic policies in JLP1; and (b) against policies in the recently revised National Planning Policy Framework (NPPF 2023).

The Examiner told us that a focussed consultation period of at least two weeks would be necessary, inviting representations on these specific matters.

NPPF2023

In answer to the question: *Is it appropriate to make LNP2 having regard to the national policies and advice contained in guidance issued by the Secretary of State?* We have received professional advice that the revised NPPF 2023 does not have any implications for LNP2 regarding it meeting the basic conditions. So, **comment on NPPF 2023 is not needed.**

Adopted Local Plan (JLP1)

We have been advised, though, that **the adoption of JLP1 may require minor clarifications to Policy LAV13 in LNP2.**

The Parish Council is asked to approve the following representation:

'The Parish Council wishes to draw the LNP2 Examiner's attention to specific changes to JLP1 Policy SP03, from its Proposed Modifications version to the adopted Plan.

Clause 2 of Policy SP03, which previously said that:

... Outside of the settlement boundaries, development will normally only be permitted where the site is allocated for development, or in a made Neighbourhood Plan, or is specifically permitted by other relevant policies of this Plan, or it is in accordance with paragraph 80 of the NPPF (2021)

Clause 2 of Policy SP03 now says that:

... Outside of the settlement boundaries, development will normally only be permitted where:

- a) The site is allocated for development, or*
- b) It is accordance with a made Neighbourhood Plan, or*
- c) it is in accordance with one of the policies of this Plan listed in Table 5*
- d) it is in accordance with paragraph 80 of the NPPF (2021)*

The Parish Council recognises that new JLP1 Table 5 helpfully clarifies Policy SP03. But now the table is included, and JLP1 is adopted, the Parish Council considers it would be prudent for minor clarifications to LNP2 Policy LAV 13 to be suggested. These clarifications would enable LNP2 to be more easily understood in relation to the Local Plan context, including how it is intended to differ. Specifically:

LAVENHAM PARISH COUNCIL:

- Clause 2a could be clarified to read: *Rural exception sites ~~on the edge of the settlement boundary~~ that are adjacent to the settlement boundary and well-connected to key services, where ~~such a scheme accords~~ community-led and rural exception housing schemes accord with Policy LAV 17 of this Plan.*
- Clause 2c could be clarified to read: *Replacement dwellings or residential extensions or annexes or conversions, allowed for in the Local Plan, but excluding infill developments.*

Motion: To approve the draft representation.

Focused Consultation: Other Representations

Additionally, the Parish Council has been invited to respond to any representations made by others as part of the focused consultation.

The Parish Council is asked to delegate authority to its Chair and Vice Chair, with the Parish Clerk, to do so as appropriate.

Other representations and Parish Council responses will be reported for information to the next Council meeting.

Motion: To delegate authority to its Chair and Vice Chair, with the Parish Clerk, to do so as appropriate. Other representations and Parish Council responses will be reported for information to the next Council meeting.

Andrew Smith
Parish Clerk
8 December 2023

LAVENHAM PARISH COUNCIL:

Report to Parish Council: 14th December 2023

FURTHER (FOCUSED) CONSULTATION ON SUBMISSION DRAFT LNP2

Purpose of Report

To summarise for the QB Group recent correspondence from Babergh District Council (BDC) and the LNP2 Independent Examiner, and to propose the responses the Council should make to this correspondence.

Recent Correspondence

The Parish Council (in its role as LNP2 Qualifying Body) and BDC (in its role as Local Planning Authority) received an email from our Examiner, dated 23 November 2023, setting out how she intends to undertake the examination of LNP2 (see **Annex A** to this report). This followed formal adoption by Babergh and Mid Suffolk District Councils (BMSDC) of their new Joint Local Plan Part 1 (JLP1) on 22 November 2023.

Our Examiner explained that her role is to determine whether LNP2 meets the Basic Conditions and other legal requirements. In particular, she intends to examine LNP2: (a) for general conformity with strategic policies in JLP1; and (b) against policies in the recently revised National Planning Policy Framework (NPPF 2023). She told us that a focussed consultation period of at least two weeks would be necessary, inviting representations on these specific matters.

Our Examiner also requested information about two matters, which we have provided to BDC, for forwarding to her:

1. A link to the Suffolk Design Streets Guide – this document is on the Suffolk CC website at <https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/suffolk-design-guide-for-residential-areas>
2. Where 'The Halt' is located – The Halt is a local description of Old Station Close, which is identified in LNP2 Map 9 (page 60), at 11cm across from the left and 3cm down from the top.

Our Examiner asked as well whether the settlement hierarchy (in which Lavenham is described as a Core Village) remains, following adoption of JLP1? BMSDC's response is that the settlement hierarchy set out in Babergh Local Plan Policy CS2 (Feb. 2014) no longer forms part of the Development Plan, following the adoption of JLP1. BMSDC proposes two minor drafting changes, to avoid a LNP2 author's description of Lavenham ('core village') being seen as a defined term (Core Village).

BMSDC announced on 24 November 2023 that the required focussed consultation would take place from 27 November to 11 December 2023, inviting representations in response to the question: *Does publication of the new NPPF and/or the adoption of the Joint Local Plan Part 1 have any implications for LNP2 with regard to it meeting the relevant basic condition tests?* (see **Annex B** to this report).

Focused Consultation: Representation from the Parish Council

I wrote to BMSDC on 4 December 2023, saying that the Parish Council wished to make a representation as part of this focused consultation, and asking for an extension of time to enable it to agree the contents of its representation at its 14 December 2023 meeting. **An extension of time until 18 December 2023 has been given, and the opportunity for the Parish Council to respond to any other representations has also been offered.**

NPPF 2023

In answer to the question: *Is it appropriate to make LNP2 having regard to the national policies and advice contained in guidance issued by the Secretary of State?* We have been advised that the revised NPPF 2023 does not have any implications for LNP2 regarding it meeting the basic conditions. So, **comment on NPPF 2023 is not needed.**

Adopted Local Plan (JLP1)

We have been advised, though, that **the adoption of JLP1 may require minor clarifications to LNP2.**

The Basic Conditions Statement (BCS) that accompanied the LNP2 Submission Version compared this version of LNP2 with the (March/April 2023) emerging JLP1 Proposed Modifications Version.

Four areas of tension about general conformity were identified, and arguments were made that conformity had been achieved:

1. JLP1 Policy SP03 (Sustainable Location of New Development) with LNP2 Policy LAV 13 (Lavenham Spatial Strategy)
2. JLP1 Policy LP01 (Infill Development Outside Settlement Boundaries) with LAV 13
3. JLP1 Policy LP06 (Supported and Special Needs Housing) and LNP2 Policy LAV 18 (Housing for Older People)
4. JLP1 Policy LP07 (Community-Led and Rural Exception Housing) and LNP2 policy LAV 17 (Affordable Housing on Rural Exception Sites)

The JLP1 policies where areas of tension were identified in the BCS have been checked. For areas of tension 2, 3 and 4 above, there have been no JLP1 policy changes between the Proposed Modifications Version and the adopted JLP1.

But Clause 2 of Policy SP03 (area of tension 1 above) has been changed:

- It now separates out into 4 sub-clauses (a, b, c and d) the circumstances where development can be permitted outside the settlement boundary.
- It says in sub-clause c that development will normally only be permitted outside the settlement boundaries in accordance with one of the policies listed in Table 5 – whereas the proposed modifications document simply referred to *other relevant policies of this Plan*.
- This means the adopted JLP1 is less ambiguous.

New JLP1 Policy SP03 (Sustainable Location of New Development)

The LNP2 BCS only referred to a specific tension with JLP1 Policy SP03 about the settlement boundary, which it argued was appropriate, and it otherwise argued that LNP2 Policy LAV 13 was in general conformity with the approach set out in the JLP1 Proposed Modifications.

The new Table 5 includes a long list of policies. It throws more of a spotlight on the tensions with LNP2 Policy LAV 13, and highlights tensions with four policies (see **Annex C**):

- LP01 – infill housing development.
- LP02 – residential annexes.
- LP03 – residential extensions and conversions.
- LP07 – community led housing and rural exception site housing.

The SP policies are strategic, and the LP policies are Local. The basic conditions require LNP2 to be in general conformity with strategic policies. But, because Policy SP03 is now linked by Table 5 to these local policies, our Examiner could determine that LNP2 needs to be in general conformity with all the Table 5 policies.

If this is the case, our Examiner is likely to propose amendments to LAV 13 Clause 2, so that it references more directly provisions in JLP1. This could be helpful because it would streamline the two plans and remove potential confusion. But it could also be unhelpful, if it replaces what we had intended with something that we regard as less satisfactory.

Our concerns are detailed in **Annex D**, and relate to three types of development OUTSIDE the LNP2 Settlement Boundary:

- Residential Annexes and Extensions
- Infill Developments
- Community-led and Rural Exception Housing

Representation Text

The Parish Council is asked to approve the following representation:

The Parish Council wishes to draw the LNP2 Examiner's attention to specific changes to JLP1 Policy SP03, from its Proposed Modifications version to the adopted Plan.

The specific changes are to Clause 2 of Policy SP03, which previously said that:

... Outside of the settlement boundaries, development will normally only be permitted where the site is allocated for development, or in a made Neighbourhood Plan, or is specifically permitted by other relevant policies of this Plan, or it is in accordance with paragraph 80 of the NPPF (2021)

Clause 2 of Policy SP03 now says that:

... Outside of the settlement boundaries, development will normally only be permitted where:

- a) The site is allocated for development, or*
- b) It is accordance with a made Neighbourhood Plan, or*
- c) it is in accordance with one of the policies of this Plan listed in Table 5*
- d) it is in accordance with paragraph 80 of the NPPF (2021)*

The LNP2 Basic Conditions Statement compared its Submission Version policies against the JLP1 Proposed Modifications version policies. LNP2 Policy LAV 13 says:

Policy LAV 13: A spatial strategy for Lavenham

1. Proposals within the Lavenham Settlement Boundary defined in Map 7 will be supported provided they accord with other provisions in the development plan (see glossary)
2. Outside the Settlement Boundary, development will be restricted to:
 - a. Rural exception sites on the edge of the Settlement Boundary where such a scheme accords with Policy LAV 17 of this Plan.
 - b. Development for agriculture, horticulture, outdoor recreation, essential education infrastructure and other uses that need to be located in the countryside.
 - c. Replacement dwellings or conversions allowed for in the Local Plan.
 - d. Uses appropriate to supporting a rural economy (rural employment uses) where such uses need to be located in the countryside and where they comply with other provisions in the development plan.
 - e. Residential development that complies with one or more of the exceptional circumstances set out in paragraph 80 of the National Planning Policy Framework (NPPF) 2021 (see glossary).
3. In addition, standalone renewable energy infrastructure or other infrastructure that will facilitate low carbon living in the Lavenham community will be supported outside the Settlement Boundary, subject to the scheme being located outside the Lavenham Area of Local Landscape Sensitivity (see Map 14). The following requirements will apply:
 - a. Landscape mitigation measures to be incorporated to ensure development is sensitively screened and assimilated into its surroundings in line with Policy LAV 35 of this plan; and
 - b. Impacts to the setting of Lavenham's historic core and Lavenham's landscape character to be fully considered, demonstrated through the submission of a Townscape Impact Assessment/Built Heritage Statement as applicable and a Landscape and Visual Impact Appraisal. Proposals which will have an unacceptable impact on heritage assets and landscape character after considering mitigation will not be supported.
4. Based on the objective to retain Lavenham's sense of place, scale and physical coherence as a vibrant village, and regardless of location, the community strongly prefer residential development schemes to be no greater than 12 units, notwithstanding the majority of sites will be suitable for much smaller schemes. Larger residential schemes are also less likely to be acceptable due to the landscape, visual and townscape sensitivity of the village.

The Parish Council recognises that new JLP1 Table 5 helpfully clarifies Policy SP03. But now the table is included, and JLP1 is adopted, the Parish Council considers it would be prudent for minor clarifications to LNP2 Policy LAV 13 to be suggested. These clarifications would enable LNP2 to be more easily understood in relation to the Local Plan context, including how it is intended to differ. Specifically:

- Clause 2a could be clarified to read: *Rural exception sites ~~on the edge of the settlement boundary that are adjacent to the settlement boundary and well-connected to key services, where such a scheme accords~~ community-led and rural exception housing schemes accord with Policy LAV 17 of this Plan.*
- Clause 2c could be clarified to read: *Replacement dwellings or residential extensions or annexes or conversions, allowed for in the Local Plan, but excluding infill developments.*

Focused Consultation: Other Representations

The Parish Council has been invited to respond to any other representations made as part of the focused consultation. It is asked to delegate authority to its Chair and Vice Chair, with the Parish Clerk, to do so as appropriate.

Other representations and Parish Council responses will be reported for information to the next Council meeting.

Andrew Smith

Parish Clerk

8 December 2023

Annex A: LNP2 Basic Conditions Letter, dated 24 November 2023

Annex B: Email from our Examiner, dated 23 November 2023

Annex C: Adopted JLP1 Policies SP03 (and Table 5), LP01, LP02, LP03 and LP07

Annex D: Concerns about Developments OUTSIDE the LNP2 Settlement Boundary

Email from our Examiner, dated 23 November 2023

From: CHEC Planning Ltd <hecplanningltd@gmail.com>

Sent: Thursday, November 23, 2023 10:43 AM

To: Lavenham Parish Council <lavenhampc@yahoo.co.uk>; rachel@modicumplanning.uk; Paul Bryant <Paul.Bryant@baberghmidsuffolk.gov.uk>

Subject: Lavenham Neighbourhood Plan 2 Examination

I am writing to set out how I intend to undertake the examination of the Lavenham Neighbourhood Plan 2. My role is to determine whether the Plan meets the Basic Conditions and other legal requirements. I intend to ensure that the Parish Council feels part of the process. As such, I will copy the Parish Council into all correspondence, apart from contractual matters that are dealt with directly with the local planning authority. Likewise, please can you ensure that any correspondence from you is copied to the other party. This will ensure fairness and transparency throughout the process.

Paul will be my main point of contact . Once I have read all the papers, I may ask for any missing documents or seek clarification on some matters. It may be appropriate for me to seek clarification on matters from the Parish Council. I must emphasise very strongly that this does not mean that I will accept new evidence. In the interest of fairness to other parties, I cannot accept new evidence other than in exceptional circumstances. If the Parish Council is unsure as to whether information it is submitting may constitute new evidence, may I suggest that you send it to Paul in the first instance for her opinion.

It may be that there is very little correspondence from me during the examination. I will endeavour to keep you both up to date on the progress of the examination. The default is for an examination to be conducted without a hearing. If I feel one is necessary, I will inform you both as early as possible, but this is likely to be near the end of the examination process. If I do intend to hold a hearing, I will inform you of the procedure at that time.

I will be visiting the Parish during the examination. I will not need to be accompanied during my visit. If I am 'spotted', I would appreciate it if I were not approached.

I will issue a draft report for fact checking by both parties. I will ask you both to check my report for factual errors such as dates, sequence of events, names and so on that might need to be corrected. The report will be confidential and must not be presented to a public meeting. I must emphasise that this is not an opportunity to make comments on the report other than those that relate to factual errors. In particular, I will not be inviting, and will not accept, comment on any suggested modifications. The draft report will only be published as the final version if there are no factual errors found and if there is no other reason, such as a sudden change in national policy, that could be significant to my recommendations. I will endeavour to issue my final report shortly after the fact checking stage.

I enclose the NPIERS Guidance to Service Users and Examiners, which may be of interest regarding the examination process.

I confirm that I have received the documents from Babergh District Council, including the Regulation 16 representations and the Parish Council's response to those representations.

As the Joint Local Plan has been formally adopted since the submission of the neighbourhood plan for examination, I will examine the neighbourhood plan against policies in the adopted Joint Local Plan. Therefore, it is necessary to arrange for a focused consultation period inviting representations on how the neighbourhood plan meets the Basic Conditions with regard to general conformity with the strategic policies in this adopted Joint Local Plan. Please can Paul arrange for a consultation period of at least two weeks. The Parish Council is not required to alter the Basic Conditions Statement, but is invited to comment during the consultation period if it wishes.

Policies LAV 5 and LAV 13 in the neighbourhood plan make reference to the location of standalone renewable energy infrastructure. The neighbourhood plan was prepared under the 2021 National Planning Policy Framework (NPPF). I will examine the neighbourhood plan against policies in the recently revised September 2023 NPPF. Paragraph 158 and related footnote 54 in the 2023 NPPF have been revised from that in the 2021 NPPF, with regard to consideration of planning applications for renewable and low carbon development. The revisions relate to Policies LAV 5 and LAV 13 with regard to renewable energy infrastructure. Therefore, it is necessary for there to be a focussed consultation period inviting comments on the effect of the revised 2023 NPPF on how the neighbourhood plan meets the Basic Conditions. Please can Paul arrange for a consultation period of at least two weeks, to run at the same time as the consultation period regarding the Joint Local Plan.

Reference is made in the neighbourhood plan to the Suffolk Design Streets Guide. Please can I have a link to this document.

Paragraph 7.13.3 in the neighbourhood plan refers to The Halt. Please can I have details of the location of The Halt. A roughly drawn map will suffice.

Paragraph 4.19 in the Plan refers to Lavenham as a Core Village. I am seeking clarification from Paul as to whether the settlement hierarchy remains following the adoption of the Joint Local Plan.

Please can this email be placed on the District Council's website. If there is future correspondence regarding matters of clarification, I will ask for those to be similarly made available.

Please can it be mentioned on the District Council's web site that I have started the examination.

At the end of the examination, I would welcome feedback as to whether the way the examination has been conducted has enabled the Parish Council to feel included in the process.

Regards

Janet Cheesley

Adopted JLP1 Policies SP03 (and Table 5), LP01, LP02, LP03 and LP07

Policy SP03 –The sustainable location of new development

1. New housing development will come forward through extant planning permissions, allocations in made Neighbourhood Plans, windfall development in accordance with the relevant policies of the Plan or Neighbourhood Plans and any allocations which are made in the forthcoming Part 2 Plan.
2. Settlement boundaries are defined on the Policies Map. These boundaries were established in earlier Local Plans and Core Strategies and have not been reviewed as part of the Plan but are carried forward without change at the present time. The principle of development is established within settlement boundaries in accordance with the relevant policies of this Plan. Outside of the settlement boundaries, development will normally only be permitted where:
 - a) the site is allocated for development, or
 - b) it is in accordance with a made Neighbourhood Plan, or
 - c) it is in accordance with one of the policies of this Plan listed in Table 5; or
 - d) it is in accordance with paragraph 80 of the NPPF (2021).
3. Settlement boundaries will be reviewed, and if necessary revised, as part of the preparation of the Part 2 Plan.

Table 5 – Policies permitting development outside settlement boundaries, subject to the development's accordance with the other relevant policies of the Plan

| Policy/para: | Comments: |
|---------------------|--|
| SP04 (1) | development of sites for Gypsies and Travellers and Travelling Showpeople |
| SP05 (1, 2 and 5) | development on strategic employment sites, at Brantham and along strategic transport corridors |
| SP07 (1 and 2) | sustainable tourism development where it accords with LP12 (2) |
| SP08 (1) | development enabling the delivery of key strategic infrastructure projects |
| LP01 (1) | infill housing development |
| LP02 (1) | residential annexes |
| LP03 (1) | residential extensions and conversions |
| LP04 (1 and 2) | replacement dwellings and conversions |
| LP05 (1) | rural worker dwellings |
| LP07 (1 and 2) | community-led housing and rural exception site housing |
| LP09 (2) | change of use to small scale employment development |
| LP10 (2) | change from employment use |
| LP12 (2) | tourism and leisure development |
| LP13 (1 and 4) | tourist accommodation and removal of holiday occupancy conditions |
| LP14 (1) | intensive livestock and poultry farming, subject to LP14 (2) |
| LP19 (3a) | re-use /redevelopment of a heritage asset |
| LP20 (1) | change of use of land for equestrian purposes or other similar animalbased uses |
| LP21 (1) | change of use of agricultural land to residential garden |
| LP22 (1) | new agricultural buildings where there is demonstrable evidence to justify the need for them |
| LP25 (1) | sources, storage and distribution of energy |
| LP28 (1a) | new accessible local services and community facilities where in accordance with LP28 (1b) |
| LP31(3) | new health or education facilities |

Policy LP01 – Windfall infill housing development outside settlement boundaries

1. Proposals for windfall infill* development outside settlement boundaries where there is a cluster of at least 10 well related dwellings will be acceptable, subject to compliance with all the following:
 - a) It would not be detrimental to the character and appearance of the settlement, landscape (including the AONB), residential amenity or any heritage, environmental or community assets;
 - b) It would not result in consolidating sporadic or ribbon development or result in loss of gaps between settlements resulting in coalescence; and
 - c) The development would usually be for only one or two dwellings.

* Infill – The filling of a small undeveloped plot in an otherwise built-up highway frontage

Policy LP02 – Residential Annexes

1. Residential annexes will be supported where the proposal:
 - a) Is ancillary and subordinate in scale to the host dwelling;
 - b) Does not involve the physical subdivision of the residential curtilage; and
 - c) Is designed to easily allow for the annexe to be integrated later into the main building as a single dwellinghouse when the need no longer exists.
2. Where proposals for residential annexe are considered acceptable, planning conditions or obligations will be imposed to limit the occupation for use as an annexe, and to prevent the future use of the annexe as a separate dwelling.

Policy LP03 – Residential Extensions and Conversions

1. Proposals for extensions to existing dwellings or conversions of buildings to ancillary use within the curtilage of residential dwellings will be supported where they:
 - a) Incorporate a high standard of design which maintains or enhances the character and appearance of the buildings, street scene and surroundings;
 - b) Will not result in over-development of the plot and will retain suitable amenity space. The cumulative effects of a number of extensions or conversions within the plot will be taken into account;
 - c) Will not unacceptably affect the amenities of neighbouring occupiers; and
 - d) Ensure sufficient parking spaces and turning spaces (where required) are retained or provided.

Policy LP07 – Community-led and rural exception housing

1. Community-Led Housing proposals must demonstrate that:
 - a) The scheme was initiated by, and is being led by, a legitimate local community group; and
 - b) The scheme has general community support.
2. A Rural Exception Site scheme must demonstrate that it is well-connected to an existing settlement and proportionate in size to it.
3. Rural Exception Site housing proposals including an element of open market housing must be supported by a viability assessment which convincingly demonstrates that the open market housing is the minimum necessary to cross-subsidise the affordable housing. Proposals including more than 35% open market housing will not be permitted.

Concerns about Developments OUTSIDE the LNP2 Settlement Boundary

Residential Annexes and Extensions

LNP2 mentions replacement dwellings and conversions (in LAV 13 Clause 2c) as potentially permitted types of development. **Given that LAV 13 does NOT exclude replacement dwellings, the Parish Council's intention was similarly NOT to exclude annexes or extensions. Clarifying LAV 13 to confirm this intention would be helpful.**

Infill Developments

LNP2 mentions Infill Developments (see LAV 39), although our intention was that Infill Development would only be permitted inside the Settlement Boundary. This was because LAV 13 excludes Infill Development, by not including it in the permitted types of development outside the settlement boundary,

JLP1 allows in principle Infill Development outside settlement boundaries (Policy LP01), although only where there is a nucleus of at least 10 well related dwellings. And our LNP2 BCS says there are no such nuclei in Lavenham outside the Settlement Boundary.

But we can no longer rely on the nucleus size restriction, now that JLP1 (non-strategic) Policy LP01 is so directly linked with (strategic) Policy SP03. **Clarifying LAV 13 in these new circumstances, to confirm our intention to exclude Infill Development outside the Settlement Boundary, would also be helpful.**

Community-led and Rural Exception Housing

Similarly, the direct linking of JLP1 (non-strategic) Policy LP07 with (strategic) Policy SP03 could affect our intentions in LNP2 Submission Version Policy LAV 13 and LAV 17. The LNP2 BCS does not mention any tension between LNP2 and JLP1 Policy LP07 Clause 1. But now JLP1 Policy SP03 directly links in with LP07 Clause 1 through its Table 5. And Table 5 specifically mentions Policy LP07 Clause 1, even though that policy itself does not refer to location.

LP07 says:

- Rural Exception Sites (RES) should be well-connected and proportionate in size to an existing settlement (Clause 2)
- Housing proposals on these sites could include an element of open market housing – but this must be the minimum amount, and no more than 35%, necessary to support affordable homes (Clause 3)

LAV 13(Clause 2a) expressed our intention that RES would be on the edge of the Settlement Boundary – but, in response to a Regulation 16 representation from BDC, the Parish Council suggested that Lavenham RES could instead be adjacent to the Settlement Boundary and well-connected to key services.

The Parish Council suggested, also in response to Regulation 16 representations, that part of LAV 17(Clause 1) could be amended.

LAV 17(as amended) expressed our intentions that:

- Affordable housing schemes would not exceed identified local need, and the types of dwelling would be consistent with the needs identified (Clauses 1a and 1b)
- Defined Views would not be damaged (Clause 1c)
- Such schemes would be appropriate to the size/scale and character of Lavenham village – and the community strongly prefers schemes of no more than 12 dwellings (amended Clauses 1d and 1e)
- The affordable homes are provided in perpetuity (amended Clause 1f)
- A local housing connection would be applied to such schemes (Clause 2)
- In exceptional circumstances, a small number of open market homes would be permitted – but this small number would be the minimum required to deliver the affordable housing (Clause 3)

There is considerable overlap between:

- JLP1 Policy LP07(Clause 3) and LNP2 LAV 17(Clause 3)
- JLP1 Policy LP07(Clause 2) and LNP2 LAV 17(amended Clauses 1d and 1e) combined with the Parish Council's response to BDC's LAV 13(Clause 2a) representation (summarised above)

But key factors, which our intention was to include in LNP2, are missing from JLP1 Policy LP07:

- RES adjacency to the Settlement Boundary (LAV 13, Clause 2a)
- The community preference for schemes of no more than 12 dwellings (LAV 17, Clause 1d)
- Other Key factors set out in LAV 17(Clauses 1a, 1b and 1c, amended Clause 1f, and Clause 2)

To achieve our intentions, we need LNP2 policies to be aligned with JLP1 Policy LP07, but still additionally to include these key factors. **Clarifying LAV 13 in these new circumstances to confirm our intentions, by specifically excluding Community-led and Rural Exception Housing schemes outside the Settlement Boundary unless they accord with LAV 17, would be helpful as well.**



LAVENHAM PARISH COUNCIL

Andrew Smith

Clerk to the Council

Telephone: 01787 247041

Email: andrew.smith@lavenham-nc.gov.uk

GRANT APPLICATION FORM

Please complete all questions including signing and dating the declaration at the end of the form. Where a question is not applicable, please enter N/A on the form.

If you wish to provide additional information or expand on a question, please provide an attached sheet.

Please refer to the Council's Grant Policy for full terms and conditions of grants and details of what documentation needs to be included with your application

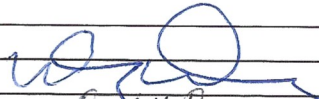
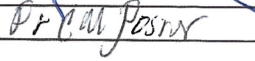
Submission of this application does not mean that an award will be granted. Grants are awarded at the Council's discretion. Only one project per application will be considered.

| Section A: Organisation Information | |
|--|---|
| Name of Group/Organisation: | Lavenham Area Allotments Association |
| Contact Name: | Frank Domoney |
| Position: | Acting Chairman |
| Postal Address: | 23 Spring Street LAVENHAM CO10 9QR |
| Telephone Landline and Mobile: | 01787249742 07597340011 |
| Email: | Frank.Domoney@amqcs.org |
| Website: | https://www.facebook.com/profile.php?id=100064063628893 |
| Brief description of your group/organisation's main purposes/activities: | |
| Planning, Design and Operation of suitable Allotments in the Lavenham Area | |

| | |
|---|--|
| List all Officers of the Organisation and their positions: | Frank Domoney Acting Chairman Professor Charles Posner acting Secretary |
| Number of active participants in the group/organisation's main purposes/activities a) monthly b) annually | 20 |
| The organisation/group has a Bank Account in its own name (Yes/No) | Not yet. Awaiting suitable candidate sites before establishing an account |
| Bank statements for the last three months have been attached (Yes/No) | NA |
| Accounts for the organisation/group have been attached (Yes/No) | NA |

| | |
|---|--------------------|
| Section B: Project Information | |
| Amount requested: | £624 £520 plus Vat |
| Project for which grant is required: Ecological Evaluation of existence of an active badger set in the middle of proposed location. | |
| Explain the extent to which the costs have been estimated and list the quotations which have been obtained from suppliers: Ward Armstrong LLP (attached) | |
| Describe how this project will assist at least one of those in the Council's key target areas of: children and young people, people with special needs, older people and extra-curricular activities for schoolchildren: | |
| Describe how this project will promote social inclusiveness, enhance community well-being, promote measures to mitigate climate change, promote awareness and attractiveness of the village, provide vital services or improve facilities in the village: Validation of the site at the sports ground as suitable for the establishment of allotments will provide same for Green Willows and Harwood Place. | |
| Describe the efforts that have been made to obtain alternative funds. This should include efforts to obtain funding from other bodies and from participants. If funds have been raised the amounts raised must be detailed: | |

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| <p>Explain how the organisation will be self-funding in the future i.e., how the organisation has long-term viability:</p> <p>The council has a legal obligation to provide allotments if there is sufficient demand.</p> |
| <p>Describe the actions the organisation/group will need to take if this application is unsuccessful:</p> <p>If a professional determination of whether the sett is active cannot be established then this will be reported to members of the Allotments association, the Community land trusts and voters.</p> |

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| Section C: Declaration | |
| <p>We confirm that we have read and accept the Conditions contained within the Grants Policy and will comply with these conditions in full. Any non-compliance will be immediately reported to the Council. We understand that should any information contained on this form be incorrect that any Grant Money received will be immediately refundable, in full, to the Council.</p> | |
| Officer 1: Name and Signature | W F Domoney  |
| Officer 2: Name and Signature | Charles Posner  |
| Date: | 2 December 2023 |