

**PARISH COUNCIL MEETING**

Held in the Guildhall, Thursday 6<sup>th</sup> April 2017 at 7.30 pm.

**Present** Mr C Reeve, Chairman.

Mr P Gibson, Mrs J Baker, Mrs D Twitchett, Mr B Panton, Mr J O'Mahony, Mr A Searle, Ms E Paris

Mrs J Antill, County Councillor. Mr W Shropshire, District Councillor.

3 members of the public.

**Public Forum** – no members of the public wished to speak.

**Police Matters** – January 2017 for Sudbury SNT area– 523 incidents received, 286 investigations recorded.

Summary: Burglary Dwelling 6; Robbery 1; Violence with injury 21; Serious Sexual Offences 3; Drug Trafficking 2; Anti Social Behaviour 36.

The police are not able to break down the statistics to provide figures specific to the parish of Lavenham.

In an emailed response to a request from the Clerk, PCSO Laura Mansell advised that there would be no police officer present at the Annual Parish Meeting and that annual written reports were not provided for reading in their absence. An officer is on duty this evening and it was indicated that he might attend this meeting, if not called away to attend an incident.

**County Councillor's Report – Mrs J Antill**

Due to the pre-election moratorium there was very little to report. Mrs Antill understood that the weight limit scheme for Water Street is being designed and should be ready by the summer.

This was Mrs Antill's final meeting as County Council member although she would be reporting to the Annual Parish Meeting on 13<sup>th</sup> April. She was pleased to have supported the Easter Art Trail from her locality budget, and other village projects including the Good Neighbours Scheme. She had tried to spread the budget over the area she represented. She thanked the members of the Parish Council and the Clerk for their help and support during the last four years. Mrs Baker said that the overview provided by her reports and blog had been most informative. The Chairman thanked her for her strong support of the village at County Council level and looked forward to seeing her at the meeting on 13<sup>th</sup> April.

**District Councillor's Report – Mr W Shropshire** – emailed report circulated to Councillors (*report follows these minutes*)

Mr Shropshire understood that following the District Council's move to Endeavour House the Sudbury 'spoke' office would be housed in the Town Hall, although he had no details of days it would be open or hours of opening.

**The Minutes** – Proposed by Mr Gibson, seconded by Mr Searle, the minutes of the meeting held on Thursday 2<sup>nd</sup> March 2017 were approved. Carried.

**Declarations of Interest** – Mr Gibson wished to point out that he lives next door to the Angel Hotel (see planning application B/17/00420) but does not consider that this would be construed as an 'interest'.

**Apologies for absence** received from Mrs Banks and Mr Sheppard.

### **Matters arising and update of outstanding issues**

Ms Paris reported that a small sample of questionnaires in respect of outdoor gym equipment had been returned and had provided positive feedback. The next step would be to decide on a package of equipment and obtain prices for comparison. Public consultation events would have to be held, advertised widely around the village, and grant funding researched.

### **Finance and Strategy**

LED street lighting – a cap of £500 had been agreed for a fee to prepare a trial planning application for the LED lanterns attached to listed buildings within the Conservation Area, in order to secure a direction from the planning committee. Mr Reeve had not received a response from Highways regarding lighting, UKPN are under instruction from Highways.

Finance update – a draft update to year end had been circulated. The final document will be presented at the Annual Parish Meeting.

### **Invoices received, cheques for payment**

idverde Limited, toilet works February £1,030.18: The CGM Group, grounds maintenance for March £874.00: Kinex, phone a/c March £24.54 Payroll £671.40: Petty Cash £100.00: Anglian Water, Cemetery water charges £8.99: Keith Purvis, replace light in Church Street gents toilet £110.00

Paid by Direct Debit to BT for Broadband service to old phone box for March £65.88.

Payments received: Sudbury Cycle Club, in recognition for the use of the Church Street car park for time trial activities £75.00: BACS, HMRC VAT refund £12,619.57.

Confirmation from Babergh D C, Business Rates, no payment required in respect of current year for Cemetery and premises due to Transitional Relief and Small Business Relief. BACS payment from Babergh D C, first half of precept £34,500.

BDO re annual review of accounts for the year ending 31 March 2017, date for submission is 19 June 2017. Exercise of public rights commences 5 June 2017 and ends on 14 July 2017.

### **Planning**

#### **Planning Applications:**

B/17/00404 Drovers Cottage, 42 The Common, Lavenham

Application Type: FHA Erection of single-storey rear extension

Prop. Mrs Baker, sec. Ms Paris, recommend approval. Carried.

B/17/00420 The Angel, Market Place, Lavenham

Application Type: TCA Fell 1 no. Willow tree and felling of other trees causing damage to wall bordering property

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

#### **Planning Decisions Received:**

B/17/00113/ROC Lavenham Community Hall, Church Street, Lavenham – permission granted for Application under section 73 of the Town and Country Planning Act (1990) - Erection of single storey side extension to provide pre-school nursery and extension of car park without compliance with condition 2 (approved plans) attached to B/15/00696/FUL to enable minor repositioning of fenestration following internal layout changes, reposition of extension closer to existing hall and minor car park layout change to reduce amount of take into account level changes.

B/17/00136/FHA 3 Artesian Close, Lavenham – permission granted for erection of link and single-storey rear extension

B/16/01639/FHA 36 Spring Street, Lavenham – permission granted for replacement of conservatory roof and insertion of 2 no. roof lights.

### **Operations**

**Traffic and Road Management** – Mr O'Mahony, Mr Panton and Mr Sheppard have worked on a draft protocol for use of the First Meadow, this will be circulated and comments invited. It was suggested that a plan of the parking layout should be attached to the protocol. As far as public liability insurance is concerned this must be held by the hirer and a copy made available for inspection by the Council.

Work had also been carried out on variations to waiting restrictions, the majority extending yellow lines on junctions to improve sight lines. In addition, Mr Panton was producing photographs superimposed with bollards/planters for two locations with a view to preventing inconsiderate parking, which could be submitted as a test case. A licence would be required from the County Council to enable the Parish Council to instruct contractors to carry out the works. These minor works would be financed by the Parish Council.

These reports and photographs to be circulated to Councillors.

**Operations Schedule** – Mr Reeve had updated the schedule and comments were invited. A meeting had taken place at the Cemetery with Marcus Glover, Operations Manager East for CGM, and works within the contract had been clarified, in particular the weed treatment and clearance expected on the gravel paths.

As more trees are expected to be felled in the Cemetery it was felt appropriate that some more tree planting should be carried out. Mr Searle will take advice from Andy Gentle of Suffolk Tree Services.

Maintenance and improvement works to both public toilet blocks will be the subject of a draft schedule for consideration.

### **Housing and Social**

**CLT** – contract for site acquisition signed by CLT, Hastoe have not yet executed their part. Hastoe have indicated they will be on site very soon.

A meeting on site with representatives from Hastoe and Babergh/Mid Suffolk's new Chief Executive, Arthur Chavonia, had been very useful.

**Good Neighbours Scheme** – another successful tea today and numbers have increased, more people from the village, rather than just Tenter Piece, are attending. There was a talk by the gardener today, the Red Cross are coming next month. It is hoped that there will be a coach trip later in the year, also a strawberry tea and a Summer Tea with music in the Salvation Army hall.

### **Correspondence had been received from:**

Robert Dickson of Green Willows, for information. A tree is overhanging his garden fence at Green Willows with branches in unsafe condition. He has been advised by Andrew Graham at Babergh that he has no objection to branches being trimmed back to Mr Dickson's fence line. Copied in to email to Lavenham Forum from Juliet Hawkins (member of the Forum) regarding littering along main roads giving a poor first impression to visitors to the County. Voluntary litter picks are acknowledged as keeping areas within parish boundaries clean, but the District and County Councils do not appear to be paying attention to roadside verges in the wider

countryside and farmland affected by fly tipping, whilst promoting the area as a tourist destination.

Babergh District Council, forwarded to Parish Councillors, regarding forthcoming release of call for sites submissions. This is available to view at <http://www.babergh.gov.uk/planning/planning-policy/evidence-base/current-evidence/call-for-sitessubmissions>

### **Co option to the Parish Council**

Nicola Smith has expressed an interest in co option to the vacancy and a short CV had been circulated to the Councillors for consideration. Nobody else had come forward. It was proposed by Mr Gibson, seconded by Mr O'Mahony, that Nicola Smith be co opted to the Parish Council. Carried.

### **Cemetery Chapel refurbishment**

Mr Searle had produced the first draft of a schedule of works. He had also met with UKPN with a view to ascertaining the cost of getting electricity to the building.

Generally the condition of the building is quite good especially considering the close proximity of the two large Beech trees. Canopy reduction is recommended in order to reduce water take up from the ground.

Clear out of the stored items is scheduled for the weekend of May 13/14.

### **Gas works site in Water Street**

Enquiries have established that although there may from time to time be activity on site it is not in a position to be sold. The main stumbling block appears to be the cost of cleaning up the site. It is suggested that a meeting with Environmental Health and BNP Paribas takes place where the subject of a car park to relieve the situation for Water Street residents be raised.

### **Other Matters brought to the attention of the Parish Council**

Mr Gibson reported he had attended a Wool Towns meeting as Forum representative, Mr Sheppard represents the Parish Council. It was proposed that Sudbury join as a partner which will bring silk in as an additional interest to wool/cloth. It had been decided not to continue with the Leader bid application as the group took the view this was too complicated to cope with at the moment, although it could be taken up again at a later date.

The TIC has been contacted by Channel 4 TV asking if any Suffolk villages might be interested in applying to be part of a show to find Britain's Best Village 2017. It was suggested that Councillors look at the Channel 4 website to see if Lavenham should be put forward.

Date of next meeting: Thursday 4<sup>th</sup> May 2017

The meeting closed at 9.15 pm.

**Lavenham Parish Council website: [lavenham.onesuffolk.net](http://lavenham.onesuffolk.net)**