

PARISH COUNCIL MEETING

Held in the Guildhall, Thursday 7th July 2016 at 7.30 pm.

Present Mr C Reeve, Chairman. Mr R Whitworth, Vice-Chairman.
Mrs J Baker, Mrs G Banks, Mr B Panton, Mr A Searle, Mr J O'Mahony.
Mrs J Antill, County Councillor, Mr W Shropshire, District Councillor.
1 member of the public.

Public Forum – no matters raised

County Councillor's Report – Mrs J Antill – *report follows these minutes*

District Councillor's Report – Mr Shropshire – *report follows these minutes*

In addition Mr Shropshire said that he had had a busy month with residential and planning issues. He is still trying to establish who is currently responsible for maintenance of the open areas at the Halt, the temporary access onto Frogs Hall Road has not yet been closed and he understands it is still used to some extent.

Mr Reeve questioned the adequacy of local publicity prior to Babergh's 'Building a sustainable future' community engagement event on 29th June. Not all households appeared to have received the mailshot and there were no posters on display. This could explain the very poor attendance at the event.

The Minutes – The minutes of the meeting held on Thursday 2nd June were approved. Proposed by Mrs Baker, seconded by Mr Searle. Carried.

Declarations of Interest – none

Apologies for absence received from Mrs Twitchett, Mr Gibson and Mr Sheppard.

Matters Arising

Following correspondence between Mr Whitworth and Babergh officers the recycling bins in the Church Street car park will be moved slightly from their new position as they are located over the drain, one car parking space will be lost but the regulations notice will no longer be obscured. Babergh officers would prefer the bins not to be screened as their visibility encourages use.

Finance and Strategy

Neighbourhood Plan – following the vote by the Strategy Committee to send the Neighbourhood Plan to village referendum the date was set for Thursday 8th September 2016.

Babergh District Council, not the Parish Council, will be responsible for the organisation of the referendum, which will be conducted in the same way as any national or local vote. Postal and proxy votes can be applied for in the usual way.

The leaflet produced by Mr Whitworth has been printed and is ready to be delivered to every household. As reported last month the Parish Council can promote the Plan and a 'yes' vote until 28 working days before the referendum date. Residents are encouraged to vote, the Council is hoping for a good turnout to endorse the Plan.

Copies of the Neighbourhood Plan will be available in the Library and Guildhall for anybody without access to the website. Details are on the leaflet.

LED street lighting – no further progress

Consider & approve donations

It was agreed that a £600 donation should be made as financial support for the Carnival, proposed by Mr Whitworth, seconded by Mrs Banks. Carried.

Community Action Suffolk is offering free annual membership for 2016, and it was agreed that a donation of £50 be made to support their work with the community. Proposed by Mr Searle, seconded by Mrs Banks. Carried.

Church gates

Out of six contractors contacted only two had submitted quotations for repair works to the Church gates. One was for supply only of the gates in existing pattern and one for supply and installation. Proposed by Mrs Baker, seconded by Mr Whitworth, that the quotation from Monarch Gates for the replacement and installation of all three gates (double gates and foot gate south east, and foot gate south west) be accepted. Carried. A cheque for 20% of the order total is required on acceptance of the quotation. It is understood that work can commence in October.

The costs of these works exceeds the fund put aside for churchyard/cemetery repairs but there has been an indication that the Church is able to make a contribution to help to cover this.

Invoices received, cheques for payment

The Landscape Group, public toilet works May and grass reinforcement First Meadow (£950.46 & £650.00 + VAT) £1,920.55: CGM Group, grounds maintenance June £874.00: Suffolk Tree Services, tree works at Recreation Ground and Picus tests to Cemetery Beech trees (£624.00 & £360.00 incl VAT) £984.00: Lavenham Press, print/fold/trim NP leaflets for distribution pre referendum £223.00: ARCO, deep water warning signs £49.64: Suffolk Association of Local Councils, Clerk's BDO briefing £30.00: Premier Calls, phone a/c June £31.34: Payroll £738.80 (Village Warden, June payment £307.20: Clerk's salary & expenses £431.60): National CLT Network, Lavenham CLT Member Plus £350.00: Playquip Leisure, play equipment inspection £321.30: Monarch Gates, 20% deposit for Church gates £1,403.00: Sudbury Office Supplies, printer inks for NP copies £23.70: Lavenham Community Council, financial support for Carnival £600.00: Community Action Suffolk, donation in lieu of annual subscription £50.00.

Paid by Direct Debit to BT for Broadband service to old phone box for June £56.98.

A letter to the Bank requested the transfer of £3,000 between accounts.

PlanningPlanning Applications:

B/16/00718 The Old Chapel, Bolton Street, Lavenham Application Type: FHA

Insertion of 1 no. new dormer window on the north-east facing roof

Prop. Mr Whitworth, sec. Mr Searle, recommend approval. Carried.

B/16/00740 10 Green Willows, Lavenham Application Type: FHA

Erection of single-storey rear extension and erection of single-storey side extension. Erection of first-floor side extension over existing garage

Prop. Mr O'Mahony, sec. Mrs Banks, recommend approval. Carried.

B/16/00837 Stone Farm, Brent Eleigh Road, Lavenham Application Type: FHA

Erection of single storey and first floor extensions

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

Planning Decisions Received

B/16/00384/FHA Bridge House, Sudbury Road – permission for erection of pergola and decking

B/16/00444/FUL & B/16/00445/LBC 8 Water Street – planning permission and listed building consent for change of use from shop (A1) to holiday let; Erection of flue

B/16/00529 Highfield House, Bury Road– approval of reserved matters: Submission of details under O.P.P. B/15/01050/OUT (Erection of 3 no. detached dwellings): Reserved Matters being appearance, landscaping, layout and scale with accompanying details relating to parking/turning, refuse bin and material details and ground floor levels, as amplified/amended by 3D indicative plans and proposed block plan (showing finished floor levels)) 3175:006, received 25/04/2016

B/16/00496 Second Meadow Stables, Brent Eleigh Road – permission for erection of storage building for hay (part-retention of)

B/16/00581 Gable End, 29 High Street – permission for erection of single-storey detached out-building (ancillary to existing dwelling) (following removal of existing shed)

B/16/00627 Bears Lane Farm, Bears Lane – permission for erection of replacement detached dwelling with ancillary accommodation following demolition of existing dwelling (amendment of application no. B/16/00071)

B/16/00725/TPO 1 Shilling Street – works to tree protected by a TPO, reduce crown of 1 no. Walnut tree by 25%, tree T17 of TPO WS41.

From Suffolk County Council:

Planning Ref: SCC\0121\16B Location: Lavenham Water recycling Centre, Brent Eleigh Road, Retrospective Planning approval for the erection of two glass reinforced kiosks to house electrical control equipment .

Operations

Traffic – little to report. Still awaiting Steve Merry’s yellow line review prior to application for a consolidation order. The Parish Council should see a draft before this is made. It is noted that there are Controlled Zone notices on only two entrances to the village.

Emergency Plan – Mr Panton has produced a leaflet for all households which will be delivered with the next Village Hall mail drop. Copies were given to all Councillors with an information collection form.

Sue Herne’s latest newsletter has been circulated, Mr Panton will continue to do this as they are produced.

Proposed works to First Meadow entrance – Mr O’Mahony has talked to Babergh and received answers to all his questions. A full planning application must be made for the new entrance gateway with a site plan to scale and a design and access statement. Half fee of £195 will be payable.

Lavenham Walk – still slow progress. The letter in respect of the overgrown right of way will be forwarded to Suffolk County Council.

Village and Sudbury Community Wardens – a report on the Community Wardens’ activities over the first three months has been requested.

The litter bins are getting full very quickly, these are emptied by Landscape and it might be possible to request more frequent emptying.

Housing and Social

SCC site/CLT – the next Housing Enabling meeting takes place on 8th August. The former gritting site could be used for Carnival and/or Christmas Fair parking but would need

marshalling. Enquiries could also be made into the electricity supply for lighting the area for these events.

Good Neighbour Scheme – Mrs Twitchett has sent a thank you to the Parish Council on behalf of the Scheme for the generous donation towards the Queen's 90th birthday celebration 'street party' tea. The event had been well attended and was very much appreciated by all who went, it was a very pleasant afternoon with entertainment as well as the tea.

There have been only a few requests to the Scheme in the last week. Mrs Twitchett had met with Imogen Sherwood the Sudbury Co ordinator and Cally Boardman the Villages around Sudbury Co ordinator, to discuss with them helping other villages interested in setting up and letting them know the ups and downs of running a scheme.

Arising from a conversation with a resident who had previously been involved with the Neighbourhood Watch Scheme, an update on the present state of the Lavenham scheme would be sought from PCSO Laura Mansell.

Correspondence had been received from:

Peter Lawson, Chairman of The Essex Austin Seven Club thanking the Parish Council for allowing the Market Place to be clear of cars on Tuesday 14th June to enable their cars to be parked. Special thanks to Philip Gibson for organising details and John and Chris from Heeks for coning off the area

Michael Dyson, resident, registering interest in an allotment should be site be formed in Lavenham. This letter will be kept on file to await other expressions of interest.

Paul Rowley, in respect of the sudden closure of the Post Office counter in the Pharmacy, asking what action the Parish Council is taking to restore the service. Clerk had already replied to this letter giving details of the information which was being displayed on the website and notice boards in the village.

From Susan Heaps who had walked the St Edmund Way and found it very overgrown and wet underfoot. Comments to be forwarded to Suffolk County Council Rights of Way.

Notice to temporary traffic order, road closure, Lower Road, Lavenham, side of property no 27 Prentice Street, date of closure 28/07/16 to 29/07/2016.

Babergh District Council, Joint Strategic Plan refresh circulated to all Parish Councillors

Gas works site in Water Street

After further enquiries it would appear that the responsibility rests with Transco to carry out remedial works to the contaminated site before disposal, however the cost might outweigh any returns. Correspondence so far received would be forwarded to Mr O'Mahony and Mr Searle who both had some previous experience of such works.

Event Parking

A meeting of some Parish Councillors and the Clerk had taken place earlier in the day to further discuss event parking.

SAG requirements will be flagged on the Parish Council website and no further guidance needs to be offered by the Parish Council. Parking arrangements for the recent events appear to have been satisfactory. Car parks must be managed by organisers at all times, the Parish Council can supply cones, bollards, signage if required.

Looking at second gateway on First Meadow, possible costs around £5,000 which can be financed from the traffic budget. The rectory meadow may not be suitable for winter use but could be used in summer.

Coach parking will be encouraged at the recreation ground car park to free up space in

the other car parks. Passengers can be dropped off and picked up in the village.

Arrangements are in hand for training Lavenham volunteer marshals. Sudbury Wardens might also be able to help.

Mr Whitworth will talk with the Village Hall manager regarding the possibility of reserved car parking space in the Church Street car park for wedding guests on 3rd December.

A further meeting will be held after the Carnival. Event parking will be discussed with PCSO Laura Mansell at the next quarterly meeting on 18th July.

Wool Towns project report

The application for funding passed the first stage appraisal went before the local action group. Two members had to declare an interest and there were then insufficient numbers of the group attending to consider the application. This has gone forward to the September meeting.

Lavenham Library signage

The intended design of the sign, which will be fitted between the posts of the notice board, had been circulated and was agreed in principle. It was suggested that a directional arrow and picture of the Village Hall should be added to make identification of the premises easier. No need to come back to the Parish Council following these amendments.

School and pre school

A new school for Lavenham is identified as a Project in the Neighbourhood Plan. There is a need to encourage more young families to settle in Lavenham in order to develop a sustainable community, however lack of capacity in the school is a barrier to this aspiration.

Some discussions have already taken place between interested parties and the need for a new school has been acknowledged by some.

It was agreed that the Parish Council would continue to encourage and enable discussions between the various authorities and the main 'push' must come from Suffolk County Council as Education Authority. Imaginative thinking is required in order to identify potential sites and sources of finance.

Other Matters brought to the attention of the Parish Council

Mrs Baker gave a short report on the library. Details of the Summer reading challenge initiative will be going on the libraries and Village Hall websites. The Bookfest on 27 October includes 'Tea with James Runcie' in the library. Illustrators and creative writing will feature in the Children's Book Festival.

Mrs Banks reported that John Turner had been asked to carry out the Christmas lighting electrical. At a Street Fair committee meeting it had been suggested that the Market Place tree would be improved by additional lights. Christmas lighting will be put on the August agenda.

Bears Lane has been resurfaced but weeds and soil have been tarred over and soil and weeds are re-growing through the new road surface. This would be inspected and a letter written to Steve Merry.

Date of next meeting: Thursday 4th August 2016

The September monthly meeting has been brought forward to Tuesday 30th August 2016.

The meeting closed at 10.30 pm.