

PARISH COUNCIL MEETING

Held in the Guildhall, Thursday 2nd June 2016 at 7.30 pm.

Present Mr C Reeve, Chairman. Mr R Whitworth, Vice-Chairman.

Mrs J Baker, Mrs D Twitchett, Mr P Gibson, Mr B Panton, Mr T Sheppard, Mr A Searle, Mr J O'Mahony.

4 members of the public.

Public Forum – In answer to a question regarding the provision of allotments it was stated that upon receipt of six expressions of interest in writing the Parish Council is required to take action to provide allotments.

Mr and Mrs Cox wished to clarify with the Parish Council comments they had made to Babergh in respect of planning application reference B/16/00437 at Norman Way. These had been recorded on the planning website, however due to some problems with that system they had not appeared as they had been submitted. Three comments had been forwarded, one neutral and two in objection, however all three had been classified as neutral.

An email from the police gave information on how to access the Sudbury Newsletter on the Suffolk Constabulary website. Crime statistics have not yet been put on the report due to difficulties at headquarters in obtaining the data. The Chairman and Clerk had met with PCSO Laura Mansell to discuss issues in the village, one of which was illegal/inconsiderate parking. Once this is de-criminalised the Sudbury Wardens will be able to issue on the spot fines.

District Councillor's Report – Mr Shropshire emailed and circulated to Councillors

Additional information regarding Building a Sustainable Future, community engagement and the draft SHLAA (Strategic Housing Land Availability Assessment) had been circulated to all Councillors.

The Minutes –The minutes of the meetings held on Thursday 5th May and Monday 23rd May were approved. Proposed by Mrs Baker, seconded by Mr Gibson. Carried.

Declarations of Interest – none

Apologies for absence received from Mrs Banks. Mrs Antill, Suffolk County Councillor, Mr Shropshire, Babergh District Councillor.

Matters Arising – covered by agenda items

Finance and Strategy

Neighbourhood Plan – this will be going before the Strategy Committee on Thursday 9th June, Mr Whitworth will be attending the meeting, the report and agenda have been published. If approved by the Committee it is possible that a referendum could be held in early September. Mr Whitworth has drafted an information note with a summary of policies, list of stages, Examiner's comments etc., to be delivered to every household in the village in order to publicise and promote the referendum. For the 28 working days immediately before the referendum the Parish Council must be mindful not to take any action to influence the vote.

LED street lighting – work has resumed. No itemised invoice has yet been received.

Approve Annual Governance Statement (Section 1)

Proposed by Mr Whitworth, seconded by Mr O'Mahoney, the Parish Council approves the Annual Governance Statement as presented. Carried.

Approve Statement of Accounts (Section 2)

The Clerk explained that the amendment to Box 9 had been necessary because she had read an incorrect figure from a previous year's list, the amendment was initialled by the Chairman. Proposed by Mrs Baker, seconded by Mr Sheppard, the Parish Council approves the Statement of Accounts. Carried.

Both Sections were signed and dated by the Chairman and Clerk/RFO, and will be published and displayed on the Parish Council website and notice board, together with information in respect of the Period for the Exercise of Public Rights.

Review and adoption of policies

Policies in respect of: Safeguarding Vulnerable Persons, Health and Safety, Equal Oppor-tunities, Environment, Complaints Procedure and Filming/audio recording/reporting of council meetings, had been circulated to all Councillors for consideration. It was proposed by Mr Sheppard, seconded by Mrs Twitchett, that all five policies be adopted. Carried.

Invoices received, cheques for payment

Paid between meetings: British Gas, electricity supply Prentice Street toilets £63.02.

Cheques for payment: Premier Calls, phone a/c May £30.32: Keith Purvis, electrical check Prentice St toilets hand wash/dryer £50.00: The Landscape Group, public toilet works April (includes unblocking drains and lighting works) £1,805.39: CGM Group, grounds maintenance May £874.00: Safety Signs & Notices, car parking signs £315.43: Suffolk Association of Local Councils, annual subscription £585.68: Cartridge Discount, printer inks £69.18: Payroll £591.60: HMRC, PAYE £436.80: Anglian Water, water charges (Church Street £714.23, Prentice Street £252.49, Cemetery £10.40) £977.12: British Gas, Church Street toilets electricity £40.77: James Smith Landscapes, works to pedestrian gate and path at First Meadow £1,263.54.

Paid by Direct Debit to BT for Broadband service to old phone box for May £63.93.

A letter to the Bank requested the transfer of £7,000 between accounts.

Remittance Advice, BACS transfer from Babergh D C: £15,000 payment from s106 funds for new play equipment on First Meadow.

Planning

Andrew Searle was welcomed as a new member of the Planning Working Group.

Planning Applications:

B/16/00581 Gable End, 29 High Street, Lavenham

Erection of single-storey detached out-building (ancillary to existing dwelling) (following removal of existing shed)

Prop. Mr Whitworth, sec. Mrs Baker, recommend refusal, as the site is within the Conservation Area where the majority of dwellings have tiled roofs and it is considered that Welsh slate is not an appropriate roofing material in relation to the locality. The proposed building is within the curtilage of Gable House which has a tiled roof. Carried.

B/16/00627 Bears Lane Farm, Bears Lane, Lavenham

Erection of replacement detached dwelling with ancillary accommodation following demolition of existing dwelling (amendment of application no. B/16/00071).

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

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

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

B/16/00529 Highfield House, Bury Road, Lavenham

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

Prop. Mr Searle, sec. Mr Sheppard, the Parish Council maintains its recommendation of
refusal. Whilst agreeing in principal to the proposal to develop three dwellings on this site it is
considered that these submitted details are over-development and out of keeping with the
original outline application proposals. It is considered that the application does not conform to
BDC Local Plan, Ch 7 Built Environment & Conservation, policy CN 01 – All new
development proposals will be required to be of appropriate scale, form, detailed design and
construction materials for the location. Carried.

B/16/00524 Pedlars Way, Bears Lane, Lavenham

Fell 1 No. Holly tree

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

B/16/00516 80 Church Street, Lavenham

Replacement of 2 no. garage door openings, with 1 no. garage door opening. Insertion of new
door and window to outbuilding (following removal of existing). Replacement front wall of
outbuilding. Insertion of 2 no. conservation rooflights to outbuilding.

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

CONSULTATION ON PLANNING APPLICATION WHICH WILL BE DETERMINED BY SUFFOLK COUNTY COUNCIL

Planning Ref: SCC/0121/16. Proposal: Retrospective Planning Application for the erection of
two glass reinforced kiosks to house electrical control equipment

Location: Lavenham Water recycling Centre, Brent Eleigh Road, Lavenham

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

Planning Decisions Received

B/16/0033/FHA 6 Brent Eleigh Road– permission for erection of two-storey and single-storey
rear extensions

B/16/00319/FUL & B/16/00302/LBC 91 High Street– permission for change of use from A1
retail shop to A3 cafe & Listed Building Consent for change of the exterior colour of the lower
part of the building. Renew the fascia blind canvas

B/16/00281/FHA & B/16/00126/LBC The Thatched Cottage, The Common – planning
permission and LBC for replacement of garage door with window and door

B/16/00340/FUL 18 High Street– permission, change of use, shop (A1) to all residential (C3)

B/16/00383/FHA Carvings, 41 High Street - permission for erection of rear boundary wall
(following demolition of the existing wall)

B/16/00443/TCA 26 Prentice Street – permission, trees in Conservation Area, fell 3 no.
Leylandii trees and hedge to ground level

B/16/00528/TCA The Tudor Cottage, 92 Church Street, Lavenham – permission, trees in
Conservation Area, cut back overhanging branches on neighbouring property to Horse
Chestnut tree

Strategic Housing Land Availability Assessment

This document had been circulated and Mr Reeve asked if there were any questions. It had been noted that none of the major sites in the village had been put forward by landowners, had the landowners been informed that their land was included in the SHLAA? No, it did not appear so. It was noted that this is a draft document and there will be another call for land in June 2016.

Operations

Traffic – works completed include repairs to surfaces at junctions and renewal of yellow lines in High Street and Water Street (to existing).

The Church Street car park has been re-marked to make 20 additional car parking spaces. There have been adverse comments about the visibility of the repositioned recycling bins, this could possibly be improved by some willow fencing. Also the signs displaying the parking regulations are obscured. The engineer has reported that nothing can be done to the Prentice Street car park to provide additional parking spaces.

Steve Merry is waiting for plans to come back from the engineer with regard to Water Street traffic management and consolidation of the yellow lines throughout the village. Enquiries in respect of the gas holder site continue.

The parking management group will re-convene in July in order to discuss further the arrangements for parking during the Christmas Fair.

Heavy rain has again caused a blockage in the drains in Sudbury Road causing flooding. The mechanical road sweeper will be used next Friday. Also in Sudbury Road the hedge between Waylands and Howlett's garage is encroaching over the highway. Owners to be contacted and requested to take action to remedy.

Emergency Plan – Mr Panton will arrange a letter drop to all households. A summary of the plan can be put on the website.

Proposed works to First Meadow entrance – Mr O'Mahony is in touch with Babergh planning with regard to the proposed second gateway, which must also comply with County Highways requirements.

Lavenham Walk – there is a complication with the drainage which the farmer of the adjacent land is willing to rectify but this must be delayed until after harvest. It is suggested that the Parish Council signs the lease as it stands with a side letter to acknowledge this work has not been done, indemnify a sum of up to £1,000, get the work done and bill SCC for it. Awaiting solicitor's agreement to progress.

Village and Sudbury Community Wardens – the Sudbury Wardens have not yet reported back to the Parish Council but it is understood that they have warned some dog owners to keep their animals under control. Mr Whitworth meets with Peter Ince every week. Recent work has included clearing the bedding from the car park entrance garden.

Housing and Social

SCC site/CLT – the Affordable Housing Working Group meets again on Monday 6th June. Slow progress is being made in the acquisition of the site. General funding is not as good as it was in May 2015 but Hastoe are still optimistic. Since advertising the CLT and site the number of people registering has increased, there is now a local demand of 67 families/individuals. SCC have asked if they can use the site until mid August as temporary storage for materials. The site could also be available for Carnival parking but would require marshalling.

Good Neighbour Scheme – plans are going well for the Queen's 90th Birthday Street Party tea in the Village Hall on 9th June, numbers are at 40 and increasing. It is hoped that the Suffolk

Link bus can be booked to provide transport.

The Good Neighbour Scheme in general has been quite quiet over the last two weeks.

Correspondence had been received from:

Email from Babergh/Mid Suffolk with information about Community Engagement Campaign, circulated. Local meeting at the Village Hall, Wednesday 29th June, 3-7 pm.

Email from Lavenham Cricket Club, thanking the Parish Council for the donation towards repair of the damaged cricket pitch, also for helping to finance the fencing.

National Steam Car Association: Seven steam cars will meet on the Market Place between 11 am and 2 pm on Monday 6th June.

Membership of Babergh Alliance of Parish and Town Councils

All information in respect of the formation of this group had been circulated and was discussed at some length. The majority view was that the Parish Council did not wish to join the group at this time but would wait and see how it progresses. Review in October.

Parish Council website

Paul MacLachlan had provided much valued help in setting up the website, having had experience in other parishes. The website is now registering on Google and has a link from the Discover Lavenham website.

Wool Towns project report

An application for funding had been submitted and returned, work is progressing on adding more detail ready for re-submission.

Allotments

Mr Kemp has given notice that this is the last season for his allotments before his planned retirement. It is not yet known what the status of the allotments proposed as part of the Norman Way development will be. So far the Parish Council has received two letters of interest.

Other Matters brought to the attention of the Parish Council

Mr Panton commented that the new street light near the Bury Road bridge on the Halt development is positioned so that it is a distraction for drivers turning right out of Preston Road. An email would seek advice from Adrian Last of Suffolk County Council.

Work towards the building of the annexe to the village hall is progressing. Two prices have been obtained. Aiming for a pre school move into the new building in August 2017, although from September 2016 there will be an increase to 30 hours free childcare for working parents of 3 and 4 year-olds.

Date of next meeting: Thursday 7th July 2016

The meeting closed at 9.20 pm.