

PARISH COUNCIL MEETING

Held in the Guildhall, Thursday 6th July 2017 at 7.30 pm.

Present Mr C Reeve, Chairman. Mr P Gibson, Vice Chairman
Mrs J Baker, Mrs D Twitchett, Ms E Paris, Mr A Searle, Mr J O'Mahony.
Mr R Lindsay, County Councillor. Mr W Shropshire, District Councillor.
3 members of the public.

Public Forum

A member of the public, a resident of Shilling Street, wished to bring the Council's attention to the copy of her letter of objection sent to Babergh District Council in respect of the planning application for the erection of a single storey rear extension at 18 Shilling Street. She did not wish to be dismissive, and hoped her comments would be seen as constructive. Whilst acknowledging that something needs to be done as far as the extension is concerned she does not feel that this is the appropriate design or choice of materials and hopes that further thought can be put to the application and a more acceptable plan submitted.

Police Matters – June 2017 Newsletter

(figures are for the Sudbury SNT area overall, there is no separate report for the parish of Lavenham)

April 2017 – 472 incidents received, 408 investigations recorded. Summary: Burglary Dwelling 6; Robbery 0; Violence with injury 45; Serious Sexual Offences 16; Drug Trafficking 2; Anti Social Behaviour 28.

A response had been sent to Sgt Matt Paisley's email asking for opinions on the proposals for a new look Newsletter.

County Councillor's Report, Mr R Lindsay – emailed report circulated to Councillors
(*report follows these minutes*)

District Councillor's Report, Mr W Shropshire – emailed report circulated to Councillors
(*report follows these minutes*). A report of the Babergh Parish Liaison Meeting held on 29th June had also been circulated.

The Minutes – Prop. by Mr Searle, sec. Ms Paris, the minutes of the meeting held on 1st June 2017 were approved. Carried. Proposed by Ms Paris, seconded by Mr O'Mahony, the minutes of the additional Parish Council Meeting held on 29th June were approved. Carried.

Declarations of Interest – none

Apologies for absence received from Mrs Banks, Ms Smith, Mr Sheppard and Mr Panton.

Matters arising and update of outstanding issues

Due to the passage of time with no contact from the organisers of Village of the Year it is apparent that Lavenham has not been picked for this year's competition.

Mr Searle reported that a meeting to discuss the old gas works site in Water Street has been set up.

Mrs Baker, as Parish Council representative, reported from the latest meeting of the Friends of Lavenham Library. Workshops with the school pupils are continuing, financial support for the school initiatives will be applied for in time to be included in the budget/precept

considerations. Great Waldingfield pupils will be coming to Lavenham to use the library.

Top Time and Tot Rock continue to be popular, Elise Hardy is still looking for volunteers to help, as is Lynne Chin for the Books to Theatre to Film club. Anybody interested in volunteering should contact Elise Hardy; Elise.hardy@suffolklibraries.co.uk

Finance and Strategy

Proposal for Lavenham Pre School subvention payment - having considered the circulated business plan the Parish Council agreed a subvention payment to support the Pre-School and cover any shortfall during the transition from mornings only to full day, all year and holiday clubs.

The payment will be made directly to the Pre-School as follows: i) be for a period of five years; ii) have an upper financial limit, in the first year of £5,000; iii) decreasing to £4,000 in year two, £3,000 in year three, £2,000 in year four and £1,000 in the fifth and final year; iv) will be paid six monthly, in advance, with the first payment on 1st September 2017.

Proposed by Mrs Baker, seconded by Ms Paris. Carried.

Consider donation to Lavenham Literary Festival – it was proposed by Mrs Baker, seconded by Mrs Twitchett, that a donation of £100 be made. Carried. Mr Gibson, as an officer of the organisation, did not take part in the discussion or vote.

Claims for Clerk and Councillor expenses – the internal audit had highlighted that the Clerk and Councillors have not been claiming out of pocket expenses as they are entitled to do. The Finance working group will discuss when and how claims should be made in the future.

Assets Register – the Finance working group will consider current valuations at their next meeting.

Invoices received, for payment

Idverde, public toilet works May, herbicide application, unblock drains £1,655.95: The CGM Group, grounds maintenance June £874.00: The CGM Group, prune churchyard Buxus £1,114.48: LCPAS, Data Protection course fee, A Searle £30.00: Sudbury Town Council, Community Warden patrols 2016/17 £1,800.00: Broxap Ltd, 2 x litter bins £646.80: Seago & Stopps Payroll Services, pension auto enrolment £90.00: Payroll £664.00: Playquip Leisure, play equipment inspection £321.30: Anglian Water Business, water charges (Church St toilets £600.94; Prentice St toilets £229.31; Cemetery £9.37) £839.62: Kinex, phone account June £23.02: idverde, public toilet works April £1,103.76: Brewers, paint for Market Place planters £26.39: Shaw & Sons, stationery £323.52: Sudbury & District Citizens Advice £50.00.
Paid by Direct Debit to BT for Broadband service to old phone box for June £65.88.

A letter to the Bank requested the transfer of £5,000.00 between accounts.

Approval of the payment schedule was proposed by Mr Reeve, seconded by Mrs Baker, and agreed.

Planning

Planning Applications Received:

B/17/01154 & B/17/01155 18 Shilling Street, Lavenham

Householder Planning Application & Application for Listed Building Consent - Erection of single storey rear extension (following demolition of existing).

(copies of two letters of objection forwarded to Babergh District Council had been circulated) Prop. Mr Searle, sec. Ms Paris, and agreed. Recommend refusal for the following reasons:

Whilst it is recognised that a new single storey rear extension is required it is considered that the present proposal, which is larger than the existing with potential problems relating to roof drainage, is not compatible with the character of the existing Grade II building both in design and the use of materials.

It is considered that the proposal does not conform with the following Saved Policies in the Babergh Local Plan Alterations No 2 (2006): i) CN01 All new development proposals will be required to be of appropriate scale, form, detailed design and construction materials for the location; ii) CN06 Requires that any works within the setting of a listed building should respect those features which contribute positively to the setting of the building including space, views from and to the building and the historic layout; iii) CN08 Proposals for the alteration or extension of an existing building in a Conservation Area should preserve or enhance the character of the Conservation Area or its setting and be of an appropriate scale, form and detailed design to harmonise with its setting.

In addition the proposal does not conform with Police D1 – Design and Character of the adopted Lavenham Neighbourhood Development Plan which requires that all development proposals will be expected to preserve and enhance Lavenham’s distinctive character and be sympathetic to the setting of any individual heritage asset.

B/17/01142 Old Grammar School, 11 Barn Street, Lavenham

Householder Planning Application - Erection of replacement fencing to rear garden and car turning area

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

DC/17/02390 Haslewood, Bears Lane, Lavenham

Application for consent to carry out works to tree(s) protected by a tree preservation order -

Proposal: To fell 1 no. Ash tree

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

Planning Decisions Received:

B/17/00975 5 The Glebe, Lavenham – permission granted for alterations to roof over garage to provide additional living accommodation

B/17/00990 Brights Farm, Brights Lane, Lavenham – permission granted for erection of storage shed

B/17/00502 & B/17/00504 Slough Farm Barn, Bridge Street Road, Lavenham – Planning Permission and Listed Building Consent for external works to provide thermal insulation to frame of the barn and replacement of windows and doors

(The new replacement windows and doors shall be finished in matt black. Reason - In the interests of the character, integrity and preservation of the building)

B/17/01056 The Grove, 5 Lady Street, Lavenham – Notice of intent to cut down, top, lop or uproot trees in a conservation area in respect of which no Tree Preservation Order is in force, the District Council does not wish to object to Works to 11 trees (including fell 3 no. trees)

Operations

Traffic and Road Management – following a positive meeting in Water Street with Graham Taylor Mr O’Mahony had felt quite reassured, however he has had no response since and as mid August has been indicated as the trial start date this is causing concern. Mr Lindsay and Mr Shropshire are both pursuing this. There is a hole in the pavement outside the old gas works which goes through into the culvert and Mr O’Mahony feels it is important that this is repaired at the same time as the trial scheme work is carried out.

Other traffic management works around the village will come forward after the Water Street experimental scheme implementation. The street light at the top of Market Lane and the hole in the surface beneath it have been repaired and the 'No Entry' sign reduced in size.

Support posts, including the one in Preston Road, have been put in place for the Speed Indicator Device. A suitable device has yet to be selected. There will be a demonstration of a device supplied by Travilo at the open event on Wednesday 12th.

Mr Gibson reported that Highways have been contacted following damage caused by a lorry to a wall in Pump Court.

Cemetery Chapel proposed refurbishment – financial calculations will be checked following a meeting tomorrow where final measurements of the Chapel will be taken. Four contractors will be contacted for a fixed price quotation. The cost of tree works to the two Beech trees will come from the tree maintenance budget.

Public Toilets – confirmation of permission to access the exterior of the toilet block in the Church Street car park through the garden of the almshouses is awaited. Essential maintenance work is required to both amenity blocks and remedial works to the fabric of the Prentice Street block have been brought to the attention of the District Council. Also, concerns remain in respect of the drainage at Prentice Street.

New sign for village hall – design proposals for a new sign at the entrance to the car park had been circulated. It was felt that the sign was too large, a smaller sign would be just as effective, also it needs to be visible from both directions. Black support posts, as opposed to white, were preferred. Mr Reeve will pass on these comments.

Proposed bus shelter in Church Street – Mr Searle had obtained designs and prices, only three companies produce wooden shelters. Enquiries will be made as to whether English Heritage have any approved designs.

Updated activities report – updates to the report circulated by Mr Reeve were noted.

Mr Reeve, Mr O'Mahony and the Clerk had attended a meeting this morning with Bradley Smith of the Sudbury Community Wardens and Jacqui Howells, Sudbury Town Clerk. Communication will soon be improved with a tracking system which will record the hours worked in Lavenham, which can be reported back to the Parish Council. Bradley will also liaise in the future by contacting a month in advance with a projected programme of activities and dates, a member of the Parish Council could then be available to support his team while they are in the village. A system for ticketing cars parked irresponsibly on pavements or double yellow lines will be put in place similar to that operating in Sudbury, duplicate tickets will be forwarded to the police and if logged three times a advisory letter will be sent to vehicle owners.

Housing and Social

CLT – ownership still not transferred, but hoping to exchange soon

LED lighting update – the Heritage Officer considers the light, which is the subject of the application, is obtrusive and should be replaced with a traditional light fitment. Bracket lights on listed buildings could be replaced by putting up lamp standards, Heritage England will be consulted for advice.

Good Neighbours Scheme – a grant of £380 from Suffolk Community Foundation is to be used for three coach trips, one has already taken place and possible venues for two more are being considered. Two volunteer drivers have stepped down but two more have come forward and are waiting for DBS checks.

A strawberry tea took place in Caroline Eve's garden this afternoon when a presentation was made to Rose Bates who is moving away from the village. Rose had been

treasurer for the scheme from the beginning and was involved in all other activities, she will be missed. Diane Page has offered to take over as treasurer and the committee will recruit another member.

Correspondence had been received from:

Babergh District Council re Electoral Review of Babergh: Warding Arrangements. Public consultation (individuals and organizations) started 13 June for 9 weeks, ends 14 August 2017.

The Boundary Commission has announced that it is minded to recommend that the council should have 31 councillors in the future: 12 fewer than the current arrangement.

Email from owner of Market Keeper's Cottage (circulated).

from SARS (Suffolk Accident Rescue Service) forwarding report and requesting donation. It was agreed that this was a valuable service worthy of further consideration and will be added to the August meeting agenda.

Lavenham Community Council asking if the Parish Council would consider financial support towards a maintenance programme at the Village Hall and Pavilion. It is understood that the Community Council is conducting a review of fees and it was decided to await the outcome of the review and perhaps consider the request further when the state of the finances were known.

Martin Theobald, Colchester Morris Men asking if they can dance in the Market Place on Saturday 9th September, half hour show from 3 pm. There were no objections to this request and an area will be coned off in preparation.

Arrangements for 12th July open evening

Residents had been invited to attend between 5 and 8 pm when information about the Water Street experimental scheme and ways to prevent parking on pavements would be on display. Also proposed plans for refurbishment of the Chapel. Further consultation would take place on the outdoor gym equipment with questionnaires available for completion and an invitation to make suggestions as to what people would like to see installed. There would also be the opportunity for people to raise any other issues.

Other Matters brought to the attention of the Parish Council

Mr Searle had attended the new Data Protection Regulations training. The new Regulations come into operation on 25th May 2018.

The Babergh Alliance of Town and Parish Councils is changing its constitution, Mr Searle will attend the next meeting.

Date of next meeting: Thursday 3rd August 2017

The meeting closed at 10 pm.