

PARISH COUNCIL MEETING

Held in the Guildhall, Thursday 7th December 2017 at 7.30 pm.

Present Mr C Reeve, Chairman. Mr P Gibson, Vice Chairman
Mrs J Baker, Mrs D Twitchett, Ms N Smith, Mr T Sheppard, Mr B Panton, Mr A Searle,
Mr J O'Mahony, Dr C Posner.
Mr W Shropshire, Babergh District Councillor
3 members of the public

Public Forum

The Chairman introduced Mr Mick Petty to the meeting, at the recent Lavenham Community Council AGM he had been voted Chairman following Martin Weaver's retirement. Mr Petty spoke about his background and experience and said that he wanted to work closely with other groups within the community. He is aware that there is a great community spirit within the village, and people willing to volunteer, he hoped to engage with this in order to get more people involved in the village hall and other community facilities.

Police Matters – Sudbury SNT Newsletters are available on their website (www.suffolk.police.uk/your-area/Sudbury) and give details of recent policing issues and responses. The November Newsletter is available online.

The latest summary of crimes reported within the parish of Lavenham is listed on www.police.uk, search by postcode on Find your Neighbourhood. Reported crimes in Lavenham during September (updated in October): 1 x drugs; 1 x anti social behaviour; 1 x public order; 8 x burglary; 1 x theft other; 1 x shoplifting; 1 x violence/sex offence; 1 x vehicle crime.

The Traffic Justice Unit have written informing the Parish Council that, despite making enquiries, they have been unable to trace the party responsible for the collision with the Cemetery gatepost. If any further evidence comes to light within the six months from the date of the original offence, the Police reserve the right to reconsider their position..

County Councillor's Report (*circulated to the members, report follows these minutes*)

District Councillor's Report, Mr W Shropshire (*report follows these minutes*).

The Minutes – Prop. by Mr Gibson, sec. by Ms Smith, the minutes of the meeting held on 2nd November were approved. Carried.

Declarations of Interest – none

Apologies for absence received from Mrs Banks. Mr Lindsay, County Councillor.

Matters arising and update of outstanding issues

Mr Panton reported that he has replaced Mr Whitworth as Parish Council representative on the Community Council and will report back to the Parish Council.

Mrs Baker, for the library, said that she had no meeting to report. She understood that the Literary Festival had been a great success.

Finance and Strategy

Financial Update, draft budget and Precept for 2018/19 – following the Finance working group

meeting on 14th November recommended budget and precept figures from that meeting had been circulated to all Councillors. It was noted that the present grasscutting/maintenance contract expires in March 2018 and an updated specification will be needed. It had been suggested that a specification for the Community Council works be combined with the Parish Council's in order to get a better deal from the contractor. The Community Council would reimburse the costs. An allowance of £2,200 had also been made for the cost of complying with new Data Protection legislation; this could only be estimation at present.

After consideration of the projected small deficit which could result from the precept remaining at this year's level of £69,000 it was proposed by Ms Smith, seconded by Mrs Twitchett that the precept for 2018/19 should be set at £70,000. Carried. Due to an increase in the Tax Base there would be a small reduction in the parish part of Band D Council Tax.

Clerk's Contract of Employment – following recommendations made by the internal auditor the Finance Working Group in turn had reviewed and made recommendations in respect of the Clerk's contract of employment, salary, and expenses paid for use of part of her home as an office. Ms Smith had drafted a Contract of Employment working from the NALC/SALC protocol contract and this had been circulated to members for their consideration and approval. The agreement of the Councillors was requested at this meeting on three matters: i) hourly rate of £10.467 per hour (NJC salary point scale LC1 calculated on Spinal Column Point 21) effective from 1st December; ii) working hours of 18.5 per week; iii) £10 per week for use of office space, backdated to the beginning of the financial year, 1st April 2017. Prop. by Ms Smith, sec. by Mr Gibson, agree these three points. Carried. Delegated authority was given to Ms Smith to finalise the contract in respect of NALC S.20 as underwriting have declined to offer a quote under the Group Personal Accident cover due to the Clerk's age.

Invoices received, for payment

Paid between meetings to Seago & Stopps for professional services (payroll) qe 05/10/17 £90.00.

idverde, public toilet works Oct £1,140.55: The CGM Group, grounds maintenance Nov £874.00: Kinex, phone a/c Nov £21.23: Lavenham PCC, print & supply 400 extra copies of Lavenham Life £175.00: Payroll £1,218.80: Xmas Direct, 100m. string LED Christmas lights & 5 transformers £353.29: Sudbury Town Council, Community Wardens/Marshals traffic control for Christmas Fair £1,794.00: Suffolk Tree Services, works to Beech trees in Cemetery £1,680.00: A & D Fayers, Christmas trees £370.00: J I Turner Electrical, interim payment for Christmas lights installation £1,440.00: Reimburse Clerk for IT equipment purchase online (laptop £954.84, wireless mouse £31.43, hard drive £36.94, printer £117.23, spare ink cartridges £35.97) £1,176.41.

Paid by Direct Debit to Total Gas & Power on 24/10/2017 £76.38 for electricity supply to Prentice Street public toilets; 30/11/2017 to BT for Broadband service to old phone box for November £65.88.

A letter to the Bank requested the transfer of £10,000 between accounts.

It was proposed by Mrs Baker, seconded by Ms Smith, that the above transactions are approved. Carried.

Planning

Planning Applications Received:

Re-consultation: Amended plans received 22.11.17

B/17/01155 18 Shilling Street, Lavenham, CO10 9RH

Householder Planning Application & Application for Listed Building Consent - Erection of

single storey rear extension (following demolition of existing).

The meeting endorsed the response already forwarded to District Council, due to time constraints, following a recommendation made by the Planning Working Group:

Having considered this re-consultation the Parish Council maintains its strong objection to the plans. The now proposed roof fenestration is a further adverse visual feature .

DC/17/05686 63 High Street, Lavenham

Application for Listed Building Consent - Erection of a replacement porch to side of property and replacement window in kitchen

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

DC/17/05845 19A Bolton Street, Lavenham

Notification of Tree Works in a Conservation Area. T1 - Old apple tree: general pruning of this neglected tree including removal of central mass of branches to create more open structure. T2

- Twisted willow: some crown thinning, around 15%. T3 - Old damson: removal of suckers

around base and some dead branches higher up. T4 - Rohan: crown lifting to about 8', ie

removal of some lower branches. T5 - Large silver birch: crown lifting to about 12', as above.

T6 - Small silver birch: crown lifting to about 7' , as above

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

DC/17/06040 Pippins, Bridge Street Road, Lavenham

Proposal: Notification of works to trees protected under Tree Preservation Order 240 G1 -

Maple (T1) - Works to existing pollard heads. Group of small Maples (G1) - Reduce back to previous points

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

Questions raised at a recent meeting with Philip Isbell (Corporate Manager – Growth and Sustainable Planning) and Lee Parker (Cabinet Member for Planning) included decisions made on applications for 26 Church Street and 9/10 Church Street, and the difficulty in getting a response to letters and emails sent to planning officers.

Planning Decisions Received:

DC/17/02514 25 Church Street, Lavenham – planning permission for erection of single storey rear extension to form additional living accommodation and annex, following demolition of existing garage and replacement of flat roof with pitched roof on existing two storey rear extension.

DC/17/04803 & DC/17/04804 - 9-10 Church Street, Lavenham – planning permission and listed building consent for demolition of existing modern lean-to extension and erection of single storey rear extension

DC/17/05335 6 Bolton Street, Lavenham –Trees in a Conservation Area Notification , no objection to fell 1 No. T1 Cherry Tree

DC/17/04915 3 Ropers Court, Lavenham – permission granted for erection of single storey rear extension

Operations

Mr O'Mahony is updating the Operations Activities sheet and will circulate when completed.

Traffic and Road Management – Mr O'Mahony had published an article regarding parking issues within the village in Lavenham Life.

Anglian Water have confirmed that they have no responsibility in respect of the culvert in Water Street. Suffolk Highways have apologised for the inadequate reply given when the situation regarding repairs to the footway above the culvert was once again reported by letter to the Chief Executive. Responsibility for repairs lies entirely with Highways but, due to the

expense and inconvenience of the necessary road closure, they still intend to wait until the work can be combined with the temporary weight restriction works. As the timing of this is still uncertain this was not considered satisfactory and it was agreed that a request will be sent to the SCC portfolio holder for transport asking for a nominated senior representative to attend the February meeting to answer the Parish Council's questions.

Mr O'Mahony is pursuing the possible listing of the culvert and asked for any background information to be passed on to him.

Cemetery Chapel proposed refurbishment – Mr Searle had contacted seven contractors and four had taken up the offer to look inside the Chapel. He hoped to have prices from at least three by Friday next week, 15th December.

Public Toilets – there will be a meeting on 11th January to look at the Prentice Street premises. All aspects will be covered including the history of the grassed areas.

Housing and Social

CLT – a start should be made on the Melford Road site in January. A ceremony to dig the first turf will take place in late January/early February. It was hoped that James Cartlidge MP will do the honours.

An information booklet will be circulated in February explaining what the CLT is about and inviting applications for membership.

The three village developments in the pipeline each have an affordable housing element of 8 units for which housing associations will be invited to bid. Mr Reeve, Mrs Twitchett and Mr Panton, who are all CLT Trustees as well as Parish Councillors, had attended the Babergh led Community Housing Fund workshop recently and Mr Reeve had put forward the suggestion that Lavenham CLT and Babergh could possibly submit a joint bid so that some of the affordable/social housing could then be used to meet local need.

The Housing Needs Survey will come out in late February, avoiding the half term holiday. More publicity to come early in the New Year.

LED lighting update – Mr Reeve had sent papers to Highways with a request for information on what is going on. No response has been received.

Good Neighbours Scheme – the Christmas tea party was held this afternoon and had been a great success. About 60 people had attended and children from both the primary and pre schools had joined in. There had been musical entertainment and Santa Claus had visited. The mix of young and not-so-young had given the party a lovely atmosphere.

Mrs Twitchett reported that the Scheme was continuing steadily with 3-4 calls per week. Five new volunteer drivers had come forward, DBS paper checks are being completed as online checks do not appear to be working. The Dementia Support group next meets on January 11th, at that time the constitution should be adopted and a bank account opened.

Correspondence had been received from:

Literary Festival Secretary, thanking the Parish Council for its continuing support. This, the 5th Festival, was the biggest to date and was a great success.

Friends of Lavenham Library, thanking the Parish Council for the donation of £200 towards their maintaining important links with the local primary school.

Lavenham Players, who have recently been reinvigorated and are announcing a full program for next year, launching with a gala performance of Hay Fever at Old Buckenham Hall School. They are intending to provide a bus from Lavenham Market Place for the Friday evening performance and wondered if the Parish Council would consider subsidising this. The cost has been indicated at under £150. To be agenda item in January.

Parish Council Newsletter

The first of the periodic newsletters will be produced in March, A5 size, potentially more pages than the annual newsletter produced in the past, and hand delivered to all households. This is not in competition with Lavenham Life but a way of ensuring that the community is kept up to date with the progress of various Parish Council projects.

Flyposting

Following the recent flyposting of an advertisement for a commercial, non-local event throughout the village it was agreed that the Parish Council should take control and promote rules in order to ensure that the tidy appearance of the village was maintained, especially in the Conservation Area. Work would begin on putting together a protocol for agreement at the February or March meeting.

Christmas Lights and Christmas Fair

The Fair had been very successful with only a few negative comments. The plastic mesh on the First Meadow stood up well in spite the wet conditions. Mr O'Mahony said that there is a need for more physically able volunteers to help. There will be a follow-up meeting with the Community and Parish Councils when the future will be discussed.

Letters of appreciation to go to the Christmas Fair group and Salvation Army.

Heritage Action Zone for Lavenham

The application process has been put on hold for the moment pending further advice as to qualifying criteria and funding.

WWI and WWII commemorative events

Most local organisations have expressed a wish to be involved and plans will be progressed in January 2018.

Other Matters brought to the attention of the Parish Council

An external funding training event is being set up by Ms Smith, the invitation to attend will be extended to many groups and organisations, both from Lavenham and the surrounding communities

Enquiries are continuing to find possible alternative transport for people regularly attending the Salvation Army on Mondays and Wednesdays now that a charge is to be made for using Hadleigh Transport, due to withdrawal of the County Council subsidy.

It was agreed that the proposal to ban dogs from the First Meadow should be on the agenda at the January meeting.

The second Litter Pick will take place on Tuesday 12th December, meet on the Market Place at 10.30 am.

A letter is to be sent to Sir Clive Rose recognising his contribution to the community over many years.

The Table Tennis Club would like to purchase an outdoor table from surplus funds. They are investigating costs, a suitable location is yet to be decided.

It was reported that there will be no further Art Festivals, the money remaining in the fund will be transferred to the Parish Council.

Date of next meeting: Thursday 4th January 2018

The meeting closed at 9.50 pm