LAVENHAM PARISH COUNCIL

To: Members of Lavenham Parish Council

You are duly summoned to attend the Annual Meeting of Lavenham Parish Council to be held at 7.30 pm on Thursday 18th May 2023 at Lavenham Village Hall, Church Street, Lavenham.

Public Attendance

Members of the public and press are welcome to attend. At item 5 the public will be invited to give their views/question the Parish Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 mins. duration.

AGENDA

- 1. To elect a Chairman
- 2. To elect a Vice-Chairman
- 3. Declarations of Interest
- 4. To consider requests for dispensations
- 5. To approve as accurate minutes of the last meeting of the Council
- 6. Public participation session (15 minutes)
- 7. Local Authority Councillors' Reports
- 8. Chairman's Announcements

9. Planning

To receive a report and recommendations from the Planning Group

10. Clerk/RFO Report

- 10.a Motion: to approve Accounts for the month ended 30 April 2023.
- 10.b Motion to approve Receipts and Payments for the month ended 30 April 2023.
- 10.c Motion to approve the removal of Jane Bellward, Robert Macro, Carroll Reeve and lain Lamont from the Bank Mandate and the addition of Andrew Smith, Janice Muckian and the Chairman.

11. Proposal to establish a .gov.uk domain

Motion: Council is asked to approve the implementation of Microsoft 365 at an initial cost of not more than $\pounds400$ and an ongoing annual cost of $\pounds780$.

12. Report to Allotments and Lavenham Walk

Receive and note report from Councillor Mitchell.

13. Meeting of June 1 2023.

To note that council will be asked to approve at its meeting on June 1 the Code Of Conduct, Council Standing Orders, Council Financial Regulations, Authority to release resources, Council Scheme of Delegations.

14. Date of next meeting – Thursday 1st June 2023

ISmil,

Date: 12th May 2023

Andrew Smith Clerk to the Council Parish Office Church St Lavenham

9. Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 18[™] May 2023

None

Planning Applications for consideration at LPC meeting on 1st June 2023

DC/23/02208 Fell Ash Tree, Tudor Cottage, 92 Church Street. DC/23/02214 – Fell seven trees, The Old Rectory, Church Street.

These applications have been received very recently and Babergh DC has agreed to close Consultation on June 2.

Applications for Discharge of Conditions for consideration at LPC meeting on 18TH May 2023

DC/22/06053 (Cartlodge to replace Garage) and DC/22/06052 (reconstruction of Conservatory) at 25 Prentice Street.

Enforcement Notices lodged with Babergh DC

EN/23/00265 4 Ropers Court, UPVC windows throughout and UPVC Patio Doors Front Balcony. EN/23/00219 8 Ropers Court, UPVC Front Door. EN/23/00212 25 Church St, Installation of Solar Panels.

	Location	Subject	Babergh	Lavenham PC
Jan 00458 00426 00424 00441	Pegtile Ct 8 The Paddocks 1 Green Willows 4 Parmenter Walk	Trees Trees Garage Extension	Granted Granted Refused Granted	Recommend refusal, there does not appear to be any justification for the need to fell this tree. No comment re Neighbourhood Plan. Conditional: replacement trees. Trees all poor quality Hawthorn with many small trunks. No reference to Neighbourhood Plan. Refusal. Building footprint out of proportion compared to other garages and properties. Contrar to Neighbourhood Plan Policy D1. Approval. No reference to Neighbourhood Plan.
Feb 00774 00545 00529	Island House 8 Ropers Court 16 Prentice St	Trees French Doors Trees	Granted Granted Granted	Conditional: replacement Oak, No reference to Neighbourhood Plan. Refusal, modern plastic/metal type windows and doors. No reference to Neighbourhood Plan. Conditional: replacement trees. No reference to Neighbourhood Plan.
Mar				
01344 01094 01036 01044	Land West of Bury Rd 32 Spring St 2 Granary Cottages Pegtile Court	6 Houses Extension Extension Solar Panels	Ongoing Granted Granted Ongoing	Refusal. Contrary to D1 and CS11 of LNP, and contrary to CR08 Babergh Local Plan, CS15 Babergh Core Strategy and LP01 and SP03 of the emerging Babergh and Mid Suffolk Local Plan. Approval, extension is outside Conservation area. No reference to Neighbourhood Plan. Approval, extension modest and not visible from the street. No reference to Neighbourhood Plan. Refusal, Conservation area D1 and Solar Panels etc Policy ENV1.
Apr 01821 01688 01753	Caustons, Bolton St 46 Church St Little Beeches	Trees Repairs Trees	Approved Ongoing Ongoing	Approval Approval Approval
May 02208 02214 22/06052 22/06053	Tudor Cottage, 92 Church St The Old Rectory, Church St 25 Prentice St 25 Prentice St	Trees Trees Cartlodge Discharge of Conditions Conservatory Discharge of Conditions	Ongoing Ongoing Ongoing Ongoing	
Enforcement EN/23/00265 EN/23/00219 EN/23/00212	4 Ropers Court 8 Ropers Court 25 Church St	UPVC windows & UPVC Patio Doors Front Balcony UPVC Front Door Solar Panels	Ongoing Ongoing Ongoing	

10.a April 2023 Accounts	April Actual YTD	April Budget YTD	Favourable/ (Adverse)	Notes
Fixed Income Variable Income	10,066.67 2,144.15	10,066.67 600.00	0.00 1,544.15	Car Parking Income: Under accrual in March £268.85. Underlying Income £1,705.30.
Total Income	12,210.82	10,666.67	1,544.15	
Depreciation and PWLB interest	208.67	626.67	417.99	This is interest, not as budgeted, total repayments, continuing variance. Earmark set up to in lieu of depreciation.
Management Costs	5,186.03	5,058.33	-127.70	Agreed to Payroll. Nupremis Planning Consultancy re Bury Rd were the additional costs incurred.
Office costs	1,321.74	1,520.83	199.10	No significant variances
Public Realm Costs	2,981.87	3,312.92	331.05	Accrual based on final electricity cost for 2022/2023
Toilet Costs	702.94	1,383.33	680.39	Prentice St Non EV Energy refund £432 re estimated readings is key driver
Misc	185.00	41.67	-143.33	Accrual Chapel St Business Rates due to having multiple properties.
Community Events	0.00	0.00	0.00	No variation
Other	564.20	141.67	-422.53	£288 Anglia Charging Backdated invoice relating to 2022/2023 received May 2023.
Contingency	0.00	208.33	208.33	Contingency
Total Costs	11,150.44	12,293.75	1,143.31	
Surplus/(Deficit)	1,060.38	-1,627.08	2,687.46	

Staff slares and Other Consultancy Cost: 4.070 01 4.880 00 -2023 Agree of Department Francing Consultancy re flury fit were the additional costs incurred. Audit and Paynth Decal Cost: 5.156 0 506 83 -217.07 Minor unlet account set of DES inspiritly of the. The Spiritly Decal Cost: 5.156 0 506 83 -217.07 Minor unlet account set of DES inspiritly of the. The Spiritly Decal Cost: 0.00 0.00 0.00 Notes the instruction Other additistic Spiritly Cost: 0.00 0.00 Notes the instruction Notes the instruction Dest Instruction 0.00 0.00 0.00 Notes the instruction Notes the instruction Dest Instruction 0.00 0.00 0.00 Notes the instruction Notes the instruction Dest Instruction 0.00 0.00 Notes the instruction Notes the instruction Dest Instruction 0.00 0.00 Notes the instruction Notes the instruction Dest Instruction 0.00 0.00 Notes the instruction Notes the instruction Dest Instruction 0.00 0.00 Not		April Actual YTD	April Budget YTD	Favourable/ (Adverse)	Notes
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Total Expenses 11,150.44 12,293.75 1,143.31	Utner	564.20	141.67	-422.53	
	Contingency		208.33	208.33	
Surplus/(deficit) 1,060.38 -1,627.08 2,687.46	Total Expenses	11,150.44	12,293.75	1,143.31	
	Surplus/(deficit)	1,060.38	-1,627.08	2,687.46	

Fixed Assets	Cost Accumulated Depreciation Net Book Value	Mar 23 135,407.90 0.00 135,407.90	Apr 23 138,760.79 0.00 138,760.79					
Debtors		0.00	0.00					
Accrued Income		404.27	1,542.32	Cashflow:				
VAT Refunds		1,585.76	3,705.15					
		1,990.03	5,247.47	Opening Cash		327,965.35		
				Precept Cash	55,050.00			
Cash at Bank	Bus Prem	325,883.44	388,222.25	Car Parking Donations	1,473.50			
	Current Acc	1,971.91	1,527.43	Burial Fees	70.00			
	Petty Cash	110.00	110.00	EV Charging Income	354.27			
		327,965.35	389,859.68	NCIL	15,288.81			
				Supplier Payments	-8,798.67			
Trade Creditors		0.00	-10,624.74	Supplier Refund	432.34			
Accruals		-9,726.01	-9,510.94	Salaries Payments	-1,600.92			
Deferred Income			-45,875.00	Donation Repaid	-375.00			
Lights Creditor		-135,407.90	-135,407.90	Closing Cash	61,894.33	389,859.68		
		-145,133.91	-201,418.58					
				Per Balance Sheet		389,859.68		
Loans		-78,744.89	-78,744.89	Add back Uncashed cheque payment	_	500.00		
				Per Bank Statement		390,359.68		
Net Assets		241,484.48	253,704.47			0.00		
							In lieu dep'n	Bins
General Funds		143,776.98	145,663.99		B/F	Income/ Expenses	Lighting earmark	Transfers C/F
Ballot Fund		4,800.00	4,800.00	General Funds	143,776.98	1,060.38	-752.27	1,578.90 145,663.99
Public Realm		5,000.00	3,421.10	Ballot Fund	4,800.00			4,800.00
Number 2 Lady St		3,000.00	3,000.00	Public Realm	5,000.00			-1,578.90 3,421.10
NCIL		47,387.04	62,675.85	Number 2 Lady St	3,000.00			3,000.00
Lavenham Funds ir	n Trust	1,500.00	1,500.00	NCIL	47,387.04	15,288.81		62,675.85
Neighbourhood Pla	an Fund	4,173.51	44.31	Lavenham Funds in Trust	1,500.00			1,500.00
Lighting Fund		27,081.58	27,833.85	Neighbourhood Plan Fund	4,173.51	-4,129.20		44.31
Street Fair Fund		4,765.37	4,765.37	Lighting Fund	27,081.58		752.27	27,833.85
Total Reserves		241,484.48	253,704.47	Street Fair Fund	4,765.37			4,765.37
Imbalance		0.00	0.00	Total Reserves	241,484.48	12,219.99	0.00	0.00 253,704.47

10. b Receipts and Payments April 2023

Premium Account

4/1/2023 Balance Brought Forward	325,883.44
4/11/2023 Babergh DC Precept	55,050.00
4/13/2023 Transfer to Current Account	-8,000.00
4/17/2023 Babergh NCIL	15,288.81
4/30/2023 Balance Carried Forward	388,222.25
4/30/2023 Per Bank Statement	388,222.25
<u>Current Account</u>	
4/1/2023 Balance Brought Forward	1,971.91
4/3/2023 Anglia Charging	354.27
4/3/2023 Supplier Payment Richard Duchesne Christmas Tree	-264.00
4/3/2023 Car Parking Income Card Payments	106.40
4/4/2023 Car Parking Income Cash Donations	155.00
4/11/2023 Car Parking Income Cash Donations	241.00
4/11/2023 Refund Electricity Total Energy	432.34
4/12/2023 Car Parking Income Card Payments	133.95
4/13/2023 From Bus Prem	8,000.00
4/17/2023 Car Parking Income Card Payments	108.30
4/17/2023 Supplier Payment BT	-161.67
4/17/2023 Supplier Payment Suffolk CC Lights	-2,128.79
4/17/2023 Supplier Payment SALC Membership	-680.94
4/17/2023 Supplier Payment Glasscubes Software	-36.00
4/17/2023 Supplier Payment JPB Landscapes	-2,684.58
4/17/2023 Net Wages Payment Bellward	-985.15
4/17/2023 Net Wages Payment Smith	-615.77
4/17/2023 Supplier Payment Infinity Cleaning	-750.50
4/17/2023 Supplier Payment Pear Technology Mapping Software	-180.00
4/17/2023 Supplier Payment Command Pest (Sanitary Bins_	-174.00
4/17/2023 Supplier Payment Village Hall hire	-85.50
4/17/2023 Supplier Payment Karl Hobbs Computer Repair	-50.00
4/17/2023 Supplier Payment Verastar Telephone	-295.41
4/17/2023 Donation repayment Lavenham Gardening Club	-375.00
4/18/2023 Supplier Payment British Gas Water St	-74.69
4/18/2023 Supplier Payment British Gas Church St	-98.52
4/18/2023 Halstead Memorial Burial Income	70.00
4/18/2023 Car Parking Income Cash Donations	190.00
4/24/2023 Supplier Payment: HJ Lazarus	-165.00
4/24/2023 Supplier Payment: Seago and Stopps	-115.20
4/24/2023 Supplier Payment: Paul Holland	-170.00
4/24/2023 Supplier Payment: M Consulting	-500.00
4/24/2023 Car Parking Income Card Payments	306.85
4/25/2023 Supplier Payment BT Mobile Phone DD	-7.73
4/25/2023 Supplier Payment Total Energy DD Electricity Water Si	
4/25/2023 Supplier Payment Zoom	-15.59
4/26/2023 Supplier Payment Conference Attendance	-39.22
	232.00
4/28/2023 Car Parking Income Cash Donations	
-	1,527.43
4/28/2023 Car Parking Income Cash Donations 4/30/2023 Balance Carried Forward Cheque not cashed	1,527.43 500.00

10.c Proposal to change signatories on the Bank Mandate

Background:

The Bank Mandate requires that two signatories are required for all payments. This is satisfactory, in my opinion.

The signatories to the Bank Mandate are currently Jane Bellward, Mary Morrey, Robert Macro, Carroll Reeve and Jain Lamont.

Carroll Reeve and Iain Lamont are on the Bank Mandate consequent of having been Chairmen of the Parish Council but have had no recent involvement in Banking matters.

Motion: Council is asked to approve the removal of Jane Bellward, Robert Macro, Carroll Reeve and Iain Lamont from the Bank Mandate and the addition of Andrew Smith, Janice Muckian and the Chairman.

Andrew Smith, Clerk to Council

11. Proposal to establish a .gov.uk domain

Background:

At the April 6 meeting Council Mitchell reported as to the need to improve the IT systems of the Council including establishing a .gov domain.

The minutes of that meeting report that:

Cllr Mitchell presented her report. Cllr Chick commented that with the security concerns of IMAP and the desire to introduce a centralised document management system that Office 365 would be the preferred option. The Clerk was asked to look for two quotes including cloud-based document storage. Cllr Mitchell commented that the recent failure of one of the Clerks laptops had highlighted the need for central data storage.

Update:

Council has attempted to find alternative suppliers. No suitable further suppliers have been identified. The hourly rate quoted by the Supplier is £65 plus VAT per hour.

Discussions with IT professionals in related fields have confirmed that this rate is highly competitive. Equally importantly this supplier has provided the same services to a neighbouring parish who are extremely pleased with the work done.

The total cost of the project following conversations with the supplier to include cloud-based storage of all the Council's electronic files is:

	Implementation	Annual Recurring
Purchase/hosting of	£60	£60
domain		
Set-up	£260 est.	
Email x 12 addresses		£720
Totals	£320	£780

Summary of Costs ex VAT (Microsoft 365)

The Standing orders of the Council state that 'where the value is below £3,000.00 and above £1,000.00 the RFO shall strive to obtain 3 estimates.

Motion: Council is asked to approve the implementation of Microsoft 365 at an initial cost of not more than £400 and an ongoing annual cost of £780.

Andrew Smith: Clerk to Council

12. Report to Council 18th May 2023

Provision of Allotments

1. Legal Context

Parish Councils have Powers to provide land for allotments and to enter into tenancies in or outside the council's area. They also have a Duty to provide allotment gardens if demand is unsatisfied and if reasonable to do so. [Small Holding & Allotments Act 1908, ss.23, 25.] "Demand" is defined in law as Representation in writing of six electors or council taxpayers in the Parish. "Reasonable to do so" means the council must use its best endeavours to acquire suitable land. It has power to acquire land, freehold or leasehold, by agreement or, if necessary, by compulsion. It may also take a lease or tenancy of land for the same purpose. However, the council may find it impossible to acquire land on reasonable terms, in which case it cannot meet the demand for allotments. [Clerks and Councils Direct]

2. Current Position

LNP1 Policy C4 states that "(development) proposals which provide for public allotments will be encouraged". There are no allotments within the Parish. Interest in acquiring an allotment is around 20 residents but this will require verification.

3. Hartog Hutton Development [Land off Normans Way]

As a planning condition, 8 allotments are being developed. There are however issues with this site from a Parish Council perspective that remain unresolved [see 5 below]. The developer has verbally indicated that he expects to sub-let the land to the Parish Council at a peppercorn rent. However, Mrs Bellward, Clerk to the Council, confirms that there is no agreement with the developers and there is no obligation to do so.

4. Planning Process

The Parish Council gave support to the proposal to development allotments north of the Railway Walk in 2016/17, **providing** car parking was made available on the south side and that vehicles would not be permitted to traverse the pedestrian walkway. The outline planning permission given in 2017 contained a Condition that before any development commenced, *details of allotments, access and associated parking provision to be submittedwith a timetable for their delivery to be advised and implemented as agreed.* "

The Parish Council were consulted again in 2018 when the developer sought to discharge some of the other Conditions and the Planning Authority refused to discharge the Condition relating to the allotment site because they had not submitted details as required under the Outline Planning Permission. In 2020, the developer submitted a drawing to the Planning Authority which shows provision for 3 vehicles to park within the allotment site and thus permitting vehicles to traverse the Railway Walk. This was approved by the Planning Officer without reference back to the Parish Council. Babergh Council have been contacted and we await their response.

Council is asked to note this report.
Councillor Irene Mitchell, 10th May 2023