

LAVENHAM PARISH COUNCIL

To: Members of Lavenham Parish Council

You are duly summoned to attend the next meeting of Lavenham Parish Council to be held at 7.30 pm on Thursday 7th March 2024 at Lavenham Village Hall, Church Street, Lavenham.

Public Attendance

Members of the public and press are welcome to attend. At item 6 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. Apologies and approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. To approve as accurate minutes of 1st February 2024 meeting of the Council**
- 5. Standing Orders: Motion to review and amend Standing Orders**
- 6. Public participation session (15 minutes)**
- 7. Local Authority Councillors' Reports**
- 8. Chairman's Announcements**
- 9. Clerk/RFO Report**

Updates concerning Babergh Car Parking charges, 20mph scheme, Speed Indicator Devices, Melford Rd verge, Lorrywatch and Prentice St toilets.

9.a Motion: to approve Accounts for the month ended 31 January 2024.

9.b.Motion to approve January 2024 Receipts and Payments.

9.c Motion to obtain quotes for replacement of 1st Meadow Bridge

9.d Motion to approve quote for spraying of the Box Bushes in the Churchyard

9.e Motion to review and amend Standing Financial Regulations (including Review of Internal Controls) the Scheme of Delegation and the Authority to Commit Resources.

9.f Motion to appoint Heelis and Lodge as Internal Auditors.

9.g Motion to review and approve the Risk Register.

10. Motion to approve rewilding Plans

11. Note re Dog Fouling

12. Planning

12.a To receive an update on Planning Decisions received in February 2024.

12.b To receive a report and recommendations from the Planning Group.

13. LNP and Local Validation Lists

To receive a report detailing the Parish Council's responses.

14. Date of next meeting – Thursday 4th April 2024

15. To consider excluding the public and press (for item 16) To consider excluding the public and press for item 16 because of the confidential nature of the material to be discussed.

16. Part 2 Closed Session of the Council – Public will be asked to leave the meeting



Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 1st March 2024

PARISH COUNCIL MEETING

Held on Thursday 1st February 2024, commencing at 7.30 pm. in the Village Hall.

Full reports and supporting documents can be found on the Parish Council website under Meetings, February 2024 Meeting Pack. Paper copies are also available.

Present:

Chair: Cllr Janice Muckian. Cllrs: Alison Bourne, Iain Lamont, Mary Morrey, Jane Ranzetta and Chris Robinson. Five members of the public.

Opening Statement by the Chair:

The Chair began by welcoming everyone and introduced herself.

1. Apologies and approval of absences

Apologies received from Cllrs Chick, Falconer and Mitchell, the Clerk reported that these absences had been explained. Cllr Domoney had not responded to the invitation to the Meeting.

2. Declarations of Interest

No declarations of interest had been received.

3. Requests for Dispensations

The Clerk reported that none had been received other than those previously reported.

The Clerk added that he was aware that a Member of the Public is intending to speak in Public Time concerning the proposed Lavenham Wellness Centre. He explained that Cllr Robinson has declared an interest in this project and had been, when he joined Council, obtained a dispensation to speak and vote on matters relating, in general, to the Brent Eleigh Rd but not relating to this property.

4. To approve as accurate minutes of the 11th January 2024 meeting of the Council

The Chair introduced the minutes emphasising that these had been on the Parish Council website for two weeks. The Clerk added that he had received no questions concerning the accuracy of the minutes.

Motion: to approve as accurate the minutes of the 11th January 2024 meeting of Council.

Proposed: Cllr Muckian

Seconded: Cllr Morrey

Decision: The minutes of the 11th January 2024 meeting of the Council were approved as accurate with no votes against.

5. Public participation session

The Chair began by welcoming all observers to the meeting of Council explaining to all present that this meeting is being recorded for the purpose of minute taking only and that after the minutes have been approved the recording will be destroyed.

The Chair reminded all that this is not a public meeting, but a meeting of the Council held in public. Members of the Public who wish to ask a question, or make a statement, have 3 minutes. She explained that if a question cannot be answered tonight Members of the Public should inform the Clerk of their email address and will receive a written response within 28 days.

Members of the Public were respectfully asked to maintain silence during the Council's deliberations and not to approach the Councillors.

Councillors were requested not to engage with Members of the Public when Council is in session. All were asked to ensure that their mobile phone was on silent.

The Chair asked who would like to speak, four members of the public raised their hands.

A Member of the Public advised that the 20mph scheme should be abandoned explaining that in his opinion, since the Parish Councils decisions in 2016 and 2021, circumstances have dramatically changed. The finances of Central and Local Government have alarmingly deteriorated. Russia, he said, had invaded Ukraine with the express purpose of restoring the boundaries of the old Russian empire and is now committing 40% of its industry to the war building another 100 tanks for every 40 tanks destroyed. The UK and others he argued must now dramatically increase their defence expenditure to meet the Russian threat. Councillors he said have expressed doubts as to how enforcement will be achieved as this depends on the Police committing scarce resources which he said should be used catching criminals rather than speeding drivers. Pedestrians he added should remember the Green Cross Code. He concluded by advocating that the Parish Council cancel the 20mph scheme, return the money to Highways and that this might encourage other Parish Councils to do the same. He quoted John Maynard Keynes 'when the facts change I change my mind, what do you do?'

A Member of the Public spoke concerning the Lavenham Wellness Centre beginning by reporting that the original planning application has been refused by Babergh District Council. She reported that Babergh Council had not made any mention in the pre-app of any flooding risk. She explained that the land is on the approach to Lavenham and, in her opinion, is an eyesore and that due to the challenges with the economy there is reduced demand for livery services but a need to improve wellness and health services.

Babergh Council has advised her that the application can be resubmitted and so she will be submitting a revised application for a smaller development only on flood zone 1 with flood mitigations as per the previous application. There will she said be no competition to community services and the build will be of similar proportions to the neighbouring site which is also outside the settlement boundary.

She requested that the Parish Council recognise that there is a need for such a facility as evidenced by the numbers in the Lavenham Wellness Centre Facebook group and the supports for the previous application asking that since Lavenham is a tourist hotspot and dependent on income from tourism the Parish Council recognise that supports outside of Lavenham are also valid. This need she said supports and is aligned to the LNP – Tourism and Leisure that supports consideration of development outside the settlement boundary.

She requested that the Parish Council made any further decision only on the relevant policies, requirements and facts.

She concluded by advising that she is looking at alternative ways to help with the overall flooding in Lower Road and asking if the Parish Council is interested in exploring this with her. She would consider sacrificing 4 acres of existing flood plain at the bottom of her land for flood compensation storage, which could take the pressure of Lower Road. She asked the Parish Council to advise her if there were any requirements it would like to see.

The Chair responded that the Parish Council acknowledges that there were expressions of support from both within and outside Lavenham for the original application and that any future submission will be evaluated by the Parish Council in accordance with the legal framework noting that it is Babergh District Council who are the Local Planning Authority. She acknowledged the Member of the Publics words concerning flooding and said that the Parish Council looked forward to receiving the application.

A Member of the Public commented that one of the signs advising lorries that they cannot enter Water St is often obscured by buses and other vehicles parked at the bus stop and that the lorry signage is generally poor.

A Member of the Public drew the attention to the water leaks and the slow progress of Anglia Water's repairs asking whether they would fix all the damage to the highway these leaks had caused. The Clerk replied that he shared concerns that Anglia Water would just repair the tarmac above the leak and not repair all the damage and that he would report any such damage to Highways.

6. Local Authority Councillors' Reports

Received:

District Councillor Clover reported that despite having recently met with Council Officers he still had not had answers to all his questions concerning the current costs and revenues of the car parks and that in his opinion there could not be a decision whether to introduce charges without the figures. He added that Babergh had revised its likely financial outturn for 2023/24 from a deficit of £1.8million to a deficit of £0.8million, the key movement apparently being an updated bad debt provision. The petition he reported now has 8,300 signatures,

District Cllr Maybury added that a survey will shortly be distributed by Babergh Council. The Chair replied that this had been received this morning.

District Cllr Maybury reported that Babergh Council are intending to be in Meadow Close on August 21st as part of the 'Meet the Residents' scheme to do odd jobs in the village, she asked if anyone had requests they forward them to her.

County Cllr Lindsay congratulated the Parish Council on its success seeking Suffolk CC support for improvement to the 753 Bus Service adding that Monks Eleigh PC's request for a dial-a-ride minibus that would take people in the villages of Cosford to Lavenham and Hadleigh to join backbone routes between Bury and Sudbury and Hadleigh and Sudbury had also been approved. The idea is that the service will be bookable online rather than reliant on people answering the 'phone. The County Council will open talks with GoStart and Hadleigh Community Transport about how and whether they can run it.

County Cllr Lindsay reported that County Budget proposes £64 million budget cuts over 2 years, the complete axing of £535k funding for arts and museums had, he said, attracted the headlines and so the changes have been partly reversed. The biggest cuts are in Adult and Community Services where they are proposing cutting £28m next year. The County is also cutting all funding for skills development and apprenticeship programmes. It warns that this means it is likely that the number of young people in Suffolk not in education, employment or training will rise as a result. The programme to decarbonise and retrofit school buildings to meet zero carbon targets is being stopped from the end of this financial year. £3.57 million will have been spent on this in the current year.

7. Chairman's Announcements

The Chair reported that:

- a) Council would like to thank all of those who responded in support of the Council's application for improved local bus services. The start of the Public Consultation on the 20mph zone is awaited, the timing is in the hands of the County Council. The PC has continued to press the County Council on the number of signs required for both aesthetic and cost reasons. SCC have an agreement with Suffolk Police that 30 cm diameter signs are placed at maximum 300 metre spacings, with a clear visibility distance of 20m. We have queried this again and have received no response to date. She encouraged everyone to participate in the Public Consultation.
- b) Babergh DC has now sent the Council a survey to complete. Little Waldingfield has copied to the Council its letter to Babergh opposing car park charges which highlights that they have no facilities in their village and only two buses a week.
- c) The PC has arranged for a small number of Councillors to meet with the Great Waldingfield Speedwatch team on Monday February 12th as an information gathering exercise.
- d) The Babergh Council CIL team has confirmed that 100% of the costs of the Green Willows footpath can be funded as long as the bid comes from Suffolk Highways. This will however have to wait for the May 2024 CIL round.
- e) Suffolk County Council has informed us that they would like to proceed with the suggested improvements to the 753 Bus service. Our three separate requests will be discussed with Chambers to see whether all are achievable. They write that the addition of Evening and Sunday journeys and potential diversion via the Health Centre should be possible within the current vehicle resource available to Chambers but that the duplicate bus at school times will require another bus and driver recruitment. We will keep you updated with progress.

- f) Gigaclear: We have no further information since the last meeting when we informed all of the Gigaclear plan for communicating with the public.
- g) Lower Rd flood signs volunteers, despite distributing invitations to over 30 householders so far only 2 volunteers and 1 person who was interested but not prepared to do the training. Idea not possible as insufficient volunteers to properly implement. Community response would be too dependent on a very small number of individuals.
- h) A Member of the Public had asked whether the Parish Council could commission a study by professional consultants concerning steps which could be taken to reduce the flood risk in Lavenham. The legal answer is that Council could potentially spend a maximum of £10,000 or so on such a project if voted for by Councillors. It needs to be remembered that Council has no legal obligations in this area and any proposals contained in that report could be ignored by the bodies which do have legal responsibilities. The Member of the Public has been informed of the legal position and may approach Councillors to discuss this.
- i) Council will be reviewing its Code of Conduct, Standing Orders, Standing Financial Regulations, Risk Register, Scheme of Delegation and Authority to Commit Resources at its March meeting. The Clerk will be circulating any proposed changes to Councillors for their review prior to the meeting. She encouraged Councillors to read these in advance.
- j) LNP update. The Council made the representations contained in the Working Papers. Council will shortly respond, via the delegated authority passed at the last meeting, to the representations made by others as part of the Focused Consultation. The responses submitted will be detailed at the March meeting of Council.
- k) Jane Bellward Award. Information and nomination forms are now available on the Parish Council website. Paper copies and Posters will shortly be made available. The Annual Parish Meeting will be held on Thursday April 18th.

8. To receive a report concerning sites for Speed Indicator Devices (SIDs)

The Clerk presented the Working Paper issued with the Agenda explaining that of the four proposed sites two were not possible under the rules issued by Suffolk County Council. The effect of the rules is that no SID post can be erected west of Green Willows. The Clerk invited Councillors to consider a new SID post either between Peek Close and Green Willows facing outwards and/or opposite the existing SID post facing inwards.

Cllr Ranzetta asked if signs have to be on the left side of the road. The Clerk responded that the guidance is 'the SID should ideally be sited on the near side of the road'.

Cllr Ranzetta asked if SIDs can be moved between posts, the Clerk confirmed that they can be moved and can be moved by the Parish Council.

The Clerk suggested various possible actions:

- a) Communicate this note widely to explain possible locations 3 and 4 and the reasons why locations 1 and 2 would not be approved.
- b) Obtain support from residents adjacent to sites 3 and/or 4.
- c) Pass resolution authorising application for SID post(s).
- d) Optional step: pass resolution authorising purchase of an additional SID.
- e) Apply to Suffolk Highways, enclosing payment, with respect to locations 3 and/or 4
- f) After SID post(s) installed purchase and install SID

Cllr Lamont responded that he saw this as recognising community concerns. Cllr Ranzetta echoed these thoughts. Cllr Muckian said that she saw the next step as obtaining residents support and thinking about how that might be done. Cllr Lamont questioned whether site 3 is the site of the proposed new pavement.

The Clerk was asked to explain the rationale to residents and seek their support. The Clerk agreed to draft a communication and share this with the Chair and Vice-Chair.

9. To receive a report concerning Lorry Management and Water St signage

Cllr Lamont reported that James Cartlidge MP had responded extremely positively to a letter from the Parish Council and had suggested that he 'host a multi-agency meeting in the New Year, to include the Parish Council, Babergh and County Councillors, Suffolk Constabulary and local businesses to discuss the issues faced, and most importantly possible solutions' A date is being agreed.

Cllr Lamont agreed that the signage could be improved reporting that this had been previously discussed by Council and that the original scheme for Water Street included advanced signage.

He displayed the suggested signing to Councillors and explained that he had written to Suffolk County Council and asked the Clerk to write to the Council (with copy to County Councillor Lindsay) and request a response.

He added that he had also discussed with Highways whether the existing diversions could be changed, this subject would be discussed at the meeting to be hosted by James Cartlidge.

10. To receive a report concerning the Melford Road verge

The Clerk presented the Working Paper highlighting the efforts by County Cllr Lindsay requesting Highways to properly maintain this verge and the response County Cllr Lindsay had received from Highways 'for action to be taken, in this case the verge skirted, the extent of the obstruction needs to divert pedestrians into the live carriageway. The highways assessment officer concluded that this was not happening and action... was not required. The area will be continually monitored during regular safety inspections. Should the extent of the growth result in then forementioned situation, action will then be taken'.

The Clerk expressed his dissatisfaction with this response and explained to Councillors the four possible actions:

- a) Buying in additional services from Suffolk Highways.
- b) Buying in services from a private contractor. The PC would then have an obligation to ensure that work is undertaken in accordance with the legal requirements of working on the highway.
- c) Using its own trained employees. The PC would then have an obligation to ensure that work is undertaken in accordance with the legal requirements of working on the highway.
- d) Using community volunteers. The PC would then have an obligation to ensure there is somebody suitably trained and qualified to supervise volunteers and ensure that work is undertaken in accordance with the legal requirements of working on the highway. Suffolk County Council will provide the relevant training for 'lead' volunteers. A day long course, weekdays only. Risk assessments need to be done, no equipment can be used without proof of competency of the machinery/equipment user along with current certification, all machinery and tools used in carrying out the works must be regularly and properly maintained, inspected and serviced to a safe standard of operation and records of all of these items must be hold for inspection by the County Council.

Cllr Robinson asked if the PC could ask a local farmer to do the work, Cllr Bourne asked if a local group could just do the work without referring to the Parish Council. Cllr Muckian explained that the Parish Council could not authorise or condone such a group. Cllr Morrey explained that farmers would not be covered by their insurance, should they have an accident, whilst doing such work.

Cllr Lamont pointed out that the work required was not just grass cutting, it was shifting and digging out the soil and vegetation which had grown over the pavement.

County Cllr Lindsay offered to make a contribution from his locality budget, District Cllr Maybury offered similarly, the Clerk was instructed to ask Highways for a quote.

11. Motion to increase Burial Fees

The Clerk reported that the Parish Council has for many years had a policy to align fees charged with those charged by Long Melford. A key difference is that Long Melford does not offer a 50% discount to residents as Lavenham does. It is not proposed to remove the 50% resident's discount.

The fees paid by Lavenham residents will remain very considerably less than those charged by Long Melford to its residents.

The Clerk added that most burials in the Lavenham Cemetery are residents and detailed the fees payable. Long Melford fees for the burial of cremated remains are £1,270 whereas Lavenham's fees are £441 for a resident and £882 for a non-resident. Long Melford fees for a burial of a resident are £1,593 whereas Lavenham's fees are £847 for a resident and £1,694 for a non-resident.

The Clerk recommended that Council approve a 10% increase in all fees.

Motion: to approve 10% increase in all burial fees

Proposed: Cllr Morrey

Seconded: Cllr Lamont

Decision: A 10% increase in all burial fees was approved.

12. To receive a report concerning the re-wilding of Public Open space

Cllr Muckian presented the paper included within the Working Papers highlighting that In Summer 2023 Council agreed to give consideration, in Spring 2024, to accompanying the Babergh Council Bio-diversity Officer on a survey walk of the village to consider potential publicly owned sites for re-wilding.

She invited all Councillors to join the Babergh Bio Diversity Officer on a walk around the village to see where this would be possible. Following the survey the Bio-Diversity Officer and any Councillors who have taken interest in this idea could, together, present their findings to Council.

Cllrs Ranzetta and Robinson volunteered.

13. Clerk/RFO Report

- a) **Received:** The report prepared by the Clerk containing and explaining the November 2023 and December 2023 Accounts.

Noted from the Report: The Clerk explained that these Accounts compare the Actual figures to the Second Re-Forecast approved by Council at its meeting on 14th December 2023. The November Accounts showed no material variances. The December Accounts he explained contained larger variances. Whilst income is very much in line with forecast expenses are £6,000 less than forecast. The key reasons for these savings are:

- A) Saving £5,000. Only £1,000 of Grants had been approved by Council as compared to a budget of £6,000. Grants requested had totalled only about 50% of the £6,000 budget.
- B) Unbudgeted spend £1,600. Printing Parish newsletter and distribution of free copy of December Lavenham Life to all residents
- C) Unbudgeted spend £1,000 consisting of £700 replacement Christmas Lights and £300 on replacement Defibrillator pads.
- D) Saving £3,000 on Street Cleaning and Green Maintenance as no repairs had yet been carried out in the Cemetery and no extra leaf sweeping or other miscellaneous maintenance costs had been incurred with poor weather the main factor.
- E) £1,000 saving on Office Costs as Councillors have not organised any further training for themselves.
- F) £1,000 overspend on the LNP costs which was largely timing. Costs budgeted for January had been partly invoiced in December

Discussion:

Cllr Robinson and Cllr Morrey agreed to meet and try to expedite the cemetery repairs. Cllr Muckian asked if a resubmission of the Allotments Association Grant application had been received, the Clerk replied that nothing had been heard from the Allotments Association. The Clerk explained that the most substantial variance was the Grants underspend which would likely mainly flow through to the final numbers for 2023/24.

Motion: to approve the accounts for the months ended 30 November 2023 and 31 December 2023.

Proposed: Cllr Bourne

Seconded: Cllr Ranzetta

Decision: Approved with no votes against and no abstentions.

- b) **Received:** The report prepared by the Clerk listing the November and December 2023 Receipts and Payments.

Noted from the Report: No receipts or payments required further explanation.

Motion: to approve the Receipts and Payments for the months ended 30 November and 31 December 2023.

Proposed: Cllr Morrey

Seconded: Cllr Robinson

Decision: Approved with no votes against and no abstentions

14a. To receive an update on Planning Decisions received in January 2024

The Clerk reported that two decisions received this month were significant. The first was the refusal of approval for the Lavenham Wellness Centre which the Parish Council had recommended not be approved and the second was the grant of planning permission for the erection of a cartlodge on land off Norman Way which the Parish Council had not recommended.

Cllr Lamont reported that Babergh District Council had published a detailed and helpful explanation for this decision explaining that they considered the proposed construction whilst outside the settlement boundary not to be adjacent to open countryside and to be sufficiently subservient to the main building.

14b. Planning Applications for Consideration

DC/24/00214 Application for planning permission Carvings 41 High Street

Householder Application - Conversion of garage/workshop to form residential annexe for family members.

Discussion:

This application is not a listed building, but Permitted Development Rights were removed when the Ropers Mill was converted to a number of houses.

It is in the Conservation area and inside the Settlement boundary.

This application seeks to create a "Granny Annex" is what is a Garage space, adding small timber windows to the side facing the boundary wall. The building footprint is unchanged.

Garage door is replaced by timber windows & door with a small area of timber cladding below.

It is compliant to LNP 2016 Policy D2 Design & Character as appropriate materials are being used and the impact on the Street Scene is negligible due to the location.

Recommend Approval on the condition that conversion does not form a separate dwelling and is only used as an Annex.

Proposed: Cllr Lamont

Seconded: Cllr Ranzetta

Decision: The motion was carried unanimously.

DC/24/00223 Pippins, Bridge Street Road

Application for Works to Tree Subject to a Tree Preservation Order WS240/G1 - T1 and T2. Field Maples reduce the crown by around 3m, leaving the trees around 6m tall. This is re-reduction work. The two trees are on the boundary with the playing field car park act as a screen to the car park and grow very quickly.

This is routine maintenance of trees covered by a Tree Preservation Order noted in the application form. Recommend Approval

Proposed: Cllr Bourne

Seconded: Cllr Ranzetta

Decision: The motion was carried unanimously.

14c. Planning – Local Validation Lists

Local Validation Lists (LVL) are guidance to the Babergh District Council Planning Team when registering planning applications.

The North Norfolk District Council website describes these as ‘the compendium of the supporting documents which are required to be submitted when making a planning application’.

The Babergh website further explains that: ‘Since our Local Validation List (LVL) was amended last year, our new Joint Local Plan (JLP) has been adopted and the LVL has undergone further revisions as a consequence. These revisions are such that formal six week consultation will be required’

This consultation will end March 4th i.e. before the next Parish Council meeting.

There are two LVL: A) The Part 1 or ‘Householder’ LVL which applies to ‘Works or Extension to a dwelling. B) The Part 2 or ‘Major and Minor Development’ LVL which applies to Major and Minor Developments. The Level 1 Householder document is largely unaltered but contains a new section on Biodiversity Net Gain. The Level 2 Major and Minor Developments document contains more changes. The document is about 35 pages long.

Motion: To delegate to the Planning Working Group responsibility to:

1. Liaise with the Neighbourhood Plan Review Group.
2. Prepare a formal response, for submission by the Clerk, to Babergh District Council.
3. Report the responses submitted to the March 2024 meeting of the Council.

Proposed: Cllr Robinson

Seconded: Cllr Bourne

Decision: The motion was carried unanimously

15. Response to Second Focused Consultation

Cllr Muckian explained that the National Planning Policy Framework (NPPF) issued December 2023 contained new text concerning ‘community-led developments’. Council had obtained professional advice and consequent of this two minor changes have been suggested to the Examiner. Cllr Muckian highlighted the two changes as detailed in the Working Papers.

Two representations were made by others as part of the Second Focused Consultation. Council will respond to these representations and the responses submitted to the March 2024 meeting of the Council.

The meeting closed at 21.30

Date of next meeting

Thursday 7th March 2024 7.30 pm in the Village Hall.

Suggested Changes to Standing Orders

It is a requirement to review the Standing Orders once a year.

As background the Standing Orders are those issued by the National Association of Local Councils (NALC) in April 2022 as modified to reflect the way of working of this Parish Council.

Standing Orders were last reviewed at the Council Meeting of June 1st 2023.

At the Council Meeting of December 14th 2023 it became apparent that there is a lack of guidance within the Standing orders with respect to Public Time.

The annual review of the Standing Orders has therefore been brought forward to address this issue.

a) Public Time

3 e) Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Delete 'answer' and substitute with 'ask' and add, on the end, 'or local matters'.

Re-number and Add 'Members of the Public may make representations on behalf of Organisations concerning which they are an Office Holder'.

Re-number and add 'Representations may be made on behalf of other individuals, naming that individual, providing the Member of the Public has delivered to the Clerk, prior to the Meeting, documents evidencing that the individual has requested the representation be read out on their behalf. Any such reading out of representations must be included in the three minutes permitted to each Member of the Public present'.

Re-number and Add 'Parish Councillors may make representations in Public Time as a Member of the Public. Such representations will be delivered from the Public Area and the Minutes will not identify them by name or position in line with all other comments from the Public Area'.

3f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 10 minutes unless directed by the chairman of the meeting.

Change to 'be 10 minutes'

b) Rules of Debate at Meetings

1.t speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

Delete '5' and substitute with '3'

Add 1.u 'The proceedings of meetings of the Parish Council must be in accordance with these Standing Orders, where a matter is not detailed within these Standing Orders then the Chair will determine at his/her discretion how the matter will be dealt with'.

LAVENHAM PARISH COUNCIL:

c) Motions

7a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9.

Delete 'either'.

9g Motions received shall be recorded and numbered in the order that they are received.

Add 'the Proper Officer may at his discretion vary the numbering to group matters together'

d) Planning Applications

15 b xiv record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

Delete 'in a book for such purpose'

Motion: Council is asked to approve the changes to the Standing Orders consequent of this review.

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Oct Actual Mth	Nov Actual Mth	Dec Actual Month	Jan Actual Month	Jan Actual YTD	Jan Reforecast YTD	Favourable/(Adverse)	Notes
Precept	9,175.00	9,175.00	9,175.00	9,175.00	9,175.00	9,175.00	9,175.00	9,175.00	9,175.00	9,175.00	91,750.00	91,750.00	0.00	No variance
Babergh Cleansing Grant	891.67	891.66	1,061.33	948.22	948.22	948.22	948.22	948.22	948.22	948.22	9,482.20	9,482.20	0.00	No variance
Fixed Income	10,066.67	10,066.66	10,236.33	10,123.22	10,123.22	10,123.22	10,123.22	10,123.22	10,123.22	10,123.22	101,232.20	101,232.20	0.00	
Burial Fees	70.00	3,300.00	870.00	682.00	242.00	1,881.00	1,672.00	0.00	0.00	1,981.00	10,698.00	9,467.00	1,231.00	Variable income dependent on number of deaths, whole year income was £6,000 in 2022/23.
Car Park and Toilet Donations	1,974.15	1,734.85	1,824.10	1,880.05	2,359.40	1,915.05	1,360.95	647.95	695.68	495.17	14,887.35	16,048.55	-1,161.20	Cash £416, Card £292, Card and Cash Accruals cf £174 less bf £386
Other Donations	0.00	407.63	0.00	0.00	250.00	0.00	3,073.73	0.00	200.00	0.00	3,931.36	3,731.36	200.00	Christmas Lights Donations
EV Charging Income	100.00	100.00	50.00	49.54	20.00	20.00	20.00	20.00	20.00	17.53	417.07	419.54	-2.47	Accrued, electricity bills are very low.
Interest Received	0.00	748.23	250.00	250.00	450.00	350.00	350.00	690.53	400.00	400.00	3,888.76	3,448.23	440.53	£1385.72 received Dec 4. Rise in interest rates creates minor positive variances
Variable Income	2,144.15	6,290.71	2,994.10	2,861.59	3,321.40	4,166.05	6,476.68	1,358.48	1,315.68	2,893.70	33,822.54	33,114.68	707.86	Minor Variances
Total Income	12,210.82	16,357.37	13,230.43	12,984.81	13,444.62	14,289.27	16,599.90	11,481.70	11,438.90	13,016.92	135,054.74	134,346.88	707.86	
Management Costs	5,186.03	4,375.79	3,751.40	3,154.40	2,888.48	3,246.82	3,471.71	3,468.25	3,827.66	3,319.77	36,690.31	37,200.65	510.34	No significant variance
Office costs	1,313.40	484.34	1,151.90	353.35	432.01	2,495.50	546.21	614.88	479.89	845.99	8,717.49	9,957.60	1,240.11	No Cllr Training Costs incurred
LNP including Costs of Democracy	0.00	0.00	0.00	0.00	186.73	0.00	0.00	0.00	1,091.09	55.00	1,332.82	2,186.73	853.91	Timing Difference
Street Cleaning and Green Maint	2,446.87	2,628.79	2,736.87	2,714.62	2,466.16	2,584.95	9,254.84	2,014.33	1,833.26	2,421.34	31,102.02	34,949.53	3,847.51	No cemetery repairs £1,500. No extra leaf sweeping £750 or green maint/tree costs £1,800 incurred, poor weather main factor.
Public Realm	878.67	853.67	1,573.67	700.37	500.00	805.19	750.19	600.19	600.19	596.00	7,858.13	8,312.32	454.19	No significant variance
Toilet Costs	761.27	1,664.52	1,382.68	1,119.96	1,197.19	2,355.41	860.81	1,468.08	1,065.14	882.96	12,758.02	13,173.74	415.73	No significant variance
Water St	254.17	254.17	382.05	254.17	389.17	254.17	254.17	254.17	254.17	254.17	2,804.55	3,104.55	300.00	No significant variance
Community Events including Grants	0.00	1,048.78	0.00	0.00	0.00	133.34	0.00	992.73	5,737.50	0.00	7,912.35	10,182.12	2,269.77	£5,000 Grant saving offset by unbudg costs of Dec Lav Life & Newsletter £1,600. new Christmas Lights £700, new defibs £400.
EV Costs	310.03	77.51	78.08	46.03	48.19	28.99	18.94	78.46	564.71	43.90	1,294.84	697.77	-597.07	No significant variance
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00	Contingency
Total Costs	11,150.44	11,387.57	11,056.65	8,342.90	8,107.93	11,904.36	15,156.86	9,491.08	15,453.60	8,419.12	110,470.52	120,365.01	9,894.49	
Surplus/(Deficit)	1,060.38	4,969.80	2,173.77	4,641.91	5,336.69	2,384.91	1,443.04	1,990.62	-4,014.70	4,597.79	24,584.22	13,981.87	10,602.35	

Burial Fees	1,231.00	Variable income dependent on number of deaths, whole year income was £6,000 in 2022/23.
Car Park and Toilet Donations	-1,161.20	Cash £416, Card £292, Card and Cash Accruals cf £174 less bf £386
Other Donations	200.00	Christmas Lights Donations
EV Charging Income	-2.47	Accrued, electricity bills are very low.
Interest Received	440.53	£1385.72 received Dec 4. Rise in interest rates creates minor positive variances
Management Costs	510.34	No significant variance
Office costs	1,240.11	No Cllr Training Costs incurred
LNP including Costs of Democracy	853.91	Timing Difference
Street Cleaning and Green Maint	3,847.51	No cemetery repairs £1,500. No extra leaf sweeping £750 or green maint/tree costs £1,800 incurred, poor weather main factor.
Public Realm	454.19	No significant variance
Toilet Costs	415.73	No significant variance
Water St	300.00	No significant variance
Community Events including Grants	2,269.77	£5,000 Grant saving offset by unbudg costs of Dec Lav Life & Newsletter £1,600. new Christmas Lights £700, new defibs £400.
EV Costs	-597.07	No significant variance
Contingency	600.00	Contingency

		Mar 23	Jan 24	Increase/(decrease)	Notes
Fixed Assets		135,407.90	150,968.05	15,560.15	Phone Box £6k, Kissing Gate £6k, New Bins £2k, Notice Board £2k.
Debtors		0.00	0.00	0.00	None
Accrued Income		404.27	5,083.56	4,679.29	Babergh Cleaning Grant 4 months, interest and car park donation
VAT Refunds		1,585.76	984.57	-601.19	Purchase dependent
		<u>1,990.03</u>	<u>6,068.13</u>	<u>4,078.10</u>	
Cash at Bank	Bus Prem	325,883.44	386,510.39		
	Current Acc	1,971.91	4,115.81		
	Petty Cash	110.00	0.00		
		<u>327,965.35</u>	<u>390,626.20</u>	<u>62,660.85</u>	Precept received for year and £50k ncil money
Trade Creditors		0.00	-4,218.55	4,218.55	Minor trading items
Accruals		-9,726.01	-16,027.54	6,301.53	Street Lighting accrual is a key driver
Deferred Income		0.00	-18,350.00	18,350.00	Precept for whole year received.
Lights Creditor		-135,407.90	-133,633.91	-1,773.99	
		<u>-145,133.91</u>	<u>-172,230.00</u>	<u>27,096.09</u>	
Loans		-78,744.89	-72,452.44	-6,292.45	Capital Repayments made
Net Assets		<u>241,484.48</u>	<u>302,979.94</u>	<u>61,495.46</u>	
General Funds		143,776.98	164,332.76	20,555.78	
Ballot Fund		4,800.00	4,800.00	0.00	No change
Public Realm		5,000.00	869.09	-4,130.91	Spending on Bins and Notice Board
Number 2 Lady St		3,000.00	0.00	-3,000.00	Drawn down in July
NCIL		47,387.04	89,971.79	42,584.75	£50k received
Lavenham Funds in Trust		1,500.00	1,500.00	0.00	No change
Neighbourhood Plan Fund		4,173.51	0.00	-4,173.51	All spent
Lighting Sinking Fund		27,081.58	35,240.93	8,159.35	In lieu of depreciation and to avoid overstating General Funds
Christmas Lights Fund		0.00	0.00	0.00	
Street Fair Fund		4,765.37	6,265.37	1,500.00	Loan/Grant repaid in full.
Total Reserves		<u>241,484.48</u>	<u>302,979.94</u>	<u>61,495.46</u>	
Imbalance		0.00	0.00	0.00	

	April Actual Mth	May Actual Mth	Jun Actual Mth	Jul Actual Mth	Aug Actual Mth	Sep Actual Mth	Oct Actual Mth	Nov Actual Mth	Dec Actual Month	Jan Actual Month	Jan Actual YTD	Jan Reforecast YTD	Favourable / (Adverse)	Notes
Staff salaries and Other Consultancy Costs	4,870.03	4,115.79	3,491.40	2,996.40	3,798.48	3,156.82	3,347.71	3,332.25	3,691.66	3,183.77	35,984.31	36,530.65	546.34	Payroll plus Nupremis Planning Consultancy re Bury Rd E647 and Nest Pension Scheme Set up E495
Audit and Payroll bureau costs	316.00	260.00	260.00	158.00	-910.00	90.00	124.00	136.00	136.00	136.00	706.00	670.00	-36.00	Accruals for Auditor and Payroll bureau costs. PKf Invoice much smaller than accrued due to reduced Revenue.
Management Costs	5,186.03	4,375.79	3,751.40	3,154.40	2,888.48	3,246.82	3,471.71	3,468.25	3,827.66	3,319.77	36,690.31	37,200.65	510.34	YTD costs are Payroll, audit accruals, Nupremis Planning Consultancy re Bury Rd E647 and Nest Pension Scheme Set up E495
Telephone & broadband	113.41	85.94	70.53	83.12	161.78	10.53	96.51	83.52	83.52	83.52	872.38	911.35	38.97	Not material
Website Dev and .gov	0.00	0.00	374.40	59.40	59.40	109.40	59.40	109.40	59.40	84.68	915.48	840.20	-75.28	.Gov Implementation and hosting of this and the website
Accounting software & computer	50.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	100.00	300.00	200.00	Computer Repair
Office Materials	0.00	187.57	316.67	0.00	0.00	0.00	0.00	24.99	0.00	245.82	775.05	654.24	-120.81	Fire extinguishers and Filing Cabinet purchased for Office.
Data Protection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No costs incurred
Subscriptions & Insurance	680.94	0.00	0.00	0.00	0.00	192.59	152.59	152.59	152.59	207.59	1,538.89	1,626.12	87.23	Insurance and SALC membership
All Training/Clr expenses	39.22	0.00	180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	219.22	1,119.22	900.00	Environmental Conference Cllr Mitchell and SALC Councillor Training
Room hire PC meetings	109.00	40.00	40.00	40.00	40.00	35.00	20.00	60.00	0.00	40.00	424.00	384.00	-40.00	Village Hall
Office Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00	No costs incurred, no accruals made, immaterial
Digital mapping	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00	0.00	Pear Technology Annual Invoice
Parish Office business rates	87.50	87.50	87.50	87.50	87.50	2,014.65	101.05	101.05	101.05	101.05	2,856.34	2,856.34	0.00	All paid for year, 5 months have been prepaid.
Parish Office rent	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	833.33	833.33	0.00	Accrued to forecast
Office Miscellaneous	0.00	0.00	-0.53	0.00	0.00	0.00	33.33	0.00	0.00	0.00	32.80	132.80	100.00	No costs incurred, no accruals made, immaterial
Office costs	1,313.40	484.34	1,151.90	353.35	432.01	2,495.50	546.21	614.88	479.89	845.99	8,717.49	9,957.60	1,240.11	
LNP Costs incl Cost of Democracy	0.00	0.00	0.00	0.00	186.73	0.00	0.00	0.00	1,091.09	55.00	1,332.82	2,186.73	853.91	Babergh DC Invoice
Green Maintenance	958.75	958.75	958.75	958.75	958.75	958.75	958.75	345.00	345.00	345.00	7,746.25	9,587.50	1,841.25	Charge is E958.75 or E345 per mth unchanged from prior yr
Tree Maintenance and Care	0.00	27.99	0.00	0.00	0.00	0.00	3,060.00	0.00	0.00	0.00	3,087.99	3,087.99	0.00	Bux Bush Maint
Street cleansing	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	1,278.40	12,784.00	13,534.00	750.00	Charge is E1278.40 per month unchanged from prior year
Refuse collection bins & dog bins	74.72	212.80	364.72	74.72	74.72	212.80	74.72	235.48	74.72	362.80	1,762.17	1,539.18	-222.99	Supply of dog poo bags purchased May and new bins installed June
Chapel Business Rates	135.00	135.00	135.00	135.00	135.00	135.00	1,047.97	135.00	135.15	135.15	2,264.43	2,262.97	-1.46	
All cemetery management	0.00	15.85	0.00	0.00	19.29	0.00	0.00	19.29	0.00	0.00	54.43	1,535.14	1,480.71	Water is only cost
Play equipment	0.00	0.00	0.00	267.75	0.00	0.00	2,835.00	0.00	0.00	300.00	3,402.75	3,402.75	0.00	Playquip
Street Cleaning and Green Maint	2,446.87	2,628.79	2,736.87	2,714.62	2,466.16	2,584.95	9,254.84	2,014.33	1,833.26	2,421.34	31,102.02	34,949.53	3,847.51	
Street furniture	170.00	145.00	865.00	0.00	0.00	205.00	150.00	0.00	0.00	0.00	1,535.00	1,985.00	450.00	Cleaning of Benches and other minor repairs
Street Lighting energy	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	5,000.00	5,000.00	0.00	Accrual based on final electricity cost for 2022/2023
PWLB interest	208.67	208.67	208.67	200.37	0.00	100.19	100.19	100.19	100.19	96.00	1,323.13	1,327.32	4.18	Minor forecasting error
Public Realm	878.67	853.67	1,573.67	700.37	500.00	805.19	750.19	600.19	600.19	596.00	7,858.13	8,312.32	454.19	
Church Street energy	157.21	120.49	79.39	38.70	44.83	47.60	54.14	64.63	129.08	136.80	872.87	992.36	119.49	Actual Costs
Church Street water	0.00	251.49	0.00	0.00	269.90	0.00	0.00	219.27	0.00	0.00	740.66	821.39	80.73	Invoiced quarterly, not material, no accruals
Church St Toilets Business Rates	58.33	58.33	58.33	58.33	58.33	1,343.10	67.37	67.37	67.37	67.37	1,904.23	1,904.23	0.00	
Prentice St Water	0.00	57.73	0.00	0.00	63.75	0.00	0.00	382.03	0.00	0.00	503.51	221.48	-282.03	Invoiced quarterly, not material, no accruals
Prentice St non EV Energy	-236.79	97.35	58.76	20.23	0.77	47.97	38.40	41.47	35.29	36.60	140.05	176.69	36.64	Prentice St Non EV Energy refund E432 re estimated readings is key driver
Donation Points	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	35.90	359.00	359.00	0.00	E35.90 is regular monthly cost
Washroom Cleaning & Consumables	746.62	651.62	850.30	666.80	723.71	880.84	665.00	657.41	797.50	606.29	7,246.09	7,406.99	160.90	Actual Costs
Minor Maintenance	0.00	391.61	300.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	991.61	1,291.61	300.00	NCIL Accounting Correction re 22/23 and County Wash Minor Repair
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No costs incurred
Toilet Costs	761.27	1,664.52	1,382.68	1,119.96	1,197.19	2,355.41	860.81	1,468.08	1,065.14	882.96	12,758.02	13,173.74	415.73	
Water Street green maintenance	0.00	0.00	127.88	0.00	135.00	0.00	0.00	0.00	0.00	0.00	262.88	562.88	300.00	Weed Kill carried out by JPB
Water Street Business Rates	254.17	254.17	254.17	254.17	254.17	254.17	254.17	254.17	254.17	254.17	2,541.67	2,541.67	0.00	Accrual
Water St	254.17	254.17	382.05	254.17	389.17	254.17	254.17	254.17	254.17	254.17	2,804.55	3,104.55	300.00	
Small Grants (combined)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	6,000.00	5,000.00	Lav Pre Sch
Christmas trees/lighting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650.44	2,552.50	0.00	3,202.94	2,500.00	-702.94	Festive Lights
Xmas Eve Community Carols	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	0.00	600.00	500.00	-100.00	Accrued
1st Meadow summer facilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No costs incurred
Misc	0.00	1,048.78	0.00	0.00	0.00	133.34	0.00	342.29	1,585.00	0.00	3,109.41	1,182.12	-1,927.29	Newsletter, Bellward Leaving
Bellward Award	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No costs incurred
Community Events including Grants	0.00	1,048.78	0.00	0.00	0.00	133.34	0.00	992.73	5,737.50	0.00	7,912.35	10,182.12	2,269.77	
EV Costs	310.03	77.51	78.08	46.03	48.19	28.99	18.94	78.46	564.71	43.90	1,294.84	697.77	-597.07	E288 Anglia Charging Backdated invoice relating to 2022/2023 received May 2023.
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00	
Total Expenses	11,150.44	11,387.57	11,056.65	8,342.90	8,107.93	11,904.36	15,156.86	9,491.08	15,453.60	8,419.12	110,470.52	120,365.01	9,894.49	
Surplus/(deficit)	1,060.38	4,969.80	2,173.77	4,641.91	5,336.69	2,384.91	1,443.04	1,990.62	-4,014.70	4,597.79	24,584.22	13,981.87	10,602.35	

	B/F	Per I and E contains no earmarks	In lieu dep'n lighting earmark	NCIL Cash received	NCIL Cash Spent	LNP2 Cash Spent	LNP Overspend	Coronation Refund	Lady St Grant	NCIL Correction	Lights Donation and Spend	Bin Moving	Public Realm Items Capitalised	C/F	
General Funds	143,776.98	24,584.22	-8,159.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	3,820.15	164,332.76	0.00
Ballot Fund	4,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	310.76	0.00	4,800.00	0.00
Public Realm	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-310.76	-3,820.15	869.09	0.00
Number 2 Lady St	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3,000.00	0.00	0.00	0.00	0.00	0.00	0.00
NCIL	47,387.04	0.00	0.00	50,703.34	-8,510.20	0.00	0.00	0.00	0.00	391.61	0.00	0.00	0.00	89,971.79	0.00
Lavenham Funds in Trust	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
Neighbourhood Plan Fund	4,173.51	0.00	0.00	0.00	0.00	-4,589.60	416.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lighting Sinking Fund	27,081.58	0.00	8,159.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,240.93	0.00
Christmas Lights Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street Fair Fund	4,765.37	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	6,265.37	0.00
Total Reserves	241,484.48	24,584.22	0.00	50,703.34	-8,510.20	-4,589.60	416.09	1,500.00	-3,000.00	391.61	0.00	0.00	0.00	302,979.94	0.00

April	15,288.81	8,277.30	Capital Road Safety	1,578.90	Broxap: New Litter Bins
October	35,414.53	232.90	County Washrooms: Public Conveniences	588.97	Glasdon: New Dog Bins
	50,703.34	8,510.20		1,491.52	Notice Board
				160.76	Bin resiting
				3,820.15	
Glasscubes		450.00			
HJ Lazarus		165.00			
Out Design		500.00			
Modicum Planning		3,434.20			
Project Orange: LNP Printing		40.40			
		4,589.60			
Overspend		0.00			


Current Current Account

31/12/2023	Balance Brought Forward	9,704.07
02/01/2024	Supplier Payment: PAYA	-43.08
02/01/2024	Car Parking Income Cash Donations	153.00
04/01/2024	Burial Income: Deacons	1,067.00
08/01/2024	Car Parking Income Card Payments	81.70
08/01/2024	Car Parking Income Card Payments	60.80
09/01/2024	Transfer from Business	10,000.00
09/01/2024	Supplier Payment: Stirling Electrics	-927.50
09/01/2024	Supplier Payment: Birketts Solicitors	-429.00
09/01/2024	Supplier Payment: JPB Landscapes	-1,948.08
09/01/2024	Dec Net Wages: Andrew Smith	-2,202.33
09/01/2024	Supplier Payment: Monarch Gates	-3,190.00
09/01/2024	Supplier Payment: Zoom	-15.59
09/01/2024	Supplier Payment: Onsite IT	-71.28
09/01/2024	Supplier Payment: Infinity Cleaning	-798.00
09/01/2024	Supplier Payment: Modicum Planning	-675.00
09/01/2024	Supplier Payment: Command Pest	-159.00
09/01/2024	Supplier Payment: Dec QTR PAYE	-2,965.27
10/01/2024	Supplier Payment: Manutan Grit Bin	-180.00
10/01/2024	Supplier Payment: Mutts Butts	-165.70
11/01/2024	Supplier Payment: British Gas	-135.53
11/01/2024	Supplier Payment: British Gas	-86.00
15/01/2024	Car Parking Income Card Payments	67.45
15/01/2024	Car Parking Income Cash Payments	99.00
15/01/2024	Supplier Payment: Glasscubes	-66.00
16/01/2024	PWLB Loan Repayment	-3,759.79
16/01/2024	Supplier Payment: British Gas	-37.05
16/01/2024	Burial Income: Deacons	231.00
22/01/2024	Car Parking Income Card Payments	33.25
22/01/2024	Supplier Payment: BT	-76.91
25/01/2024	Supplier Payment: BT	-7.73
25/01/2024	Burial Income Luxstone	210.00
25/01/2024	Burial Income Luxstone	242.00
29/01/2024	Car Parking Income Card Payments	48.45
31/01/2024	Burial Income: Deacons	231.00
31/01/2024	Car Parking Income Cash Payments	164.00
30/01/2024	Supplier Payment: Go Paya	-43.08
30/01/2024	Supplier Payment: Currys	-279.00
30/01/2024	Supplier Payment: HP	-15.99
31/01/2024	Balance Carried Forward	4,115.81
31/01/2024	Per Bank Statement	3,720.81
	Add uncleared lodgement	231.00
	Add uncleared lodgement	164.00
		4,115.81
		0.00
31/12/2023	Balance Brought Forward	395,799.08
09/01/2024	Transfer to Current Account	-10,000.00
17/01/2024	HMRC VAT Refund	711.31
31/01/2024	Balance Carried Forward	386,510.39
31/01/2024	Per Bank Statement	386,510.39
		0.00

>	Mon, 5 Feb 24	POST OFFICE CREDIT REM	£231.00	£4,432.84
>	Mon, 5 Feb 24	POST OFFICE	£27.29	£4,201.84
>	Mon, 5 Feb 24	POST OFFICE	£85.00	£4,174.55
>	Mon, 5 Feb 24	SLCC ENTERPRISES L	-£144.00	£4,089.55
>	Mon, 5 Feb 24	CHARITIES TRUST	£69.35	£4,233.55
>	Thu, 1 Feb 24	POST OFFICE	£164.00	£4,164.20
>	Thu, 1 Feb 24	LUXSIGNS LTD	£440.00	£4,000.20
>	Thu, 1 Feb 24	LAVENHAM COMMUNITY	£1.00	£3,560.20
>	Thu, 1 Feb 24	NEST	-£161.61	£3,559.20
>	Tue, 30 Jan 24	HPI INSTANT INK UK	-£15.99	£3,720.81

3,720.81

Recent transactions



Business Premium ME
20-83-50 20567116

£379,355.05

Last night's balance £376,510.39

Date	Description	Money in	Money out	Balance
Mon, 12 Feb 24	BABERGH GEN PAYMTS	+ £2,844.66		£379,355.05
Tue, 06 Feb 24	208350 00567094		-£10,000.00	£376,510.39
Wed, 17 Jan 24	HMRC VTR	+ £711.31		£386,510.39

[View all transactions](#)

386,510.39

1st Meadow Footbridge

Background:

In Summer 2023 the six monthly inspection of the 1st Meadow Playground revealed the Footbridge to be in a rotten state of repair and in need of replacement. The footbridge has no concrete foundations, it just sits on the dirt.

The inspector of the play equipment commented that:

‘although the bridge is not going to collapse imminently it is not very stable in its present condition

‘they lifted the boards to replace the rotten planks but unfortunately found the support beams below were extremely rotten as well’.

and ‘there is also the option of removing the bridge completely and not replacing to do this would cost in the region of £2,500.00 as new fencing each side of the stream would need to be erected to prevent adults or children attempting to cross’.

Quotes:

The Clerk tried, in the Autumn, to obtain three quotes for the replacement of the bridge.

Three suppliers never returned calls. Suppliers A and C responded quickly.

Supplier B who has not worked with the Council for some years was not originally asked for a quote. They had ceased to be known to Council and an internet search had not suggested them. Supplier B recently made contact with Council and so was invited to quote. Council now has three quotes to consider as required by Standing Financial Regulations 11.1 h.

Supplier A:

Pressure Treated Timber construction, design as before £7,866 plus VAT

Steel Bridge with wooden handrails £8,968 plus VAT

Supplier B:

Treated Softwood UC4 (15 year life expectancy) £6,967.50 plus VAT

Untreated oak timber (25 year life expectancy) £9,146.67 plus VAT

Supplier C:

Treated Softwood £3,510 plus VAT, plus Installation £9,312 plus VAT

Acoya Timber £5,375 plus VAT, plus Installation £9,312 plus VAT

Motion:

Clerk is asked to have further discussion with suppliers A and B to understand differences between the quotes and return to Council with a recommendation

Box Bushes in the Churchyard

Donation Received:

The Donor most generously paid for the pruning of the bushes (£2,300) and two episodes of soil improvement work (together £760).

The pruning and first episode of soil improvement were carried out in Autumn 2023.

The second and final episode of the soil improvement work will take place very shortly, the Contractor has been in contact and a date agreed.

Next Action:

We last discussed this at the Council meeting held on 5th October 2023 and the minutes record:

‘The contractor who works at Hatfield House has quoted £1,140 for subsequent spraying. Alternatively, using volunteers, Nematodes could be used, this would be cheaper and, maybe, environmentally less damaging’

and

‘Cllr Muckian said that in her opinion that care to the box bushes, the soil improvement work and pruning, should be done as soon as possible but that consideration of the moth treatment work can be deferred until Spring 2014.

Cllr Domoney commented that we might be able to ask the Perrywood Nursery team to present to us as to how best to deal with box moth. Cllr Domoney asked whether we were certain that it was not the more serious, fungal infection, Box Blight. The Chair replied that it was not Box Blight. Cllr Lamont agreed with Cllr Muckian commenting that a quality pruning, in a professional topiary manner, was needed as these are bushes are part of the presentation of the Church and that the pruning needed to be done before winter sets in.

Cllr Ranzetta highlighted to Council the prevalence of Box Blight and questioned whether spending money on the bushes, which if they get Box Blight, will be dead within months.

The Chair clarified that only some of the Bux Bushes are infected and on the basis of the consensus established, the views expressed by Councillors, asked the Clerk to proceed with Soil Improvement work and the Pruning’.

Cllr Domoney has not been in contact and so no progress has been made with helping us work with Perrywood and the possible use of Nematodes.

Motion: To ask the Contractor to proceed with the spraying of the bushes, three treatments at a total cost of £1,140 with a contingency of £160 to cover cost increases as quote was issued on 5th September 2023.

Suggested Changes to Standing Financial Regulations:

It is a requirement before approving the Annual Governance Statement (likely to be May 2024) for Council to review the effectiveness of its system of internal controls, this system is described in our Standing Financial Regulations and hence a minor rewording is required.

a) Review of Internal Controls

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

Add 'this review of the effectiveness of its system of internal controls is undertaken by the review of the Standing Financial Regulations which detail the system of internal controls.

b) Bank Reconciliations

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.

Add 'Alternatively each months Bank Reconciliation will be included in the Working Papers submitted to Council for scrutiny by the Council and will be voted on'

c) Contract advertising thresholds

The Regulations require Councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts. Thresholds currently applicable are: a) For public supply and public service contracts £213,477. b) For public works contracts £5,336,937.

11 1 b) Update to £ 214,904 and £5,372,609

Suggested Changes to Scheme of Delegation:

Background:

The Local Government Act 1972, section 101, gives a parish council power to delegate decisions to an Executive Committee or the Parish Clerk, being the council's Proper Officer. The 'Scheme of Delegation' sets out how this will operate at this Council.

Suggested Changes:

1 Routine Communications: Parishioner/public enquiries received by telephone/email/post acknowledge receipt within 2 days of all routine enquiries OR full response within 5 days where Council decisions have been recorded.

LAVENHAM PARISH COUNCIL:

Change to: 'Acknowledge receipt within 5 days or full response within 20 working days'

11. To provide the Chairman and/or Cosignatories with bank account details for use only in an emergency when the RFO is unavailable for a prolonged period of time due to sickness or other reasons.

Replace with 'the RFO shall ensure that the Clerk and three Councillors each have unique passwords to the Banking Software'.

Suggested Changes to Authority to Commit Resources and Code of Conduct:

None

Motion: Council is asked to approve the changes to the Standing Financial Regulations, Scheme of Delegation, Authority to Commit Resources and Code of Conduct consequent of this review.

Motion to approve Heelis and Lodge as Internal Auditors:

It is a requirement that each year Council appoint an Internal Auditor, last year Council appointed Heelis and Lodge who are based locally, understand the financial affairs of this Council and charged £400.

Motion to approve Appointment of Heelis and Lodge as Internal Auditors for the year ended 31 March 2024 at a cost of not more than £500 plus VAT

this review.

9G LAVENHAM PARISH COUNCIL – RISK ASSESSMENT

Risk assessment is a general examination of working conditions, workplace activities and environmental factors that enable the identification of potential risks inherent in the place or practices. The Parish Council should then take all practical and necessary steps to reduce or eliminate the risks, as far as is practically possible.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	Level	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	Loss or long-term incapacity of a Clerk, loss or theft of records, full or majority replacement of the Council at an election or other such instances	All Council Documents are now held on the Cloud. Chair and Vice-Chair are both very closely involved with work of Clerk. Council Policies have been updated so that how the Council and Clerk should operate have been documented.
Council records – paper	Loss through theft/fire/damage	L	No records are now stored at the home of the Clerk. Paper Records held in the Parish office are in a locked fire-resistant cupboard. All significant records have been scanned.	Existing storage adequate
Council records – electronic	Loss through theft/fire/damage/	L	Cloud Based storage.	Existing procedure adequate
Precept	Adequacy of Precept. Failure to submit precept request. Precept money not received.	L L	Parish Council receives budget update information monthly with two reforecasts prepared in year. Clerk submits Precept requirement according to District Council timetable and cc's Chair when submitting.	Existing procedure adequate
Financial records	Inaccurate records Inadequate records Financial Irregularities	L L	Full Accounts covering Income and Expenditure, Balance Sheet, Earmarks and Reserves and Cashflow are tabled at monthly Council meetings.	Existing procedure adequate, Regulations reviewed and re-adopted each year.

			The Council has Financial Regulations and Standing Orders which set out the requirements. Segregation of duties is high. Internal Audit each year.	
Bank and banking	Inadequate checks Bank mistakes Loss Charges Payment of invoices	L L L L L	The Parish Council has two bank accounts (current & reserve), all payments have a separate inputter and authoriser and movements on bank accounts are reported in summary and detail each month.	Existing procedures adequate, bank signatory list is reviewed after election and/or resignation of Councillor/Clerk.
Cash	Loss through theft or dishonesty	L	No Petty Cash is held. Cash is collected from car parks by Clerk and collection amounts are monitored.	Existing procedure adequate.

Grants and support – payable	Power to pay Authorisation of Council to pay	L	Such expenditure goes through the required Council process of approval and minuted.	Existing procedure adequate
Grants – receivable	Receipt of grants	L	Income is budgeted and the monthly reporting process includes variance analysis and reporting of all monies received.	Existing procedure adequate
Best Value /accountability	Work awarded incorrectly Overspend on services	L M	Normal practice is to seek at least 3 tenders/quotations for contracts above £500 Clerk checks invoices against quotation accepted	Scheme of Delegations and Financial Regulations in place which detail purchasing procedures and these are reviewed annually
Salaries Inland Revenue	Incorrect salary paid	L	Seago & Stopps Payroll Services process wages and PAYE. Payslips emailed to Clerk and are paid via the controls over internet banking.	Existing procedure adequate
Councillor allowances	Inaccurate and/or excessive payments		No allowances paid to Parish Councillors	N/A
VAT	Claiming refund	L	Clerk makes claim monthly, VAT Account is reconciled and is a separate line on the Balance Sheet presented to Council each month. Internal Audit report on this item.	Existing procedure adequate

PHYSICAL EQUIPMENT OR AREAS

Subject	Risk(s) identified	Level	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or damage	L	Assets Register to be reviewed and updated annually prior to renewal of Annual Insurance policy.	Existing procedure adequate
Maintenance	Risk/damage/injury to third parties	L	All assets owned by the Parish Council are insured and maintained. All repairs and expenditure are actioned/authorised at Parish Council meetings	Existing procedure adequate
Toilets	Electrical and Plumbing failures Inadequate cleaning Inappropriate behaviour	L	Examined daily by cleaners.	Existing procedure adequate
Toilets	Claims against Council Fire and vandalism	L	Modern design, insurance.	Existing procedure adequate
Street Furniture	Risk/damage/injury to third parties	L	Wooden benches owned by the Parish Council in various locations. No formalised programme of inspections, faults reported to the Council by the public or Councillors are dealt with. Insurance cover for damage or injury to third parties	Existing procedure adequate, proposed annual review and maintenance programme
Cemetery & Chapel of Rest	Risk/damage/injury to third parties	L	Ground maintenance contractor reports back to Parish Council if any faults noticed (contracted to visit at least monthly). Other faults reported by Councillors or the public and are dealt with. Insurance cover held. Area visited regularly by members of the Council, report back	Existing procedure adequate
Play equipment and recreation ground, First Meadow, Brent Eleigh Road Wooden footbridge	Risk/damage/injury to third parties	L	Play equipment supplier carries out twice-yearly RoSPA checks, reports back to Council with recommended actions. Fortnightly visual checks by Clerk. Ground maintenance contractor reports back to Parish Council if any faults noticed (contracted to visit at least monthly). Roadside boundaries fenced, self-closing pedestrian gates, road warning signs at exits. Natural boundary, ie. long grass/nettles, deter access to riverbank. Insurance cover held.	Existing procedures adequate
Churchyard wall & gates	Risk/damage/injury to third parties	L	No formalised programme of inspections, faults/damage reported to the Council by Churchwardens, public or Councillors.	Existing procedure adequate
Bus Shelter	Risk/damage/injury to third parties	L	No formalised programme of inspections, faults/damage reported to the Council by public or Councillors	Existing procedure adequate

Meeting locations	Adequacy	L	Council meets in the Village Hall. Clerk has a modern Parish Office. Premises adequate for comfort of Clerk, Council and public attending	Location adequate
	Health & Safety	L		

LIABILITIES

Legal powers	Illegal activity or payments	L	All activity and payments within the power of the Parish Council resolved and minuted at full Parish Council meetings. It is intended that the Clerk obtain the CILCA qualification.	Existing procedure adequate
Minutes/Agendas/ Notices	Accuracy & legality	L	Minutes and agenda produced in prescribed method by Clerk and follow legal requirements. Minutes circulated, approved and signed at the next full Council meeting. Minutes are published as per legal requirements and the public is invited to attend Council meetings.	Existing procedure adequate
Members Interests	Conflict of Interest	L	Declaration of Interests and requests for dispensations are early Agenda Items. Register of Members Interests forms are reviewed annually	Existing procedure adequate Members may need to check & update their Register
	Register of Members Interests not being up-to-date	M		
Insurance	Adequacy Cost	L	Cover reviewed as necessary. Public Liability, Employers and Employee liability cover is a necessity and must be paid for.	Review annually
Data Protection	a) Inadequate policy and process for handling any requests received. b) Entry on the national Register of Data Controllers becomes out-of-date.	L	The Council is bound by and adheres to the legal requirements of both the Data Protection Act 2018 and General Data Protection Regulation (GDPR). To date, it has had no request for access to personal data but this situation can change. If it did, then the implications in terms of hours required to process and satisfy any request would be unlikely to be significant as little personal data is retained by the Council. The Council is registered with the Information Commissioner's Office (ICO) as a Data Controller.	Ongoing monitoring.
Freedom of Information Act	Policy	L	All requests have been completed with no issues of failure to comply arising. .GOV email accounts being introduced.	Existing procedure adequate

March 2024

Motion: The Risk Register is approved

Rewilding Plans

Background:

In Summer 2023 Council agreed that it would engage with the Babergh Council Diversity Officer to consider whether areas of Babergh and Parish Council land might be suitable for rewilding.

Action taken:

On Thursday February 29th Cllrs Robinson and Ranzetta together with the Clerk walked around the village with the Babergh Council Diversity Officer; Mr Richard Parmee.

Mr Parmee explained that Babergh Council is aware that rewilding can be controversial and can often lead to complaints that maintenance standards have fallen and so Babergh Council policies include trials and surrounding newly rewilded land which is still mowed.

Proposals:

Babergh maintained areas:

No change to Babergh mowing of the verges on roads into the village.

Consideration be given by Babergh to rewilding:

- a) A central part of the grass to the south of Tenterpiece behind the Lavenham sign
- b) Part of the former skate park in Spring St
- c) Planting a small tree and bulbs by the grit bin at the western end of Spring St

Parish Council maintained areas:

Consideration be given by PC to rewilding:

- a) The most eastern end of 1st Meadow
- b) A strip of land near the hedge between 1st Meadow and Lower Rd, not the whole width of this land.

Motion:

These rewilding ideas are supported in principle, further discussions to take place with the Biodiversity Officer including consultation with local residents.

Fouling by Dogs

Issue:

A Member of the Public sent photographs to Council of the of damage dog urine is causing to the base of buildings reporting that the uric acid is having a detrimental effect on cement and brickwork plinths and may break down the clay structure.

The Member of the Public reports that near the Prentice St Car Park, High Street, Market Street and Water Street are most affected.

The problem has also been discussed on facebook, both urine and 'dog poo'.

Action taken:

Cllr Mitchell expressed concern to District Cllr Maybury who quickly contacted the Babergh Environmental Health Team.

The Environmental Protection Officer has responded:

'Just to make it clear, that there is no offence of allowing a dog to urinate in a public place, only failing to clear up faeces' and

'Can you please let me know where would be most appropriate for the placing of dog fouling signs in Lavenham? I'll be looking to put some up some time next week'.

Locations for this signage have been suggested.

Actions all can take:

Report dog fouling on the Babergh website: <https://www.babergh.gov.uk/report-dog-fouling>

Dog fouling

On most public land, it is an offence under the [Dogs \(Fouling of Land\) Act 1996](#) to not clear up after your dog.

We have powers to issue an on-the-spot Fixed Penalty Notice of £50. We can also choose to prosecute (which could lead to a fine of up to £1,000).

Dog fouling needs to be wrapped, and placed in a dog and litter bin. You can also place it in your refuse (general rubbish) bin.

If you see someone failing to clean up after their dog in a public place, please report it to us online (please select 'Street Cleansing' as the first option):

[Report dog fouling >](#)

When you make your report, please include:

- the date, time and location of the incident
- any details you know about the offender

Where a vehicle is involved, please include (if possible):

- the make, model and colour of the car
- the number plate

Please note that we are **not** able to accept anonymous reports.

BDC

LPC

February

00223	Pippins, Bridge St Rd	Tree pruning	Approved	Approval
00359	28 High St	Reduce a bay tree by 2m	Approved	Approval

Open items:

00214	41 High St	Conversion of garage to residential annex	Ongoing	Approval
00360	The Grove, 5 Lady St	Rebuild Boundary Wall and fell 1 tree	Ongoing	Ongoing
00332	The Hall, Hall Rd	Re-roof with steel sheets	Ongoing	Ongoing
00483	57 High St	Window and Render changes	Ongoing	Ongoing
00503	47 High St	Extension	Ongoing	Ongoing
00510	47 High St	Extension	Ongoing	Ongoing
00540	The Grove, 5 Lady St	Fell Lime Tree	Ongoing	Ongoing
00688	24 Bolton St	Single Storey rear extension	Ongoing	Ongoing
00743	The Old Rectory Church St	Stone portico to replace timber pediment	Planning Permission Ongoing	Ongoing
00744	The Old Rectory Church St	Stone portico to replace timber pediment	Listed Bldg Consent Ongoing	Ongoing
00753	Land west of Bury Rd	6 houses	Ongoing	Ongoing

Lavenham Parish Council Planning Group.

Planning Applications for consideration at LPC meeting on 7th March 2024

DC/24/00359

Application for Works to a tree in a Conservation Area

28 High Street Lavenham Sudbury Suffolk CO10 9PT

Reduce 1 No Bay tree in rear garden by 2m

Comments by 19th February 2024

Extension was refused so reviewed by Planning Group for response on 19th Feb.

Regular maintenance of a tree in a small garden.

Recommended Approval

DC/24/00360

Application for Listed Building Consent

The Grove 5 Lady Street Lavenham Sudbury Suffolk CO10 9RA

Re-build collapsed section of boundary wall along Barn Street; and repairs to remaining standing length. Reduce garden ground levels, where possible, retaining cover to tree roots.

Removal of 1 No. tree (under separate application).

Comments by 8th March 2024

The state of the historic wall was last reviewed in 2007, when it was distorted but stable.

It collapsed in 2023 due to the action of tree growth.

The tree needs to be removed – see DC/24/00540, to enable the wall to be rebuilt using matching materials & design.

This is necessary maintenance in an appropriate manner.

Recommend Approval

DC/24/00540

Application for Works to Trees subject to Tree Preservation Order WS41-T21 - Fell 1 No Lime (T1)

The Grove 5 Lady Street Lavenham Sudbury Suffolk CO10 9RA

Comments by 8th March 2024

Referring to DC/24/00360, this Lime tree needs to be felled in order to undertake the rebuilding of the historic boundary wall.

However, the application form does not state where the replacement tree is to be located as per the requirement on the application form

Recommend Approval on the condition that the location & type of replacement tree is identified.

DC/24/00332

Application for Listed Building Consent

The Hall, Hall Road Lavenham Sudbury Suffolk CO10 9QX

Removal of ply sheets and re-roof with steel roofing sheet.

Comments by 8th March 2024

Babergh Heritage have objected to plywood sheets fitted in 2021, replacing damaged corrugated asbestos sheeting.

Galvanised corrugated steel sheeting was advised by the Heritage Officer as mentioned on the application form. Plastic coated coloured sheeting was not supported.

This sheeting is the same profile & material as traditional farm corrugated roofing. It will weather down & discolour naturally with time.

The modern industrial box profile colour sheeting suggested by the applicant may suit new farm buildings but it not in keeping with the old barns.

The recommendation of the Heritage Officer should be supported to use traditional Galvanised round corrugation not box type or coloured. Round corrugation can be seen on the adjacent roof and is similar to the round profile of the pantiles on the upper roof section.



Round corrugation - preferred

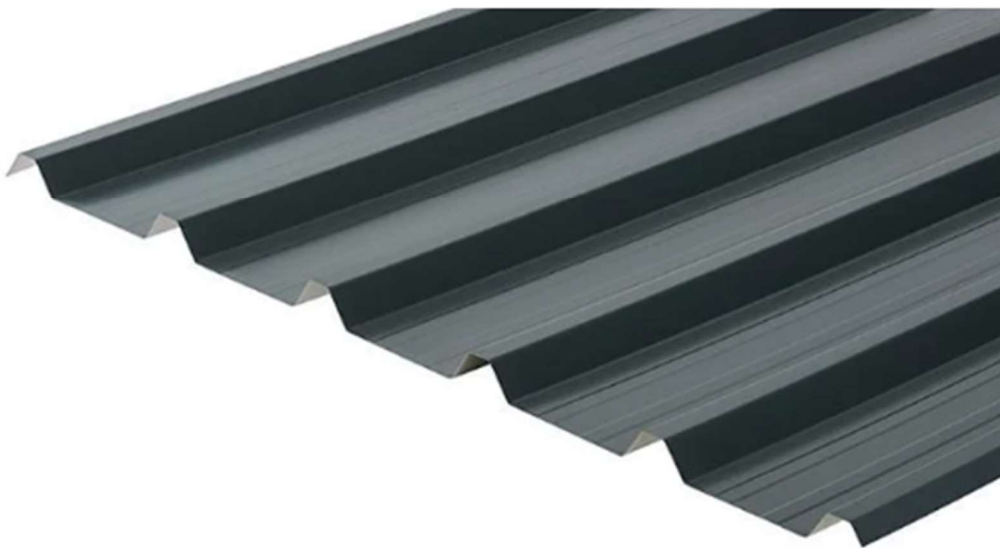
<https://www.cladco.co.uk/catalog/product/view/id/465/s/13-3-0-7-thick-galvanised-corrugated-roofing-sheets/category/103/>



Galvanised Box corrugation suggested by Applicant



Alternative coloured Box section, also proposed by applicant black or slate blue





Recommend approval of application on condition that Galvanised Round corrugated sheet is used, not box section or coloured.

DC/24/00483

Application for Listed Building Consent

57 High Street Lavenham Sudbury Suffolk CO10 9PY

Replacement works to East Elevation first floor window, West Elevation ground and first floor windows and associated alterations and replacement render on ground floor to West Elevation

Comments by 8th March 2024

Application seeks to change the shape & appearance of the windows to the front of the property. The Design & Access statement shows various photographs dating back into the 19th century. Also included is the response from the pre-application enquiry.

We agree with the planning officer recommendation that the proposal for the first-floor bedroom at the rear of the property is acceptable.

However, the proposal to the front of the property does not reflect earlier window glazing or relate to the historic photographs where there were two sash windows on the ground floor at the front of the building.

The proposed modern glazing does not have the smaller panes or narrow glazing bars of the current windows or older photographs.

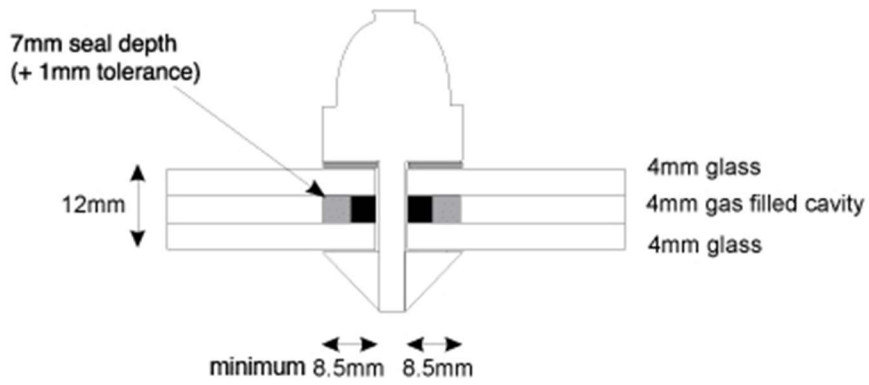
The proposed single smaller sash window on the ground floor changes the appearance of the building significantly and does not reflect its history.

We support the comments of the planning officer to maintaining the slim simple style of the beading on the front first floor window using slim double-glazing panels recommended on previous applications for example <https://www.timbalite.com/> This would be perhaps 12mm overall thickness of glass, allowing for slim glazing bars. See example below, instead of the 20mm thick panels specified in the application.

We also support the Heritage Officer's recommendation of re-glazing the existing ground floor window, with slim double-glazing panes & narrow bars, so the front appearance is not changed. Alternatively replicating the double sash window layout & small panes of the early photograph, with the same size panes to be used in the first-floor window.

As the application stands, it cannot be supported by the Parish Council

Recommend refusal



Existing elevations



Fig 5 West elevation

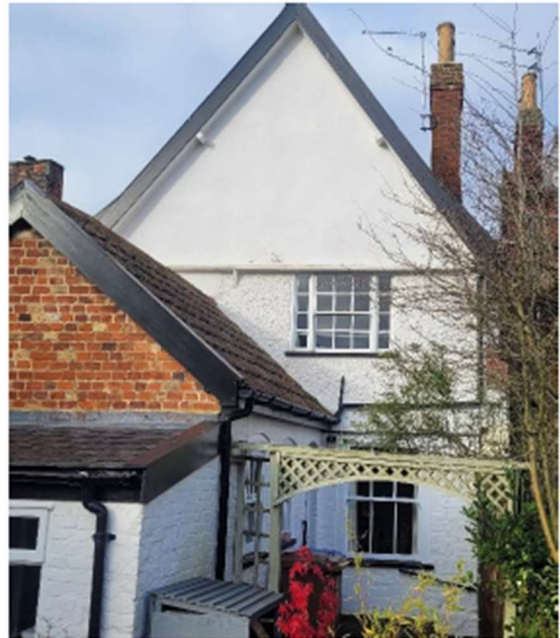


Fig 6 East elevation

Historic alternative layout from 19th Century as suggested by Heritage Officer.



Early photographic evidence (Fig 2) shows the west elevation containing 3No sash windows, i

Proposed
Appearance:



DC/24/00510

Application for Listed Building Consent

Perseverance House 47 High Street Lavenham Sudbury Suffolk CO10 9PY

Internal and external alterations and single storey extension to existing ancillary outbuilding (following demolition of existing extension)

Comments by 8th March 2024

Recommend approval

DC/24/00503

Householder Application

Perseverance House 47 High Street Lavenham Sudbury Suffolk CO10 9PY

External alterations and single storey extension to existing ancillary outbuilding (following demolition of existing extension)

Comments by 8th March 2024

Internal alterations to the main house are minor and have little effect on the external appearance of the older part of the property.

Changes to the outbuildings are more extensive, but not visible from the street and improve the layout and make the garage more practical to use.

In addition, the "Studio" is converted into a kitchen space & pantry, with the existing kitchen becoming a laundry room – see snip below

It has all been carefully considered in detail and is not visible from the street or adjacent properties. A large property which is enhanced by the changes with little external impact.

Recommend approval

Existing outbuilding



Proposed outbuilding



New kitchen in Studio & old kitchen re-purposed as laundry room – see also changes to Garage



DC/24/00688

Householder Application
24 Bolton Street Lavenham Sudbury Suffolk CO10 9RG
Erection of single storey rear extension (following demolition of existing).
Comments by 8th March 2024

The proposed extension extends out at the rear of the property considerably further than the current extension, beyond the neighbouring properties extension. However, the proposed extension is flat roofed & single storey so will have little impact on the surrounding properties & will not be visible from the street. It is a modern design, and this property is not listed.

Recommend approval

DC/24/00743

Householder Application
The Old Rectory Church Street Lavenham Sudbury Suffolk CO10 9SA
Construction of stone portico to main entrance doorway on front elevation to replace timber pediment.
Comments by 8th March 2024

Recommend Refusal

DC/24/00744

Application for Listed Building Consent

The Old Rectory Church Street Lavenham Sudbury Suffolk CO10 9SA

Construction of stone portico to main entrance doorway on front elevation to replace timber pediment.

Comments by 8th March 2024

The existing portico wood rotted and was removed due to its very poor condition so needs to be replaced. The steps up to the door were originally Portland stone are also in poor condition with some low quality repairs.

The proposal is to replace the steps & Portico with new parts to a traditional period Portico design. Examples are shown in the Heritage Statement. However, this will look completely different to the original timber work and much grander, possibly more in the scale required for this building.

However, the existing Portico was original and reflects the history of this building and should be replicated and replaced as suggested by the pre-application advice.

Repair of the steps would be supported in appropriate material, but the Historic Handrail should be retained.

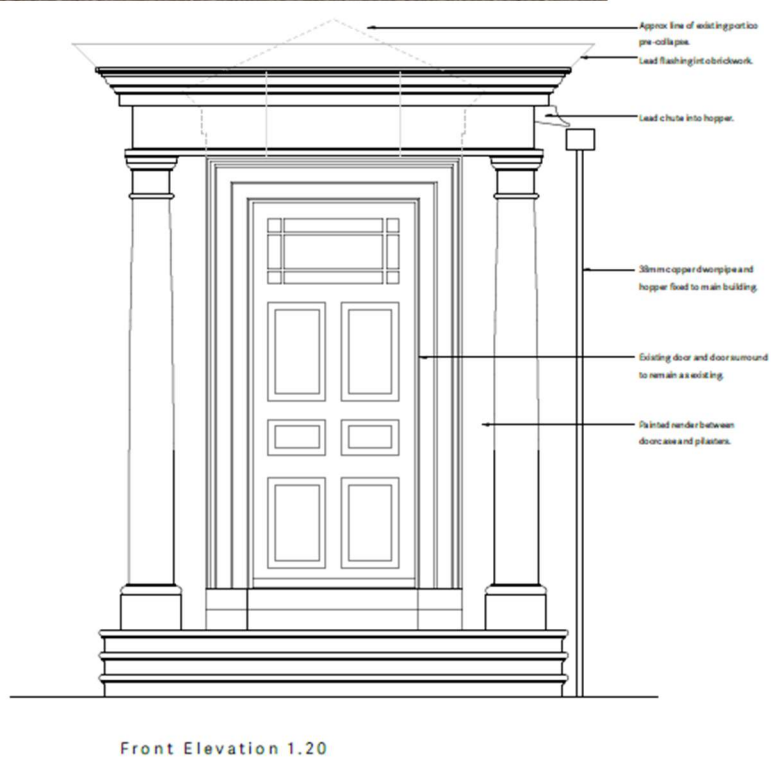
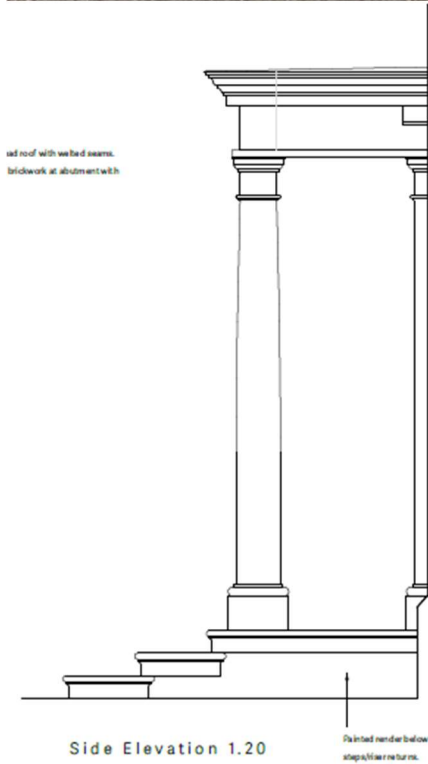
This approach reconciles to the emerging revision of the Lavenham Neighbourhood Development Plan - Policy LAV33

This building is very prominent right across the road from the Grade I listed Lavenham Church.

Recommend Refusal



Existing doorway with pediment removed



DC/24/00700

Land West Of Bury Road Lavenham CO10 9QG

Application for Outline Planning Permission (Access points to be considered, all other matters reserved) Town and Country Planning Act 1990 (as amended)- Erection of 6No. dwellings (with access) (re-submission of DC/23/01344).

Comments by 14th March 2024

The previous application DC/23/01340 is being appealed under APP/D3505/W/23/3330345

At the same time as the appeal process is underway, the same plan has been re-submitted unmodified, but with a new planning statement which seems to argue like an appeal.

Note: application has been submitted before the 12th Feb 2024 deadline to avoid having to comply with a new regulation to give a 10% Biodiversity improvement - this is stated on the application form.

There are no material changes to the actual proposal presented in this latest application.

There is an updated planning statement which presents arguments around Policy H1 of Lavenham Neighbourhood Development Plan 2016

This policy states in the 1st Paragraph that proposals shall be within or adjacent to the Built Up Area Boundary.

The arguments have been made against Paragraph 3 only, without reference to the Context set in Paragraph 1.

Policy H1: Scale and location of new development;

Residential development proposals will be permitted subject to them either being located within or adjacent to the built up area boundary of Lavenham and where the scheme can be clearly demonstrated to be well related to the existing pattern of development in Lavenham.

The scale and nature of all schemes must ensure an appropriate level of services, facilities and infrastructure including primary school capacity are available or provided to serve the proposed development.

Where proposals are being put forward outside the existing built up area boundary of Lavenham, they will be permitted where they have regard to the findings and recommendations set out in the Lavenham Landscape Character Assessment. All proposals should be accompanied by a completed CS11 assessment checklist, which takes into account any cumulative impact taken with other existing commitments in the village and demonstrates:

- that the scale and character of the proposal respects the landscape, landscape features, streetscape/town scape, heritage assets and important spaces and historic views into and out of the village;
- the proposal will make a positive contribution to the local character, shape and scale of the area; and
- new housing will be located within walking distances to the village centre* and where it can be demonstrated that the development (for example through its scale) will not detract from the existing focal points provided by the village centre and the historic core.

Recommend Refusal – the Planning Group to finalise the wording following professional advice.

Lavenham Neighbourhood Plan

Background:

At the Council meeting held on February 1st 2024:

‘Cllr Muckian explained that the National Planning Policy Framework (NPPF) issued December 2023 contained new text concerning ‘community-led developments’. Council had obtained professional advice and consequent of this two minor changes have been suggested to the Examiner. Cllr Muckian highlighted the two changes as detailed in the Working Papers.

Two representations were made by others as part of the Second Focused Consultation. Council will respond to these representations and the responses submitted to the March 2024 meeting of the Council.

Action taken:

These responses are as detailed in the Appendix to this note.

Level 1 and Level 2 Validation Lists

Background:

At the Council meeting held on February 1st 2024:

A motion was passed to: ‘delegate to the Planning Working Group responsibility to:

1. Liaise with the Neighbourhood Plan Review Group.
2. Prepare a formal response, for submission by the Clerk, to Babergh District Council.
3. Report the responses submitted to the March 2024 meeting of the Council.

Steps 1 and 2 as detailed above have taken place and the responses submitted were:

- 1) We welcome the opportunity to comment
- 2) The proposed lists are, in our opinion, comprehensive for district-wide application
- 3) We appreciate that the Local Validation Lists cannot include all the requirements of each individual Local Neighbourhood Plan
- 4) We look to the Local Planning Authority to support requests from Parish Councils for further information from applicants, requests which seek to ascertain applicants compliance with Local Neighbourhood Plans.

(8) Lavenham PC response to 2nd focused consultation reps

By e-mail

Rec'd: 5 February 2024

To: Janet Cheesley (LNP2 Examiner), Paul Bryant (BMSSDC),

Cc: Roy Mawford & Irene Mitchell (Lavenham PC), Rachel Hogger (Modicum Planning)

Subject: [Response to] LNP2 Focused consultation reps

Dear Janet,

Thank you for giving us until this afternoon to respond to the six representations made by organisations/individuals other than ourselves:

- 1) Babergh District Council: We thank Babergh District Council for their suggestions with which we agree.
- 2) Historic England: A 'no comment' representation which therefore requires no response.
- 3) Water Management Alliance: A 'no comment' representation which therefore requires no response.
- 4) Mr Richard Aspa: Mr Aspa remains concerned about the possibility of market-priced isolated houses being built on the west side of Park Road, which is not included in LNP2's proposed ALLS. We have already responded to his Reg 16 representation about the ALLS (Policy Concern P22, LAV 35 & 37). The only related change made in NPPF December 2023 is to renumber the previous Paragraph 80, which permits residential development in exceptional circumstances outside settlement boundaries, and so our response is to suggest that all references in LNP2 to this paragraph should be renumbered accordingly.
- 5) The Lavenham Press: Mr Dalton notes that his objection to Policy LAV 31 is well documented and makes no further comments. We have no further response.
- 6) The Lavenham Community Land Trust. Our response to this is contained in the attached 'LPC Responses to NPP Dec 23 Focused Consultation Representations.doc'. **[BDC note: See next page]**

With very best wishes

Andrew Smith

Clerk to Lavenham Parish Council

LAVENHAM PC RESPONSE TO LNP2 FOCUSED CONSULTATION (NPPF DEC 2023) REPRESENTATION FROM LAVENHAM COMMUNITY LAND TRUST (LCLT)

This consultation exercise is focused only on the changes to the NPPF, from the version issued in September 2023 to the version issued in December 2023. These changes include those made to new paragraph 73 (previously paragraph 72).

Those changes are the basis on which LCLT says: *The latest NPPF clearly endorses the view that sustainable development (and therefore prosperity) within a community requires homes for all, including affordable homes to rent, buy and run, where need is proven. LCLT is working on bringing forward such sites with the help of our Local Authority and Registered Providers. These may require reworking to ensure that these and similar developments are not thwarted by policies that are too tightly drawn. The danger is that NP2 policies either by design or application will deny the development of any homes, especially for those with greatest need, during the plan period'.*

LCLT adds: *Paragraph 73 to the NPPF highlights Rural Exception Sites (RES) and how they may contribute to sustainable development. The availability of this source of land relies on the goodwill of the landowner and undue restrictions placed on its relationship to any existing settlement boundary and any proscribed limitation outside the para 73 definition could be counterproductive in bringing RESs forward. Policy LAV 17 clearly falls into this trap and requires a much lighter touch to incentivize landowners and others to bring forward such developments.*

In our opinion LCLT continues to confuse the findings of its 2022 Local Housing Survey (LHS). It says that a need for 99 homes was identified. We recognise that the LHS indicated a demand for 99 homes, but these included both market housing and affordable homes. Our analysis of the LHS recognises that 52 households needed affordable homes, while the other 47 wanted market housing.

LNP2 acknowledges the demand for market housing, which was also identified through our estate agent survey. LNP2 also acknowledges the need for affordable housing. We commissioned an economic analyst to examine house prices, and the relationship between earnings and market housing costs, in Lavenham – this report showed the extent to which market housing was out of reach to those on local incomes.

The Parish Council's reply to criticisms that LNP2 fails to address the need for affordable housing is set out in the attached extract from our September 2023 Responses to Reg 16 Consultation Representations (Specific Concern About Housing, H1). We do not see how the changes in NPPF December 2023 Paragraph 73 require the changes sought by LCLT to LNP2. For example, the references to exception sites, and the possibility of some market housing as part of developments on such sites, are all broadly consistent between LNP2 and NPPF December 2023.

The Council has previously replied to criticisms relating to LNP2's strong preference for individual developments to be of no greater size than 12 units. This reply is set out in the attached extract (Specific Policy Concerns, P2). We again do not see how the changes in Paragraph 73 should require the changes sought by LCLT to LNP2. For example, we feel that LCLT is advocating a much lighter touch than is required to achieve LNP2's relatively modest development aspirations.

LCLT says that NPPF December 2023 Paragraph 73 highlights Rural Exception Sites (RES). But it seems to us that the changes in this paragraph relate more to the newly defined Sites for Community-led Development.

For reference, NPPF December 2023 Paragraph 73 reads as follows:

Local planning authorities should support the development of exception sites for community-led development³⁶ (as defined in Annex 2) on sites that would not otherwise be suitable as rural exception sites. These sites should be on land which is not already allocated for housing and should:

- a) comprise community-led development that includes one or more types of affordable housing as defined in Annex 2 of this Framework. A proportion of market homes may be allowed on the site at the local planning authority's discretion, for example where essential to enable the delivery of affordable units without grant funding; and
- b) be adjacent to existing settlements, proportionate in size to them³⁷, not compromise the protection given to areas or assets of particular importance in this Framework³⁸, and comply with any local design policies and standards.

Footnote 36 reads: This exception site policy does not replace the First Homes exception policy set out in the Affordable Homes Update Written Ministerial Statement, dated 24 May 2021, which remains extant policy.

Footnote 37 reads: Community-led development exception sites should not be larger than one hectare in size or exceed 5% of the size of the existing settlement.

Footnote 38 reads: i.e. the areas referred to in footnote 7.

The revisions to this paragraph and its footnotes are underlined in the text above.

For further reference, the NPPF September 2023 version of this paragraph (then numbered 72) reads as follows:

~~Local planning authorities should support the development of entry-level exception sites, suitable for first time buyers (or those looking to rent their first home), unless the need for such homes is already being met in the authority's area. These sites should be on land which is not already allocated for housing and should:~~

- a) ~~comprise of entry-level homes that offer~~ one or more types of affordable housing as defined in Annex 2 of this Framework, and ... [no further deletions]

Deletions to the September 2023 version are crossed through.

LCLT concludes this representation by repeating criticisms, made in its Reg 16 consultation representation, about the validity of LNP2. Our reply to these criticisms is set out as well in the attached extract (General Concerns About LNP2, G3 to G7). LCLT makes no attempt to link its concluding text with NPPF changes.

5 February 2024

LAVENHAM PARISH COUNCIL RESPONSES TO REG 16 CONSULTATION REPRESENTATIONS

EXTRACTS FROM RESPONSES TO CONCERNS

GENERAL CONCERNS ABOUT LNP2

G3. LNP2 policies based on insufficient community engagement:

We accept that our level of community engagement was less than that undertaken when LNP1 was being prepared in its early stages. But our Reg 15 Consultation Statement shows the extensive level of engagement we achieved, notwithstanding the constraints imposed by the Covid19 pandemic. And, in the more advanced plan preparation stage, the level of engagement achieved as part of LNP2 cannot be said to have been less than that achieved at the same stage on LNP1.

The Consultation Statements supporting both neighbourhood plans demonstrate the above (see <https://www.babergh.gov.uk/planning/neighbourhood-planning/neighbourhood-planning-in-babergh/lavenham-neighbourhood-plan/>).

For example, the Consultation Statement supporting LNP2 tells us (see Section 8, paragraph 14) that 42 residents and 12 statutory consultees prepared written responses to the Regulation 14 LNP2, whereas the Consultation Statement supporting LNP1 tells us (see paragraph 6.5) that 23 residents and seven statutory consultees prepared written responses to the Regulation 14 LNP1.

G4. LNP2 policies based on insufficient evidence:

This concern is contradicted by the fact that LNP2 policies were formulated based on information obtained from various sources, including:

- Historic England,
- Natural England,
- Office of National Statistics,
- Citizens Advice,
- Suffolk County Council (several sources),
- Suffolk Biodiversity Information Service,
- Babergh District Council (several sources).

G5. Failure to include 2022 Local Housing Survey (LHS) evidence:

Lavenham Community Land Trust (LCLT) made available to us the 2022 LHS report in early November 2022, four weeks before the date on which the Reg 14 draft LNP2 consultation documents were published, which was too late for the report's findings to be incorporated in those documents. But the relevant LHS findings were incorporated into the LNP2 Reg 15 submission version. (Reg 15 Consultation Statement Appx 10, Schedule of Changes to Reg 14 LNP2, number 36, LNP2 reference: Paragraph 7.5.5).

G6. 2021 Census evidence not included:

The Reg 4 draft LNP2 consultation documents included parish-level 2011 Census information, which was the most up to date in autumn 2022. Parish-level 2021 Census information became available in early 2023 and was incorporated into the LNP2 Reg 15 submission version. (Reg 15 Consultation Statement Appx 10, Schedule of Changes to Reg 14 LNP2, number 6, LNP2 references: Paragraphs 4.3, 4.4, 4.5, 4.6)

G7. Unreliable evidence from 2021 LNP2 Questionnaire:

The 2021 LNP2 Questionnaire return rate was not as high as we would have hoped, although this may well have been affected by the Covid19 pandemic. But the Questionnaire is still a reliable information source. We note that some neighbourhood plans have been developed from on-line surveys conducted on commercial platforms. For guidance, Smart Survey says: 'typical survey response rates can lie anywhere between 5% and 30%', and our rate fell well within that range. Perceptions of unreliability could simply reflect disagreement by some respondents with the majority views of those who returned questionnaires.

A residents' survey was also undertaken in 2013, 68% of respondents to which, considered that more housing was needed in Lavenham, although 82% of respondents would not support more than 100 new dwellings. And LNP1's strong preference for a maximum of 24 dwellings in a housing development was accepted by its Examiner, and by the community at the parish-wide referendum. Between 2016 and 2021, 120 new dwellings were built in Lavenham (Source: LNP2 Pre-submission version, Appendix 2). So, it is perhaps unsurprising that attitudes towards further housing development were different in 2021 to those expressed in 2013. This is 20% more than most respondents in 2013 were prepared to support.

SPECIFIC CONCERNS ABOUT HOUSING

H1. Failure to address need for affordable housing:

LCLT carried out a Local Housing Survey (LHS) in summer 2022. 248 Lavenham households participated, including 99 whose housing requirements were not being met. LCLT says in its representation that all 99 households need affordable housing. But recent further analysis of the (confidential) LHS Report identifies some households saying they were unable to move because market homes were unavailable, and not because these homes were unaffordable.

Indeed, the publicly available executive summary to the LHS report, available to view here <http://lavenhamclt.onesuffolk.net/home/housing-needs/> refers to 99 households, representing 105 people, needing additional housing but not additional affordable housing. Instead it refers to the "majority of respondents" indicating that "they were prevented from moving due to a financial reason".

Our analysis indicates that 52 of these households needed affordable homes, while the other 47 wanted market housing. It also indicates that the combined waiting list (Gateway to Home Choice and other lists) at the time the survey was undertaken was between 27 and 38 people.

We now request that the second paragraph of 7.5.5 is redrafted in full, to read as follows: *The Lavenham Community Land Trust carried out a Local Housing Survey in June 2022. Survey forms went to each of the 950 households in Lavenham. 248 forms were returned from households comprising a total of 500 residents. The survey identified 99 households seeking alternative accommodation, of which 52 needed affordable homes and 47 wanted market homes.*

The Local Planning Authority (LPA) has told us that its indicative minimum additional housing requirement for the period 2018 to 2037 is 118 dwellings. To date, 113 dwellings are either already built or in the development pipeline (Source: LNP2 Submission version, Appendix 2).

So, LNP2 is not being asked by the LPA to deliver a significant additional number of new dwellings. In this very different context to LNP1 in 2016, LNP2 puts forward the strong community preference for a maximum of 12 dwellings in any housing development.

Two pieces of work were commissioned (referred to in LNP2 Submission Version, Chapter Seven, alongside the LHS) that complement and reinforce the LHS's findings:

- An informal survey of local estate agents confirmed the unmet demand for market housing.
- An economic analyst examined house prices, and the relationship between earnings and market housing costs, in Lavenham – her report showed the extent to which market housing was out of reach to those on local incomes.

The LNP2 Submission Version recognises the unmet demand for housing, and the specific need for affordable homes:

- LNP2 includes specific policies for Affordable Homes (LAV 15), First Homes (LAV 16), Rural Exception Sites (LAV 17), and Specific Housing for Older People (LAV18) – the supporting text to these policies recognising LCLT’s role in the provision of affordable homes.
- LNP2 also includes general policies on Spatial Strategy (LAV 13) and Housing Mix (LAV 14) – these policies take account of the LPA’s indicative minimum additional housing requirement and the views of residents.
- Policy LAV 13 has a specific role in facilitating the delivery of affordable housing schemes focused on meeting village needs in coming forward. The up-to-date Settlement Boundary that supports this policy establishes where the principle of development applies (within the settlement boundary) and where it does not.
- As well as providing clarity for applicants, the LAV 13 settlement boundary also increases the likelihood of affordable housing schemes coming forward (where they comply with Policy LAV 17) outside the boundary. Without an up-to-date settlement boundary in place, the status of land can fall into question, leading to edge of village locations becoming at risk from market-led mixed development, which fails to deliver affordable housing that meets Lavenham’s needs.

The 2021 Census shows that Social Rented (21%) is the second largest type of housing by tenure (up from 20% in the 2011 Census). This percentage is substantially higher than the figure for England, and even more substantially higher than that for Babergh District as a whole. LCLT has made a positive contribution to achieving this significant figure.

But, in a 21/03 email to the Chair of LPC’s LNP Revision Group, the LCLT Board’s Chair confirmed that it wanted to continue with LNP1’s strong preference for a maximum of 24 dwellings in a housing development. The 21/03 LCLT email asserted that, if this number were to be reduced, then the delivery of affordable housing would fall to nothing – or, at best, the odd isolated unit.

This assertion (in the 21/03 LCLT email) was not supported with evidence, and it ignores the Hastoe Homes extensive portfolio of up to 12-unit schemes. Hastoe has developed in the recent past or is currently developing 16 schemes ranging from two to 12 dwellings, of which five are in Babergh District. It is also currently proposing such schemes, locally and elsewhere in England. (Hastoe worked with LCLT to develop the recent Peek Close affordable homes scheme in Lavenham.)

LPC feels the unmet demand for housing, and the specific need for affordable homes, has been properly and adequately recognised in the LNP2 Submission Version. (As a footnote, it is incorrect to say that developments of 10 DWELLINGS OR LESS do not require an affordable housing component. It is developments of LESS THAN 10 DWELLINGS that do not require this component.)

SPECIFIC POLICY CONCERNS

P2 (LAV 13). Amend text of Clause 4 (strong preference for 12 units):

The Local Planning Authority (LPA) has told us that its indicative minimum additional housing requirement for the period 2018 to 2037 is 118 dwellings. To date, 113 dwellings are either already built or in the development pipeline (Source: LNP2 Submission version, Appendix 2).

So, LNP2 is not being asked by the LPA to deliver a significant additional number of new dwellings. And LPC feels the unmet demand for housing, and the specific need for affordable homes, have been properly and adequately recognised in the LNP2 Submission Version – which includes a strong community preference (this wording is carried forward from LNP1, and is NOT a cap) for developments of up to 12 dwellings.

Please also see LNP2 paragraphs 7.1.2 & 7.1.3, and LNP2 supporting document 'Maximum Size of Residential Schemes'.

28 September 2023

[Ends]