

**PARISH COUNCIL MEETING**

Held in the Guildhall, Thursday 7<sup>th</sup> February 2019 at 7.30 pm.

**Present** Mr C Reeve, Chairman.

Mrs D Twitchett, Mr T Sheppard, Mr B Panton, Mr J O'Mahony, Mr A Searle,  
Mrs A Norman,

Mr R Lindsay, Suffolk County Councillor. .

1 member of the public.

Before the meeting commenced Mr Reeve asked those present to observe a minute's silence in tribute to Philip Gibson. Philip had been a well-respected and much valued Councillor, and Vice Chairman, for many years and will be missed for his excellent work for the community.

**Public Forum** nobody wished to speak.

**Police Matters** – Sudbury SNT January Newsletter still available at [www.suffolk.police.uk/your-area/Sudbury](http://www.suffolk.police.uk/your-area/Sudbury). The summary of crimes reported within the parish of Lavenham is listed on [www.police.uk](http://www.police.uk), search by postcode on Find your Neighbourhood. The latest reported crimes, for December 2018, are: Violence & sexual offences x 3; Anti-Social Behaviour x 1.

**County Councillor's Report, Mr R Lindsay** (*report follows these minutes*)

Mr Reeve had taken up the matter of signage around the weight restriction on Water Street as it is felt that additional signage needs to be near the 30 mph limit points. As this is an experimental scheme it will be re-evaluated after 2-3 months and if it is felt there is significant non-compliance then a Lorry Watch could be set up. It was thought that a point of contact needs to be established to report to.

**District Councillor's Report, Mr W Shropshire** (*in Mr Shropshire's absence the report had been circulated to the Councillors and follows these minutes*)

**The Minutes** – Prop. by Mr O'Mahony, sec. by Mr Searle, the minutes of the meeting held on 3<sup>rd</sup> January 2019 were approved. Carried.

**Declarations of Interest** – none

**Apologies for absence** received from Ms Smith, Mrs Baker and Mr Shropshire.

**Matters arising and update of outstanding issues**

Mr Reeve reported that Mrs Harrison has tendered her resignation from the Parish Council. In respect of the two vacancies, there is no option to call an election for a casual vacancy within 6 months of the election of a new council, the seats can remain empty as long as the Council is quorate. A Parish Council can co-opt councillors to the vacancies, although they will only be in office for a short period before re-election.

Mrs Baker, whilst offering her apologies for absence from the meeting, had said that she would forward a short note on Library matters. (see end of minutes) Mr Panton said he would look into putting a link to Suffolk Libraries on the Parish Council website so that people could have easy access to information on all activities.

**Finance and Strategy**

**Invoices paid between meetings:**

J I Turner Electrical, final payment for Christmas lights electrical works £375.00

**Cheques for payment:**

Lavenham Pre-school, 2<sup>nd</sup> part subvention payment 2018/19 £2,000.00: idverde, toilet works for January (minus credit note for December overcharge) £1,800.00: CGM Ltd, grounds maintenance for January £874.00: CGM Ltd, street cleaning December & January (£1,324.80/£1,728.00) £3,052.80: Kinex, telephone account Jan. £24.81: Lavenham Community Council, Village Hall room hire £22.00: Payroll £736.26: Cartridge Discount, printer inks £58.42: Suffolk Tree Services Ltd, tree planting in Cemetery £2,935.20: Suffolk Tree Services, stump grinding £360.00: S. J. Hurrell, plumbing repairs at Church Street toilets £296.46: Seago & Stopps Payroll Solutions, professional services q/e 05/01/19 £90.00: Babergh District Council, business rates 2 Lady Street, 06/02 to 31/03 £329.30: Sudbury Town Council, Community Wardens attendance at Christmas road closures £2,868.53: Sudbury Town Council, Community Warden services 01/08/18 to 31/12/18 £1,167.90: Cooper & Kelling Builders, insulation and electrical works at 2 Lady Street £3,000.00: British Gas, electricity Church St toilets £14.01.  
Paid by Direct Debit: 11/01/2019 Total Gas & Power, Prentice St toilets electricity supply £45.44.

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

Proposed by Mr O'Mahony, seconded by Mr Searle, that the transactions are approved.  
Carried.

Wave (Anglian Water) notified credit balance of £280.00 from last bill due to over-estimate revealed by meter reading.

Cheque received: from Lavenham Youth Club, £784.92, being the balance of funds remaining in the bank following the club's closure; from Cycle Club Sudbury, £100 for use of the Church Street car park for this season's time trials meet on Thursday evenings, and extended opening of the toilets for their use; from the Street Fair Committee, £2,390.44, reimbursement of the Sudbury Warden's costs for the Christmas Fair, ex VAT.

Receipt acknowledged of the Parish Council's Precept Upon the Charging Authority with a precept for 2019/20 of £75,000.00. This will be paid to the Parish in two instalments, 50% in April 2019 and 50% in September 2019.

This precept gives the Parish a Council Tax Band D amount of £83.97. This is an increase of 5.68% on 2018/19. These are the amounts that will be shown on the Council Tax Bill.

**Finance Update**

An update of the income and expenditure, and balance at the bank, to 31<sup>st</sup> December 2018, was circulated. The bank reconciliation was agreed and signed.

**Grounds maintenance and street cleaning tenders**

A summary of the four quotations returned in respect of the two contracts was considered by the members. One quotation was rejected as being too high compared to the other three. One of the other three could not guarantee sickness/absence cover for the street cleaning contract. After further discussion it was proposed by Mr Sheppard, seconded by Mrs Norman, and agreed, that authority to make a final decision be delegated to Mr Reeve, Mr Searle and Mr O'Mahony, assisted by the Clerk, following a meeting with contractors to clarify various points.

**Planning****Planning Applications Received:**

DC/19/00468 & DC/19/00463 4 Church Street, Lavenham

Householder Planning Application & Application for Listed Building Consent - Erection of a single storey rear extension to replace existing rear porch.

Prop. Mrs Twitchett, sec. Mrs Norman, recommend approval. Carried.

DC/19/00314 - Linden, Bears Lane, Lavenham

Notification of works to trees protected under Tree Preservation Order WS41 - Removal of branch, sucker, and trimming of T1 Ash, and removal of all branches of T2 Horse Chestnut.

Prop. Mr Searle, sec. Mrs Twitchett, recommend refusal, removal of all branches of Chestnut Tree (as description of works), which is visually important, is excessive. Carried.

DC/19/00318 Drovers Cottage 42 The Common Lavenham

Notification of Works to Trees in a conservation area - Willow (T1) to Re-Pollard leaving a scaffold structure of branches from which the crown can re-form as decay in main stem and manage the size

Prop Mr O'Mahony, sec. Mr Panton, recommend approval. Carried.

DC/19/00202 - 29 Green Willows, Lavenham

Householder Planning Application - Erection of a single storey rear extension

Prop. Mrs Norman, sec. Mrs Twitchett, recommend approval. Carried.

DC/18/05619 - 1 Butfield, Lavenham, CO10 9SD

Householder Planning Application - Erection of a two storey rear extension following demolition of conservatory

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

DC/19/00067 & DC/19/00234 Mole Cottage, 32 Prentice Street, Lavenham

Householder Application & Application for Listed Building Consent - Erection of rear conservatory (following demolition of existing conservatory); Re-configure internal layout and creation of ground floor wet room, insertion of window and extractor fan. Formation of parking area.

Prop. Mr Panton, sec. Mrs Norman, recommend refusal on basis of incomplete information and possible demolition of historic wall which is significant to the street view. Carried.

Mole Cottage is a listed building which includes the historic wall. The proposed parking space would require the demolition of the existing historic wall which has a significant impact on the street view. There are no details given in the application on how the wall will be treated or how the variable levels are to be dealt with, and any impact on the cottage or drainage implications. There is also a mature Laurel tree on the proposed parking site. The proposed conservatory raises no issues.

#### Planning Decisions Received:

DC/18/03617 Land North West And South West Of, Norman Way, Lavenham - Discharge of Conditions Application for B/16/00437- Condition 12 (Design Code), 13 (Strategic Open Space and Planting), 14 (Soft Landscaping), 18 (Ground Floor Levels), and 27 (Approval of allotments)

Refused Conditions Nos. 18 & 27, Approved Conditions Nos. 12, 13 & 14.

DC/18/05196 Pippins, Bridge Street Road, Lavenham - refusal of consent to carry out works to tree(s) protected by a Tree Preservation Order in respect of 240 G1- Proposal to fell T1 +T2 Maples

DC/18/05197 Pippins, Bridge Street Road, Lavenham - consent to carry out works to tree(s) protected by a Tree Preservation Order in respect of 240 G1 - Proposal to fell T1 and T2 (Field Maples) to ground level and to re-pollard G1 (Multiple Maples)

DC/18/05139 April Cottage, 40 Water Street, Lavenham – planning permission granted for erection of front/side porch and single storey rear extension.

DC/18/05439 Linden, Bears Lane, Lavenham – consent to carry out works to trees under a Tree Preservation Order (WS41/TI27)- (T1) crown reduction to an Ash tree by up to 30% and to raise the crown slightly to manage size and reduce overhang.

DC/18/02644 Land North-West Of , Mill Cottage, Bears Lane, Lavenham - Planning Application - Erection of 1.5 storey dwelling and single garage with associated parking. This application has now been withdrawn and will no longer be determined by the District Council. Comments on this application are no longer required.

DC/18/05442 - 85 Church Street, Lavenham – application withdrawn re Listed Building Consent for replacement street light luminaire, existing bracket to be retained

DC/18/04600 & DC/18/04601 19 Prentice Street, Lavenham – planning permission & listed building consent for erection of a single storey lean to rear extension (following removal of existing). Installation of first floor shower and WC to ground floor and installation of wood burner. Installation of double glazed windows and door to front and external walls thermal upgrade

DC/18/05489 Little Hall, Market Place, Lavenham - Listed Building Consent for demolition of unsafe boundary wall and re build using soft red bricks to blend in and one brick wide for added stability.

### **Operations**

Church Street public toilets – Mr Norman would be asked to inspect the lights in the ladies facilities and establish whether replacement bulbs were required, or whether further electrical investigations are necessary.

Gas Works site – W S Atkins are on site, this week and next, checking ground conditions and taking samples in order to establish whether any remediation is required.

Traffic and Road Management – several street drains were reported as blocked with rubbish, to be taken up with SCC Highways

The surfaces in both Church Street and Prentice Street car parks require attention, Babergh to be alerted to this. There would also appear to be two abandoned vehicles in the Prentice Street car park.

### **Housing and Social**

CLT - roofs are on all properties, some rendering work has begun. Some wording on the reverse of the work of art still to be agreed.

Babergh and LCLT have won a joint bid for 8 affordable units on the Bears Lane development.

LED lighting – some forms remain to be completed for the application.

Good Neighbours Scheme – the majority of tasks are still driving; to hospital or doctor's appointments, prescription collection and shopping.

Today's Common Room Tea visitor was Nick Pringle who is working with the GP Surgery and talked about health MOTs for over 50s. Next month there will be a trip out for lunch at Hartest Crown.

Lavenham Dementia Alliance - four of the team have completed Dementia Champion training. January had been a quiet month, the next Wednesday get together will be on 13 February.

### **Correspondence had been received from:**

Long Melford Parish Council, Consultation under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 (as amended) – Long Melford Neighbourhood Development Plan, 6 week consultation period closes on Thursday, February 28<sup>th</sup> 2019 at 5pm  
BMSDC Planning Delivery, Draft Mid Suffolk District Council Housing Land Supply Position Statement Consultation January 2019, comments invited, consultation ends on 1<sup>st</sup> March.  
Babergh and Mid Suffolk, reminding Councillors to complete the survey in respect of their Communities Strategy, consultation closes 1<sup>st</sup> March.

Nick Potts, dancing into Lavenham (from London to Norwich around 120 miles) 3<sup>rd</sup> March, in costume with bells, fundraising for British Heart Foundation, recreation of the journey made by Will Kempe on his Nine Days Wonder 149 years ago.

SCC via SALC have asked if councils can assist to get information shared with residents to make them aware of Suffolk School Travel Changes from September 2019.

Resident of Brent Eleigh Road, pointing out that recently the road between Lavenham and Semer had not been gritted. Also asked if it would be possible to have a grit bin positioned on the left hand bend beyond the stables so that residents could help keep the corner free from ice.

SALC, invitation to Parish Councillors to attend a free Digital mapping workshop for Town and Parish Councils on Monday 25 February, 1.30 to 3 pm. at the SALC office (circulated)

RTPI East of England looking for interesting places for the their president to visit on day 1 of a 2 day visit to the East of England, 30-31 May.

SALC, invitation to the Free Suffolk Design Parish and Neighbourhood workshop, taking place on Tuesday 26 February 2019, 10:00 – 13:00 at The Mix, Stowmarket, 127 Ipswich St, Stowmarket. (circulated to Councillors)

NALC, information circulated by SALC: The Ministry of Housing and Communities Local Government (MHCLG) are inviting views on the development of a Communities Framework.

Return date for comments: 13<sup>th</sup> February (circulated to Councillors)

## **2 Lady Street (Lavenham Hub) – acquisition and operation**

Acquisition of the property has been delayed because of the CIL application. This is on the March Cabinet agenda and applicants will be notified shortly after in respect of grants. A Licence to Refurbish is in place for a two month period.

Mr O'Mahony reported a steady stream of customers to the Post Office during one of his recent visits.

## **Parish Council initiatives**

A list of initiatives and issues at January 2019 had been drafted by Mr Reeve, some additions had been suggested by the members, the number now stood at 17, some ongoing and others for the future. Mr O'Mahony suggested that a future bypass be added.

## **Outdoor table tennis offer**

A year ago Lavenham Table Tennis Group had made an offer to the Parish Council of funds to support the provision of an outdoor table tennis table for the use of the group and young people eager to play. The offer had been made with a permanent concrete table in mind but research had established that this would probably be too expensive. LTTG are now willing to make an improved offer to support the permanent fixing of a Cornilleau table at an outdoor location to be decided. It was proposed by Mr O'Mahony, seconded by Mr Sheppard, and agreed that the offer should be accepted and a permanent location decided following consultation and negotiation.

## **Armistice Centenary 'Tommy'**

The Parish Council has concerns that the Tommy figure could possibly suffer from the effects of weather and/or accidental damage if left on permanent display in the Market Place, also that permanent display would lessen its impact. As it did not seem possible that it could be located in the war memorial corner in the Church, as had been suggested as an alternative, the preference would be to keep it in storage and re-locate it to the Market Place during the two week Remembrance period in November each year.

Money to fund the purchase had been raised by public subscription and the group which had donated would appear to prefer the figure to remain permanently in its present position. It is assumed they will take on responsibility as there is no insurance cover while the figure is on display in a public area.

**Election timetable**

The process for the election of eleven Lavenham Parish Councillors will start on the 12th March 2019 when the Election Notice will be published.

For those persons who wish to stand for election, this includes sitting Councillors, nomination papers need to be lodged with Babergh District Council by 4pm on Thursday 3rd April. The Statement of Persons nominated will be published on the 4th April 2019 and if it is more than 11, then a poll will take place on Thursday 2nd May at the same time as the Babergh District Council election.

**HGV use of Bridge Street Road**

Emails between a resident of Bridge Street Road and Highways voicing concerns about the use of Bridge Street Road by HGVs had been circulated. Having considered the content of the emails, and after full discussion, the Parish Council decided not to take any further action, such as applying for a weight restriction or 'No Entry' signs, these would not be effective against local traffic anyway. In a rural area a certain amount of heavy agricultural traffic is a fact of life, and there had been no other complaints raised in that area.

**Matters to be brought to the attention of the Parish Council**

The Parish Council agreed in principle the drafting of a certificate of Honorary Citizenship which could be presented to visiting relatives of the USAAF veterans who had served on the airfield. The wording would be agreed between the Parish Council and the Friends of Lavenham Airfield who were raising funds for a memorial on the airfield.

Mrs Twitchett reported increased dog fouling on the recreation ground in Bridge Street Road. There is also a problem on the pavement along Preston Road. Sudbury Wardens to be alerted to these areas.

A leakage of diesel or heating oil has been detected in the water running through the culvert in Water Street. The Environment Agency are investigating possible sources and monitoring.

Future agenda items; School/pre-school after school provision; Wool Towns

The meeting closed at 9.25 pm.

**Date of next meeting:** The next meeting will be held on Thursday 7<sup>th</sup> March 2019.

**Lavenham Library Report** from Joy Baker

Excellent meeting on Tuesday with representatives from Suffolk Libraries and branches Long Melford and Felixstowe.

Hopefully it will be agreed tonight that a link to Suffolk Libraries can be set up on the Lavenham Parish Council website. All their activities are on the website.

The Velveteen Rabbit is to be performed in Lavenham Village Hall on Friday 12<sup>th</sup> April. This is a two-actor performance for 4 – 8yr olds. In the Spring there is to be an event organized by Austin Macauley, publishers, where authors are coming to speak in schools, including Lavenham. A Lego session has been fixed for half term. Top Time and Tot Rock are ongoing. Hopefully a board game session will be started.

Suffolk Libraries, a charity, is aiming to supply various needs and helpful things, not just books, and in welcoming venues.