

PARISH COUNCIL MEETING

Held in the Guildhall, Thursday 1st November 2018 at 7.30 pm.

Present Mr C Reeve, Chairman. Mr P Gibson, Vice-Chairman.

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

Mr R Lindsay, Suffolk County Councillor.

1 members of the public.

Public Forum

Mr Bruce Goddard firstly asked the Parish Council to consider improving the access to First Meadow. He then presented to the Parish Council monies donated by the community to cover the cost of the WW1 'Tommy' figure, this amounted to £625.

Mr Reeve welcomed Mr Norman to her first meeting as co-opted member of the Council.

Police Matters – Sudbury SNT October Newsletter available at www.suffolk.police.uk/your-area/Sudbury. The Newsletter has information about getting £40 off a Ring doorbell camera to improve property security.

The summary of crimes reported within the parish of Lavenham is listed on www.police.uk, search by postcode on Find your Neighbourhood. The latest recorded crimes for August 2018 are: Other Theft x 3; Violence & sexual offences x 4; Criminal Damage & Arson 1.

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

The County Council had accepted that it is responsible for the footpath through Mud Lane and work to clear the fallen tree has been ordered.

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

The Minutes – Prop. by Mr Gibson, sec. by Mr O'Mahony, the minutes of the meeting held on 4th October were approved. Carried.

Declarations of Interest – none

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

Matters arising and update of outstanding issues

Mrs Baker reported in respect of the library which continues to be busy. It recently played its full part in the Children's Book Festival and was used for book signing. Courtesy of the Lavenham Literary Festival the library had been presented with signed copies of several of the books which were promoted at the event. The Friends of the Library proved refreshments over the weekend and generous donations from those attending meant that just over £200 was raised for library funds.

The Sutton Hoo Roadshow had proved very popular and was well attended. The next Top Time fortnightly meeting is on 6th November when Lavenham author David Laws will talk about his debut novel.

Finance and Strategy**Invoices paid between meetings:**

There but not There, Tommy figure for Armistice Centenary £750.00.

Cheques for payment:

Excello Law, FCA fee for National CLT Network Modal Rules Lavenham Hub £120.00:
 Lavenham Pre-school, replacement for cheque reported lost and cancelled £2,000.00: idverde,
 public toilet works October £1,860.00: CGM Ltd, grounds maintenance for October £874.00:
 Kinex, telephone account Sept. £22.83: Kinex, telephone account Oct. £22.65: xmasdirect,
 replacement lighting strings £362.29: Payroll £1241.10: British Gas, electricity Church St
 toilets £19.62: 2018 RBL Poppy Appeal, 2 poppy wreaths £34.00: Seago & Stopps Payroll
 Solutions, professional services qe 05/10/18 £90.00: NFU Mutual, extend insurance policy to
 2 Lady Street £156.81: Petty Cash £100.00.

Paid by Direct Debit: 20/10/18 Total Gas & Power Direct Debit, electricity to Prentice Street
 toilets £54.14.

A letter to the Bank requested the transfer of £7,000 between accounts.

Proposed by Mrs Baker, seconded by Mr Sheppard, that the transactions are approved. Carried.

Email received from Mr John Knight thanking the Council for the generous donations
 to the Lavenham Woodland Project and Lavenham Exhibition Endowment.

The cheque for £1,500 donated to Lavenham C P School had been returned with thanks
 as, following a parent survey, it was decided that the demand for additional hours for child care
 is not high enough to provide the service. They will now discuss with the Pre-school options
 to work in partnership to extend their wrap-around care at the Pre-school.

Electoral Services have forwarded indicative estimates of the likely charges in 2019 for
 contested 4-yearly election £2,480.82; contested 4-yearly election combined with District
 Council £1,565.82; charge for uncontested election £110.78. These charges must be built into
 the budget for 2019/20.

Finance update and Precept 2019/20 - Copies of the finance update and bank reconciliation to
 30th September had been circulated and were approved. Mr Reeve reminded the members that
 a meeting of the finance working group will take place on Tuesday 13th November to consider
 the precept requirement for 2019/20 and draft a paper for consideration.

Staff pay review – it was proposed by Mr Searle, seconded by Mr Gibson, and agreed, that the
 Clerk's hourly rate be increased from 1st December 2018 from £10.467 to £10.676 (in line with
 the increase in NJC salary scale agreed in April 2018).

Annual Review of Burial Fees - following consideration of figures circulated by the Clerk it
 was proposed by Mrs Baker, seconded by Mr Searle, and agreed, that the fees should be
 increased as follows: Part 1, Interments, (I)(i) no change, (I)(ii) increase to £285, (II) increase to
 £180. Part 2, Exclusive right of burial, increase to £190. Part 3, Gravestones,
 tablets & inscriptions, (i) increase to £190, (ii) increase to £160, (iii) increase to £170.
 Additional inscription, increase to £70. These fees to apply from the date of this meeting.

Planning**Planning Applications Received:**

DC/18/04379 & DC/18/04380 37 Water Street, Lavenham

Householder Planning Application & Application for Listed Building Consent - Insertion of a
 new window

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

DC/18/04441 & DC/18/04237 Swan Hotel, High Street, Lavenham

Planning Application & Application for Listed Building Consent - Rebuild 12 courses of
 brickwork following removal of existing brickwork to chimney using Tudor style imperial
 bricks

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

DC/18/04435 19A Bolton Street, Lavenham

Householder Planning Application - Creation of flat roof canopy over main entrance door

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

DC/18/04471 The Grove, 5 Lady Street, Lavenham

Notification of works to Trees in a Conservation Area - T1 (Yew) Raise crown by 2m and reduce by 1.5m, T2 (Ash) Fell, T3 and T4 (Yew) Reduce by 1.2m, G1 Remove group of self-set trees

Prop. Mrs Norman, sec. Mr O'Mahony, recommend approval. Carried.

DC/18/04624 Linden, Bears Lane, Lavenham

Notification of Works to Trees protected by Tree Preservation Order WS41- Fell 1 No Chestnut Tree in back garden and re-plant new

Prop. Mrs Baker, sec. Mr O'Mahony, recommend approval. Carried.

DC/18/04593 9 Weavers Close, Lavenham

Householder Planning Application - Application of cladding over existing render

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

DC/18/04600 & DC/18/04601 19 Prentice Street, Lavenham

Householder Planning Application & Application for Listed Building Consent - 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 woodburner. Installation of double glazed windows and door to front and external walls thermal upgrade.

Prop. Mr Searle, sec. Mrs Twitchett, No objections, recommendation that appearance, especially of the front elevation, is no different to existing. Carried.

DC/18/04668 Pegtile Court, 3 Church Street, Lavenham

Notification of works to Trees in a Conservation Area - T1 (Yew) Fell

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

DC/18/04765 1 Lady Street, Lavenham

Application for Listed Building Consent - Installation of external light fitting over front door and internal cabling for new switch.

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

Planning re-consultation request

DC/18/01987 Second Meadow Stables, Brent Eleigh Road, Lavenham

Planning Application. Erection of detached dwelling in association with the use of Second Meadow Stables. As amplified by additional supporting statement received 18.10.18.

Reason(s) for re-consultation: Additional Supporting Statement received by the Local Planning Authority 18/10/2018.

Prop. Mr Searle, sec. Mrs Baker, the members of the Parish Council feel strongly that the original objections are still valid in respect of this application and the reasons for recommendation of refusal forwarded following the meeting held on Thursday 7th June 2018 are upheld. Carried. The full list which accompanied the original recommendation will be posted on the planning website.

Planning Decisions Received:

DC/18/03659 5 Prospect View, The Common, Lavenham – permission granted for erection of a care annex/guest accommodation ancillary to the host dwelling following demolition of existing summer house/office. Subject to Occupation Restriction

DC/18/03404 16 Bolton Street, Lavenham - Listed Building Consent for remove and raise ceiling in bedroom 2.

DC/18/03450 Second Meadow Stables, Brent Eleigh Road, Lavenham – planning permission in respect of change of use of land to commercial livery and erection of buildings and

structures. (Retention of)

DC/18/03063 93 High Street, Lavenham - Listed Building Consent for internal and external alterations as described in the schedule of works

B/17/01069 11 Market Place, Lavenham - Listed Building Consent for replacement street light luminaire (bracket to be retained).

Appeal Ref: APP/D3505/D/18/3206782 The Granary, Mill Hill, Bury Road, Lavenham - the appeal is dismissed.

Operations

Traffic and Road Management – a letter had been received from a resident of Sudbury Road whose car had been ticketed whilst parked on the pavement on the junction of Sudbury Road and Bridge Street Road. Several cars have been parked in this area for some time which means that the dropped kerbs are unusable and sometimes insufficient pavement width is left for the use of pedestrians, buggy pushers and users of mobility scooters. Following complaints the Parish Council, with the intention of protecting the person, asked the Sudbury Wardens to use their time in the village to concentrate on the worst affected areas of pavement in the village. The Parish Council, with the cooperation of Highways, is also planning to use seating and planters to prevent parking on these areas. These proposals have been included in two public consultation events and no adverse comments have been received.

Gas Works site – the meeting on 11th October had been quite positive and reports are being updated. Liability to maintain the gas holder rests with National Grid at the moment and this will have to be handed over in good condition. Historic England would support the Parish Council in grant funding for ongoing maintenance.

Lavenham Walk – the Parish Council is keen to bring matters to a conclusion and contact between solicitors has been resumed. It is hoped that the lease will be available before Christmas.

Cemetery Chapel – Mr Searle reported that the shelving has now been built. He had some help from a neighbour to do this and asked if the Parish Council would consider a small payment as a thank you for his assistance. A payment of £50 was agreed.

Housing and Social

CLT - Hastoe is holding an open event on Monday 5th November, 4 pm. to 7 pm. for people wanting to sign up for local housing.

At the Stars of Babergh and Mid Suffolk Awards Lavenham CLT had been awarded Community Project of the Year for Babergh and Mr Reeve had received a Babergh Special Recognition Award. Both awards are well-deserved.

LED lighting – the Listed Building Consent application had been granted and individual applications will now have to be made for each of the 16 listed buildings. Mat Blacoe had quoted an upper limit of £2,500 for these applications and Mr O'Mahony proposed and Mr Gibson seconded that he should be instructed to proceed without delay. This was agreed. He has the experience with the first application and there is no alternative to making these applications if the LED conversion scheme is to be completed.

Good Neighbours Scheme – the poppies have been 'planted' on the Market Place in preparation for the Armistice commemoration.

Rory Michael, the primary school headteacher, had spoken at the tea today, unfortunately the weather appeared to have put people off attending and numbers were low.

Preparations are well underway for the Christmas party on 13th December and the AGM and Cheese & Wine get together will take place in the Guildhall on 16th November starting at 7 pm.. Members of the Parish Council are invited as supporters.

Lavenham Dementia Alliance - members had visited Hadleigh's Together Tuesday which is similar to the meetings which will be held in Lavenham. Sue Calver and Margaret Maybury

are coming to the first session in Lavenham on Wednesday 14th November, 10.30 am to 12.30 pm. Information leaflets have been distributed in the village

Correspondence had been received from:

Email sent on behalf of Councillor Jan Osborne, Babergh Cabinet Member for Housing & Councillor Jill Wilshaw, Mid Suffolk Cabinet Member for Housing notification that the draft BMSDC Homes Strategy 2019- 2024 and the draft BMSDC Homelessness Reduction Strategy 2019 - 2024 consultations will open from midday Friday 26th October – midday Friday 7th December via the Babergh Housing Strategy webpage and the Mid Suffolk Housing Strategy webpage.

From the General Manager of the Angel Hotel asking for permission for a small firework display on the Market Place on New Year's Eve. It was felt that the Parish Council is not able to give permission for such an event and would suggest that Mr Guy contacts Suffolk County Council Highways department as they have authority over the Market Place. It is thought that there may be regulations in respect of firework displays in such close proximity to the highway, and probably a high price to pay in respect of liability insurance. It might be less complicated to set up the display in the hotel's own garden to the rear and open it to the village.

Mr S Charlton, requesting permission to metal detect on the playing field (First Meadow). Following discussions it was decided not to give permission to metal detect on the First Meadow. It was felt that this activity should not be encouraged on the meadow which is primarily a children's play area and any disturbance of the ground must be avoided.

2 Lady Street (Lavenham Hub) – acquisition and operation

A draft contract has been agreed but it will probably be at least two weeks before it can be executed, in the meantime it was proposed by Mr Sheppard, seconded by Mr O'Mahony that a Licence to Occupy be accepted to allow access to the premises for a review of the fitments and fittings and work which will need to be done. Manager interviews have been held and a suitable candidate selected who has accepted the position. References are awaited.

Armistice Centenary Commemorations

The Poppy Trail is now up and running. Poppies are in place in the Market Place and on the war memorial in the Church. Mr Reeve would make enquiries as to whether the school children will be joining in the placing of poppies on the WW1 war graves on 8th November.

Mr O'Mahony confirmed that all arrangements are in place for the commemorative event on the Market Place on the evening of Sunday 11th November.

Nomination of Trustees/Governors to Lavenham Charities for the Poor and Exhibition Endowment

The Councillors agreed the nomination of Maureen Wilding and Jeremy Robinson to serve as co-opted governors to the Lavenham Exhibition Endowment. Also the further term for Rob Norman and nomination of Philip Robson to co-opted trustees to the Lavenham Charities for the Poor.

Christmas Fair and Christmas lighting

New lighting strings had been purchased to help in the repairs of lights which had been checked prior to erection by John Turner.

Date of next meeting: The next meeting will be held on Thursday 6th December 2018.