

**PARISH COUNCIL MEETING**

Held in the Guildhall, Thursday 4<sup>th</sup> October 2018 at 7.30 pm.

**Present** Mr C Reeve, Chairman.

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

Mr R Lindsay, Suffolk County Councillor.

Mr Shropshire, Babergh District Councillor, had sent apologies for possible late arrival and joined the meeting at 8 pm.

3 members of the public.

**Public Forum**

Mr Lawrence talked about the concerns of parents following the decision by Suffolk County Council to change the school transport policy. From September 2019, for new intake pupils, there will be funded transport to the nearest school which is Sudbury Ormiston rather than to the feeder/catchment school for Lavenham which at present is TGS in Great Cornard. Parents wishing to send their children to TGS, perhaps because they have older siblings there, will face charges of around £700 per child.

Mr Lindsay commented that there had been considerable opposition to the proposals but the County Council had still gone forward with the change in policy. With the TGS Head's support it was thought that further protests by a strong parents' group might make SCC review the decision.

Lee Morris introduced herself to the Council as the new Chairman of the Community Benefit Society being set up for 2 Lady Street. She was looking forward to starting the work of setting up the organisation to improve facilities for the community. Her husband will also be involved as a volunteer.

**Police Matters** – see Sudbury SNT September Newsletter 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 recorded crimes for July 2018 are: Anti-Social Behaviour x 3; Bicycle theft x 1; Burglary x 1; Other Theft x 1.

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

Mr O'Mahony will contact Amanda Mays for further advice regarding finger posts and street furniture. Enquiries would be made as to the name of Clare's specialist town trail-maker.

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

The application in respect of the LED light in the Market Place will come before the planning committee on 17<sup>th</sup> October. Mr Shropshire will write in support of the application and it is understood that the case officer's recommendation will be to grant listed building consent. Mr Reeve will attend to speak on behalf of the Parish Council as applicant.

Mr Reeve pointed out that when describing plans for the future of 2 Lady Street it should not be seen as 'taking over the TIC'. The Parish Council is purchasing the premises in order to offer space to an outreach Post Office, provide a focus for village activities, promote Lavenham and the surrounding area and provide a visitor information service.

Mr Shropshire said that he will not be seeking re-election in May 2019 and was thanked for his support for the village during his term of office.

**The Minutes** – Prop. by Ms Smith, sec. by Mr O'Mahony, the minutes of the meeting held on 7<sup>th</sup> September were approved. Carried.

**Declarations of Interest** – none

**Apologies for absence** received from Mr Gibson and Mrs Harrison.

**Matters arising and update of outstanding issues**

Mrs Baker gave an update on Library matters. The Summer Reading Challenge had again been a great success with over 50 children completing the task of reading 6 books and many of them attending the presentation ceremony. Mr Reeve had made the presentations.

The joint fund raising quiz with the primary school raised just over £400. Coming up on the weekend of 20/21 October is the Children's Book Festival, followed by the hosting of the Sutton Hoo Winter Roadshow at the Library on 23<sup>rd</sup> October.

Lavenham Library has one of the highest percentage increases across Suffolk for book loans and numbers of visitors to the Library.

**Finance and Strategy**

**Invoices paid between meetings:**

Excello Law, Solicitor's fee for searches re 2 Lady Street £250.00: Excello Law, National CLT membership and sponsorship for CBS £375.00.

**Cheques for payment:**

Financial support for Walking Tour publicity (Dinah James) £70.00: Lavenham Woodland Project, annual support £300.00: Lavenham Exhibition Endowment, donation £350.00: Keith Purvis, repair to hand dryer Prentice St. male wc £75.00: Karzees, hire and collection of temporary toilet on First Meadow £60.00: Bullfinch (Gas Equipment) Ltd, Battles Over beacon £432.00: idverde, public toilet works September £1,860.00: CGM Ltd, grounds maintenance for September £874.00: CGM Ltd, repairs to damaged verge outside Cemetery £264.00: Cooper & Kelling, repair works at bus shelter £3,181.20: SB Surveyors, fees for valuation/advice 2 Lady Street £840.00: Community Action Suffolk, annual One Suffolk hosting fee £50.00: Archant, EADT manager job advertisement for 2 Lady Street £192.00: Payroll £990.10: British Gas, electricity Church St toilets £18.37: Just Projectors, purchase Epson projector £375.60: Internet Surveys Ltd, desktop valuation 2 Lady Street £180.00: Community Action Suffolk, fee x 2 Councillor attendance at Community Buildings conference £50.00: PKF Littlejohn LLP, review of Annual Governance & Accountability Return for year ended 31 March 2017 £480.00.

**Paid by Direct Debit:** 30/09/2018 to BT for Broadband service to old phone box for September £24.24 (refund of £23.40 made for double charge for July phone services).

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

The audit of accounts has been completed by PKF Littlejohn LLP, no matters of concern had come to their attention. Copies of parts 1, 2 & 3 of the Return, together with Notice of Conclusion of Audit, are displayed on the Parish Council notice board and website.

Proposed by Mrs Baker, seconded by Ms Smith, that the transactions are approved. Carried.

**Precept 2019/20** – it was suggested that Councillors started to consider the financial requirements for 2019/20 which would need to be included in the precept. This would be an agenda item at the next meeting.

**Additional copies of December Lavenham Life** – it was proposed by Mr Searle, seconded by Mr Sheppard, that the Parish Council should fund additional copies of Lavenham Life to ensure that a free copy could be delivered to each household in the village. Agreed.

**Funding for WW1 commemoration events** – Mr O'Mahony gave a brief outline of events

planned to mark the centenary of the 1918 Armistice. During the two weeks leading up to Sunday 11<sup>th</sup> November there will be a Poppy Trail throughout the village which will identify the addresses the men left to go to war. Maps will be available free to follow the trail. During the same period a collection of WW1 photographs (part of the Soper Collection) from around the world will be on display at various locations around the village. There will be a programme of events on the Sunday evening which will include lighting of the beacon. Mr O'Mahony had produced draft costings and asked if the Parish Council would consider an increase in the allocated budget of £1,000. In addition it had been suggested that there is enough enthusiasm in the village to fundraise sufficient for the purchase of a 6' aluminium outline 'Tommy'. It was agreed that the Parish Council would purchase this and underwrite any possible shortfall. Proposed by Ms Smith, seconded by Mrs Twitchett, that the budget be increased to £1,500. Carried.

A Commonwealth War Graves Commission sign for fixing on the metal fence beside the Cemetery gates has been ordered and will be delivered shortly.

## **Planning**

### **Planning Applications Received:**

DC/18/04167 Pegtile Court 3 Church Street Lavenham

Householder Application. Conversion of home office and garage to living accommodation. Recommend approval subject to the condition that the converted accommodation remains within the curtilage of the host dwelling and is not sold separately.

### **Planning Decisions Received:**

DC/18/03705 3 Priory Farm Court, Water Street, Lavenham – consent for works to Trees in a Conservation Area, T1 small multi-stemmed conifer, fell to ground level due to continued collapse.

DC/18/03216 3 Weavers Close, Lavenham – planning permission for installation of cement-based cladding to front elevation over existing render

DC/18/03878 The Red House, 29 Bolton Street, Lavenham – consent for works to trees in a Conservation Area: remove 1 No. lowest branch overhanging road from Oak (T1). To re-coppice to 3 foot. 1No. Hazel Stool (T2) To reduce away from new building by 1m Birch Tree (T3) To reduce the crown by 1.5 meter 1No. Plum Tree (T4)

DC/18/03422 11 Trinity Gild, Lavenham – planning permission for erection of rear extension, reinstatement of side access door; insertion of larger front elevation windows and attic conversion including the insertion of velux windows

**National Planning Policy Framework July 2018** – on behalf of the planning working group Mr Searle had produced a discussion paper in respect of the 2018 version NPPF, this had been circulated to all Councillors prior to the meeting and was worked through and discussed by the meeting.

## **Operations**

**Traffic and Road Management** – the start date for the Water Street scheme had been communicated to Mr O'Mahony in a letter from Suffolk Highways, works are planned for 7<sup>th</sup> to 11<sup>th</sup> January 2019, timed so they would not disrupt Remembrance Sunday or the Christmas Fair. On behalf of the team responsible for planning the works Ben Hathaway, Head of Professional Services, apologised for the lack of communication and delay in getting the scheme planned and delivered and admitted that this falls far below the expected standard for customer service and care.

Gas Works site – a meeting will take place on 11<sup>th</sup> October with the Regeneration Manager for National Grid and a representative of Historic England to discuss the potential for the Parish Council acquire the site.

Lavenham Walk/Catch 22/dog fouling – there is nothing more to report yet on Catch 22 and dog fouling. Mr Reeve has again contacted our solicitor with regard to the lease for Lavenham Walk.

SID data - Mr Panton reported that more than one year of statistics had been collected from the SID equipment and just short of 1,000,000 vehicle movements had been recorded during that period. The figures had proved useful when estimating increases in vehicle movements during events such as the Christmas Fair.

Cemetery Chapel – Mr Searle reported that the internal board will be returned to Mr Tanswell for correction. One of the small flower tables placed in the Chapel has disappeared, presumed stolen.

Mr Searle also mentioned concerns about plastic flowers which were being picked up by rabbits and left on the grass and paths, there was no way of knowing which graves these had been removed from. There were no suggestions as to how to resolve this.

### **Housing and Social**

CLT - Jan Osborne, Babergh's Deputy Leader and Cabinet Member for Housing, and the Allocations Officer had joined the Housing Enabling meeting on Monday. An Allocations Statement in respect of the Peek Close housing will be circulated shortly.

A group will visit the Artist on 16<sup>th</sup> October to view stones which could be used in the artwork.

LED lighting – the Listed Building Consent application is going before the Planning Committee on 17<sup>th</sup> October. Mr Reeve will be speaking for the Parish Council as applicants.

Good Neighbours Scheme – the Scheme has been really busy during the last month.

At the Common Room Tea there had been some making and painting of poppies which are to be placed in the planters to mark the Armistice Centenary. The Peek Close artist had attended to talk about the history of the village and hear personal stories and memories. The primary school headteacher, Mr Michaels, will talk at the next Tea. The Christmas Party is booked for 13<sup>th</sup> December in the Village Hall.

Lavenham Dementia Alliance – there had been three very successful training sessions at No 10. These had been over-subscribed and there is a waiting list for further sessions. The Swan Hotel has asked for staff training. Some people are going on to Champion training.

The first Wednesday session with music, tea and cake is planned for 14<sup>th</sup> November and will then take place monthly. Some members are going to Hadleigh to experience their Together Tuesday session.

There has been a donation of £500 from the Co-op token scheme.

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

from Lavenham Pre School thanking the Parish Council for the £2,000 subvention payment received

Mr & Mrs Hunter, residents of Bakers Mill, very concerned about the increasing number of drivers crossing the top of Prentice Street, from in front of the Angel to in front of the Great House, seemingly unaware that they do not have the right of way. Failing to halt and look either way and cutting in front of vehicles coming up Prentice Street to cross the Market Place, causing them to take action to avoid a collision. Concerns will be forwarded to Suffolk County Council but this appeared to be an area where there is very little potential to erect warning signs.

Mrs Lyn Gurling informing the Council that she no longer felt able to tend the garden opposite the Cock Horse Inn, she would set it out for the Winter and then hand over its care to the

Parish Council. Mrs Gurling's work to keep the flower bed maintained had been much appreciated and would be missed.

Babergh, Planning and Communities, informing the Parish Council of the end of Interim Moratorium Period in respect of the Community Right to Bid for 2 Lady Street

A resident on the Common asking if the trees on the Common opposite Prospect View could be trimmed back as they are growing out at the base and narrowing the path making it difficult to walk safely beside the road. Clerk said she would look and see what could be done.

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

Progress is being made, the CBS steering group is working on a draft constitution and business plan document. The name is under review as it was felt that it is too similar to the TIC, although registered under one name it may trade under another name.

For clarification it was pointed out that the £20,000 grant agreed at the September meeting is working capital to ensure the enterprise can operate.

A desktop reinstatement valuation is being sought upon which a quote for insurance cover will be based. Quotations will be sought for minor works to be carried out in November.

### **School Bus Services**

Following consideration of a letter received from a concerned parent and the matter raised in the Public Forum further information would be sought from Mr Lindsay. It was felt that the parents were in a strong position to form a group to put forward their opposition and the Parish Council would support them.

### **Christmas Fair and Lighting**

The committee have booked the First Meadow for parking on all three days and have approached the Sudbury Community Wardens for support in marshalling and traffic control.

Goff Holland has kindly agreed to meet with John Turner to hand over the lights for inspection and an assessment of any additional requirements.

### **Casual Vacancy and Co-option**

The Casual Vacancy had been advertised and following the appropriate period Babergh District Council had confirmed that there had been no calls for an election.

There had been one expression of interest, from Mrs Andrea (Jack) Norman, and her CV had been circulated to the Councillors. Mrs Norman's co-option was endorsed by the members.

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

It was noted that parts of a fallen tree were still across the river and over the footpath at the rear of Mortlocks, it was thought that Mr Lane would be dealing with the removal of this.

Mrs Baker said that she would be opening her premises every weekday between 4 pm and 7 pm from 8<sup>th</sup> to 19<sup>th</sup> October for people to call in and look at proposals for the Soper Heritage Art Gallery and Education Centre.

**Date of next meeting:** The next meeting will be held on Thursday 1<sup>st</sup> November 2018.

The meeting closed at 9.55 pm.