

ANNUAL MEETING OF PARISH COUNCIL

Held in the Guildhall, Thursday 4th May 2017 at 7.30 pm.

Present Mr C Reeve Chairman.

Mrs J Baker, Mrs G Banks, Ms N Smith, Ms E Paris, Mr P Gibson, Mr B Panton,
Mr J O'Mahony, Mr A Searle.

Mr W Shropshire, Babergh District Councillor.

No members of the public present.

Election of a Chairman

Mr Reeve asked for nominations for Chairman. Mrs Baker proposed Mr Reeve and Ms Smith seconded. Mr Reeve indicated that he was willing to serve a further term as Chairman. There were no other nominations and Mr Reeve was elected.

Nominations for Vice-Chairman

Mr O'Mahony proposed Mr Gibson, who indicated that he was willing to serve again. Seconded by Mrs Baker. There were no other nominations and Mr Gibson was elected Vice-Chairman.

Police Matters (figures are for the Sudbury SNT area overall, no separate report for the parish of Lavenham is produced)

February 2017 – 481 incidents received, 281 investigations recorded.

Summary: Burglary Dwelling 6; Robbery 0; Violence with injury 26; Serious Sexual Offences 1; Drug Trafficking 2; Anti Social Behaviour 37.

The dwelling house burglaries were committed in: Sudbury(1), Little Cornard(1), Assington(1), Shimpling(1) and Leavenheath(2). Police are continuing to explore various lines of enquiry but there is nothing to indicate that they are all linked.

District Councillor's Report – Mr Shropshire (see report following minutes)

Following his report Mr Shropshire answered questions from Councillors, these mainly concerned the planned investment strategy which will see the District Council investing in commercial property which will provide income to replace that lost in budgetary constraints.

The Minutes of the meetings held on 6th April and 13th April (planning) were approved, prop. by Mr Gibson, sec. by Ms Smith, carried.

Declarations of Interest – none

Apologies had been received from Mrs Twitchett and Mr Sheppard.

Matters Arising

A short article giving more details about the possible provision of outdoor gym equipment is being drafted for inclusion in Lavenham Life, this should address some concerns in the community.

The planting of more trees in the Cemetery had been discussed, advice will be sought from Suffolk Tree Services as to appropriate species, position and season for planting.

Gas Works site – Mr Searle will contact the Environmental Department to establish Babergh's position on future use and possible concerns with regard to pollution.

Membership of Working Groups

Mr Reeve and Mr Gibson agreed to draft some proposals and present them at the next meeting.

Finance and Strategy

Review and adopt Financial Regulations, Standing Orders and Policies

Copies of the Financial Regulations, Standing Orders and Policies had been circulated to all Councillors.

Following discussions of various points raised by Mrs Baker it was agreed that although no amendments were required to either Financial Regulations or Standing Orders there were certain areas of the Financial Regulations which should be highlighted for special note. First was the requirement under section 5.2 to authorise separately the schedule of payments, rather than as part of the approval of the minutes as at present. Section 6.11, the safe keeping by the Chairman of a sealed note of any PIN or password required for access to the council's records, 6.13 regular back-up copies to be made of any records on computer, 7.4 separate confidential record of salary payments and statutory deductions.

Policies

Safeguarding Vulnerable Persons: All new Members of the Parish Council, staff and volunteers will be provided with a copy, and reminded they must conform with the policy at all times.

Health & Safety: final paragraph 'Contractors are required to have their own Health & Safety policies, available to the Council on request, etc.'

Complaints Procedure: first paragraph, 2nd line 'we do encourage individuals to bring perceived shortcomings to our notice'

Second bullet point 'learn from any mistakes

Paragraph 1) line 3 'The matter will then be dealt with internally, unless the behaviour is unlawful, and appropriate action taken.

Check address of Monitoring Officer is still Corks Lane, amend if necessary.

Page 2, at m) insert contact details for Ombudsman

Proposed by Mrs Baker, seconded by Mr O'Mahony, that all these documents are adopted, subject to the agreed amendments to the policies. Carried.

Invoices received, cheques for payment

Kinex, phone a/c April £21.12: idverde Limited, toilet works March £1,140.55: The CGM Group, grounds maintenance for April £874.00: Creative Joy, pre school brand identity 50% completion fee £214.00: Keith Purvis, Church Street public toilets electrical works (replace lamp over urinals £110, call out to trip fault £50) £160.00: Seago & Stopps Payroll Solutions, payroll administration q/e 05/04/17 £84.00: Suffolk Tree Services, work to trees at Village Hall pre school annexe £720.00: P Holland, Church Street toilets plumbing works for replacement boiler £80.00: Payroll £772.20: Cartridge Discount, printer ink cartridges £68.97: Suffolk Association of Local Council, annual subscription £607.22: Embrace Architecture Ltd, preparation/submission of listed building application for LEDs £384.38: British Gas, electricity to public toilets (Church Street £47.59, Prentice Street £37.94) £85.53: Community Action Suffolk, annual subscription donation £50.00: Keith Purvis, supply and fit over sink water heater, gents public toilet Church Street £209.00.

Paid by Direct Debit to BT for Broadband service to old phone box for April £65.88.

A letter to the Bank requested the transfer of £6,000 between accounts. Barclays Bank has confirmed the Signing Arrangement amendments.

Payments received:

Direct Credit from Babergh D C, 1st payment of precept £34,500.00.

Approval of the payment schedule was proposed by Mr Gibson, seconded by Mr O'Mahony, and agreed.

End of Year finance update

Copies of the summary had been circulated. In respect of the high figure of £29,000 shown under income it was explained that this included grants claimed for the new play equipment which had actually been installed in the previous financial year. The remainder of CLT funds held whilst the organisation was being set up was also paid over, which showed under expenditure. It was proposed by Ms Smith, seconded by Mr Searle, that these end of year accounts be approved. Carried.

Trimming of Box hedging in the Churchyard

Quotation from CGM: Trimming of 74 Box balls and 2 Holly bushes, NPTC qualified operatives, removing all arisings from site on completion - £928.73 + VAT. An allowance of £1,000 for this work had been made in the budget. It was proposed by Ms Paris, seconded by Mrs Baker, that this quotation be accepted. Carried.

Planning

Planning Applications Received:

B/17/00975 5 The Glebe, Lavenham Application Type: FHA

Alterations to roof over garage to provide additional living accommodation

Prop. Mr Searle, sec. Ms Paris, recommend approval Carried.

B/17/00502 & B/17/00504 Slough Farm Barn, Bridge Street Road, Lavenham

Application Types: FHA & LBC

External works to provide thermal insulation to frame of the barn and replacement of windows and doors

Prop. Mr Searle, sec. Ms Smith, recommend part approval, no objection to external works to provide thermal insulation to the frame of the barn but cannot recommend approval of replacement windows and doors in aluminium as it is felt this is not compatible with the Grade II listing. Carried.

B/17/00539 The Lavenhams, Bridge Street Road, Lavenham Application Type: FHA

Alterations to proposed pool approved under application B/16/01020, including re-orientation & increase in width

Prop. Ms Paris, sec. Ms Smith, recommend approval. Carried.

B/17/00990 Brights Farm, Brights Lane, Lavenham Application Type: FUL

Erection of storage shed

Prop. Mr O'Mahony, sec. Ms Paris, recommend approval. Carried.

B /17/01056 The Grove, 5 Lady Street, Lavenham Application Type: TCA

Works to 11 trees (including fell 3 no. trees)

Prop. Ms Smith, sec. Ms Paris, recommend approval. Carried.

Notice of Appeal received re The Granary, Bury Road, Lavenham, and Babergh's refusal in

respect of prior approval under Class P (change of use from storage or distribution centre).

The Parish Council's application for Listed Building Consent in respect of a replacement LED lantern (bracket to be retained) on 11 Market Place had been received. Due to the timescale for return of comments a decision was delegated to the Planning Group, meeting on 25th May.

Planning Decisions Received:

B/17/00404/FHA Drovers Cottage, 42 The Common, Lavenham – permission for erection of single-storey rear extension

B/17/00433/FHA 37 Prentice Street, Lavenham – permission granted for erection of first-floor rear extension

B/17/00913/TPO Dean House, Church Street, Lavenham – consent for reduction of 1 no. Yew tree by 30%, covered by Tree Preservation Order WS41/A1

B/17/00420/TCA The Angel, Market Place, Lavenham – consent for fell 1 no. Willow tree and felling of other trees causing damage to wall bordering property

Operations

Traffic and Road Management – approval had been given to four out of five of the proposed sites for the SID, Preston Road was not approved. Selection of the preferred design would now proceed, along with a call for volunteers to train to move the equipment between locations.

The Water Street scheme is being given priority at the moment, in the meantime the TMO revision process and proposals for bollards are being held back.

First Meadow – the draft protocol had been circulated and was approved with the comment that attention should be drawn to cancellation by the Parish Council if an assessment the day before an event judged that ground conditions were unsuitable. Application forms for use of the First Meadow will be available from the Clerk, the protocol and a site plan will be attached.

LED lighting update – the listed building consent application has been submitted. Clerk has been informed that the PWLB has destroyed the loan paperwork. The Parish Council had been prompted last year to extend the period for one year as the work was not proceeding to timetable but there had been no warning that a further application was required, or that the papers would be destroyed if no further application for extension was made.

Work to Yew trees at rear of bus shelter – pigeons roosting in the overgrown Yew trees in the garden behind the bus shelter were causing a nuisance, and possible health hazard, with droppings, feathers and nest materials fouling the pavement in front of the bus shelter, and the yard beside the butcher's shop. A site meeting had taken place with Andy Gentle of STS to discuss possible solutions to the problem. Recommendations and a quote are awaited.

The provision of a bus shelter on the opposite side of the road is still under consideration.

Housing and Social

CLT – Little to report. Further negotiations are taking place in respect of the agreement.. More surveys are planned on site once demolition has been carried out.

Forest School presentation – Emma Paris

Emma thanked the Parish Council for the grant to support her Forest School training, the sample books on the table had been purchased from the grant.

The Forest School concept is a holistic way of learning offering all learners regular opportunities to achieve and develop confidence and self-esteem through hands on learning in

a local woodland or natural environment. Forest School sits within and compliments the wider context of woodland and outdoor learning and can enhance and support mainstream education.

Research shows that spending time in nature is good for us and published data shows that children that take part in regular FS sessions develop better writing/speaking/team working/ social and personal skills.

Activities for various learning groups include den building, natural crafts, campfire cooking and many other activities enjoyed in our youth that perhaps today's children should also have an opportunity to enjoy and learn from.

Suggestions of areas within the village where sessions could be held have been explored and it is hoped to have something up and running by Spring 2018, after scheduling of free sessions as part of the FS training.

Emma will be working on a self employed basis and is seeking funding, if necessary she will start on a shoe string and still be able to offer authentic, true Forest School sessions.

Update, Chapel and Public Toilets refurbishment

Mr Searle is producing a rough pricing for the Cemetery Chapel proposals. A skip will be delivered on Friday afternoon, 12th May, ready for the clear out on weekend 13th/ 14th.

The Prentice Street toilets had been closed over the Easter weekend, and twice since, due to blocked drains caused by a combination of scale build up and the shallow angle of the drainage run beneath the car park. On each occasion a drainage company had been called in to clear the blockage. As it appeared nothing could be done about the drainage system it was suggested that an additional manhole be installed to replace the rodding eye near the wall behind 2 Spring Street, this would make jetting the drains much easier. Enquiries to be made as to how far Babergh's responsibility extends, the building and car park are in their ownership.

Babergh Alliance of Town and Parish Councils

Mr Searle had attended the latest meeting of the Alliance and had circulated his notes. It was judged too early to make a decision on whether Lavenham should join but it was good to hear other Councils' views. Mr Searle would attend the next meeting to listen to discussions.

Village of the Year 2017

Details of this Channel 4 competition had been forwarded by the TIC. Clerk had submitted an expression of interest and awaited details of information required in order to apply. It was agreed that an application should be made as other groups in the village had offered support.

Correspondence:

Helen Crowter, confirmation of proposed Nissan Figaro club visit to Lavenham on Sunday 10th December 2017 following the success of last year's visit on 11th December. Request the coning off of maximum 25 spaces in front of the Guildhall. Arriving at around 1.45 pm., departing end of afternoon after photographing festive lights. No organized activities, the purpose of the visit is to look around the village and have afternoon tea.

David Evans, Hageneth Morris Men, celebrating 40th Anniversary on 24th June, would like to dance in the Market Place at about 2 – 4 pm. About 50 dancers, coach drop off in High Street before parking in Church Street car park while they are dancing. There were no objections to this, arrangements would be made to cone off an area.

LCPAS, details of new course, 'Getting ready for new Data Protection Regulations'. Local course at Great Barton on Tuesday 4th July. Ms Smith has already registered for this, Mr Searle and Mr Panton are both interested.

Citizen's Advice, Sudbury & District with a request for financial support. Include item on the June meeting agenda.

Resident of Meadow Close thanking the Parish Council for the work that has been done in that area, mentioning new litter bins and the need for new notice boards, which are Parish Council responsibilities. Email forwarded to Babergh as they have been responsible for other matters which came in for favourable comment.

Programme of meetings

It was agreed that the Parish Council would continue to meet on the first Thursday of every month.

Matters to be brought to the attention of the Parish Council

Mr Panton reminded the meeting that if in the future facilities were required to view documents or plans via the internet the Village Hall meeting rooms are now equipped for this purpose.

Mrs Banks reported that she will shortly be consulting with John Turner regarding setting up the Christmas lighting scheme.

Date of next meeting: Thursday 1st June 2016.

The meeting closed at 9.50 pm.