

**PARISH COUNCIL MEETING**

Held in the Guildhall, Thursday 1<sup>st</sup> February 2018 at 7.30 pm.

**Present** Mr C Reeve, Chairman. Mr P Gibson, Vice Chairman  
Mrs J Baker, Mrs D Twitchett, Ms N Smith, Mrs G Banks, Mr T Sheppard, Mr B Panton,  
Mr J O'Mahony, Mr A Searle, Dr C Posner.  
Mr W Shropshire, Babergh District Councillor  
1 member of the public.

**Public Forum** – no requests to participate

**Police Matters** – Sudbury SNT Newsletters are available on their website ([www.suffolk.police.uk/your-area/Sudbury](http://www.suffolk.police.uk/your-area/Sudbury)) and give details of recent policing issues and responses. The January 2018 Newsletter is available online. The latest 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. No further crime update since November 2017.

**County Councillor's Report** (*in Mr Lindsay's absence, circulated to the members, report follows these minutes*)

**District Councillor's Report, Mr W Shropshire** (*circulated to the members, report follows these minutes*).

**The Minutes** – Prop. by Mr Gibson, sec. by Dr Posner, the minutes of the meeting held on 4<sup>th</sup> January were approved. Carried

**Declarations of Interest** – Ms Smith declared a private interest in First Meadow Dog Control (under agenda item 10. Operations). She would contribute to the debate but would not take part in any vote. The Interests Book was signed.

**Apologies for absence** received from Mr Lindsay, Suffolk County Councillor.

**Matters arising and update of outstanding issues**

Mr Reeve has requested further information regarding the District Council Management Tree and will circulate this when this is received.

**Finance and Strategy**

**Financial Update to 31 December 2017** – Clerk had prepared a summary of the income/ expenditure to 31/12/2017 which had been circulated to all Councillors.

A question was raised about the effectiveness of the Sudbury Warden patrols, could these be better used in order to address dog fouling and parking problems in the village. A meeting with the Parish Council, Sudbury Town Clerk and Wardens has been set up and the services will be reviewed then.

Mr O'Mahony commented that the budget for the SID equipment had been underspent and at his request permission was given to purchase further equipment to help with moving and setting up the equipment.

Ms Smith proposed, Mr O'Mahony seconded, acceptance of the financial update and bank reconciliation at 31 December 2017. Carried.

Invoices received, for payment

idverde, public toilet works Dec 17 £1,103.76: The CGM Group, grounds maintenance Jan 18 £874.00: J I Turner Electrical, final payment Christmas lighting works £375.00: Payroll £803.50: Seago & Stopps Payroll Solutions, payroll admin qe 05/01/18 £90.00: Greenbarnes Ltd. new notice boards x 4 £2,769.83: Lavenham Pre School, 50% subvention payment £2,500.00: Lavenham Dementia Friendly Community Group, financial support for setting up £1,000.00: British Gas, electricity supply Church St. Toilets £57.58: John Robertson Ltd, wooden seating x 2 £624.00: Playquip Leisure, play equipment inspection £321.30: Community Action Suffolk, Data Protection training x 2 £50.00: Kinex, phone a/c Jan 18 £22.83: Lavenham Woodland Project, annual donation £300.00.  
Paid by Direct Debit to BT for Broadband service to old phone box for December £68.52.

A cheque for £500 has been received from Anglian Water as a community donation in consideration of the inconvenience experienced during emergency water main repairs in October.

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

Babergh DC has confirmed receipt of the Precept request. This will be paid to the Parish in two instalments, in April and September. The precept gives the Parish a Council Tax Band D amount of £79.46, a decrease of 1.07% on 2017/18.

It was proposed by Ms Smith, seconded by Dr Posner, that the above transactions are approved. Carried.

**Planning**Planning Applications Received:

DC/18/00123 The Old Rectory, Church Street, Lavenham

Application for consent to carry out works to tree(s) protected by a tree preservation order - Notification of works to Trees protected under Tree Preservation Order WS41 - (T1) Horse Chestnut – Fell

Prop. Ms Smith, sec. Mrs Banks, recommend approval. Carried,

DC/18/00158 Gable End, 29 High Street, Lavenham CO10 9PT

Planning Application - Change of use from mixed use shop and dwelling to 1 No dwelling only.

Prop. Ms Smith, sec. Mrs Twitchett, recommend refusal based on Policy C of the LNDP: Lavenham's Retail Core. Change of use of ground floor shops or services to residential within the core retail area will only be considered favourably if the business has been marketed diligently at a fair market price and continuously for at least one year. Carried.

DC/18/00478 5 Barn Street, Lavenham

Application for works to tree(s) in a conservation area - (T1) Hazel tree stump - Remove

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

Notes from the meeting with Philip Isbell, Corporate Manager Growth & Sustainable Planning, Babergh Mid Suffolk District Council and Lee Parker, Cabinet Member for Planning, Babergh District Council, when the Parish Council members' concerns about recent planning decisions had been raised, had been circulated. It was agreed that the Parish Council needs to be more robust and proactive in its objections to planning applications also written objections will be copied to our District Councillor. Case officers and any planning officers who deal with Lavenham matters will be invited to visit Lavenham, meet Parish Councillors and walk around

the village, so that they can better understand our attitude to planning and understand the needs of the village. It was proposed by Dr Posner, seconded by Mr Sheppard, and agreed that the above will be part of the Parish Council planning procedure.

#### Planning Decisions Received:

DC/17/06040 Pippins, Bridge Street Road, Lavenham - Consent to carry out works to trees protected under Tree Preservation Order 240 G1 - Maple (T1) - Works to existing pollard heads. Group of small Maples (G1) - Reduce back to previous points.

DC/17/03100 Land South Of Howlett Of Lavenham, Melford Road, Lavenham – Outline Planning Permission (Means of Access to be considered only) for erection of 25 dwellings with vehicular access onto Melford Road.

DC/17/05685 & DC/17/05686 63 High Street, Lavenham – p.p. & LBC for erection of a replacement porch to side of property and replacement window in kitchen.

#### Operations

Consideration is still being given to the form the draft parking questionnaire will take.

The contract for grounds maintenance, based on the programme of works used for the last three years, has been sent to six contractors with invitation to tender for the works for a twelve month contract.

Nobody appears to wish to respond to requests for updates to the Water Street/Lower Road works. Our MP, James Cartlidge, has been asked if he can encourage progress.

A meeting will take place with Amanda Mayes, SCC, regarding the use of street furniture and planters to discourage vehicles from mounting the kerbs and parking on the pavement.

Dates have been fixed for two volunteer litter picks around the village. These are Thursday 15 February and Friday 23 March, meet in front of the Guildhall at 11am.

Traffic and Road Management – in order for the SID equipment to be used for monitoring purposes it will require constant attendance and a tripod.

Mr Panton had collected some figures from the SID. From 22 December to 23 January when the equipment had been in place on the Brent Eleigh Road the total of vehicle movements, both into and out of the village, was 68,086. Travelling in excess of 30 mph 53%, speed sufficient to commit an offence 24% (16.5k in number). The fastest was 58%. On Melford Road the fastest recorded, travelling out of the village, was 76 mph. Five vehicles in total were travelling in excess of 70 mph. Mr O'Mahony has submitted a Freedom of Information request to Suffolk Constabulary for the speeding figures following their surveys in the village.

Mr O'Mahony has talked with Suffolk Police HQ administrators regarding the shared cost PCSO scheme. The total cost per annum to employ a PCSO is £34,000 at the moment, which can be shared by several parishes, although this would reduce the proportion of time spent in each parish. The overriding negative is that a training course can only be set up when there is sufficient intake, which may take some time. A talk from a police office could be set up to gain more information.

Cemetery Chapel proposed refurbishment – based on the analysis of the tenders submitted which had been circulated and considered by the Council it was proposed by Mr Searle, seconded by Mr O'Mahony, and agreed, that Cooper and Kelling be appointed as contractors for the refurbishment works. Draft contract to be drawn up.

The wording for the external and internal memorial plaques will be discussed further and agreed.

Nothing further to report on the gas holder site.

A meeting regarding the public toilets has been set up with Babergh public realm officers.

First Meadow dog control – an email from Babergh District Council regarding Public Space Protection Orders and a letter from a resident of Water Street were considered by the meeting. The main concern was the risk to children from fouling by dogs in the play equipment area and ways to protect this area were discussed. Further investigations to be made into the suggestions of fencing a dog-free area and extending the safety surface around the equipment. There would also be some monitoring of the First Meadow and the Lavenham Walk where there is also a problem with owners failing to clean up after their dogs. Efforts would be made to pinpoint the worst affected areas and establish whether there is a pattern as to the time of day fouling takes place. The matter would be put back on the agenda after three months.

### **Housing and Social**

CLT – it is hoped that funding will soon be in place, goes to Housing Corporation on Monday morning. Membership forms are being distributed throughout the village.

Two new Trustees have been appointed, both belong to the younger age group of the village.

LED lighting update – comments made in an email received from Mr Aspa, which had been circulated, were noted. The Parish Council is waiting for approval of 6 units attached to Listed Buildings, although the brackets are not being replaced only the lighting units. A response is still being sought from Highways regarding progress of the works,

Good Neighbours and Dementia Support Schemes – GNS is now entering its fifth year during which time over 600 requests have been responded to. The Contemporary Choir made a donation of £250 from their collection and £300 has been promised from AVIVA. DBS forms have been submitted for six new volunteers.

The Dementia Support Group met three weeks ago. Four volunteers are on training this evening. The launch and fundraising event are to be organised in March/April.

The Parish Council, Good Neighbours Scheme, Community Land Trust and Dementia Support Scheme will all be represented together on a stall at the Golden Age Fair to be held in the Village Hall on Wednesday 21 March.

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

Emails from Mr Aspa (circulated to Councillors) regarding Lavenham's Poor Trading Year and observations/suggestions on car parking, promotion of the village, tourism, new LED lighting design and planting schemes. Most of these subjects had been discussed under various agenda headings. Mr Aspa would be advised who to contact with regard to the updating of village websites, also with regard to the valued voluntary works which go into maintaining the planters in the Market Place.

Jane Larcombe, Business Development Manager at the Swan Hotel, encouraging the Parish Council and community to get involved in Suffolk Day which will take place on Thursday 21<sup>st</sup> June this year.

Babergh/Mid Suffolk giving publicity to Spring Clean Suffolk 2018 and the Great British Spring Clean being promoted by Keep Britain Tidy, weekend 2-4 March. (see Operations)  
Resident of Priory Farm Court, raising points about the First Meadow and concerns about the banning of dogs (see First Meadow dog control)

Brain Tumour Research, asking Councillors to join in Wear a Hat Day in March and take part in fundraising events to raise funds

St Nicholas Hospice Care, giving information about an event they would like to hold across the area this coming December. Carolling All the Way 2018 held over the weekend of the 14-16

December will be a classic caroling event and it is hoped that budding singers and enthusiasts will apply to take part when the event is launched in September

Andrew McMillan, Economic Development Officer – Open for Business, Babergh & Mid Suffolk Councils, inviting further involvement in the Sudbury Vision for Prosperity.

Babergh DC invitation to attend CIL Expenditure Policy meeting.

Mrs Pitt, regarding several matters of concern. Enquiries to be made as to whether the Post Office van could park on the Market Place instead of the entrance to Prentice Street car park. Comments regarding leaf clearance and damaged street light noted. Also noted, compliment regarding household rubbish collection

### **District Council Leaders' letter – One Council for the Heart of Suffolk**

The Leaders' letter clarified that no final decision has been made, the Cabinet of each Council has simply resolved to carry out public engagement on the option of creating one district council for the area of Babergh and Mid Suffolk. Everybody was urged to have their say, the consultation period ends on Monday 5 February. Subject to the outcome of the public engagement, a draft business case for the dissolution of the two district councils and creation of a new single district council for the whole area will be carefully considered by each Council. Several members had been contacted as part of the telephone survey and the options had been presented by the CEO at a liaison meeting attended by Mr Reeve and Mr Searle. The Parish Council is not happy to have one, more remote, authority.

### **School Capacity**

Mr Reeve's report, and the Suffolk County Council response to the points made, had been circulated to the Parish Council.

### **Flyposting and notice board use**

A protocol for the notice boards was quite easy to draft, points made by Councillors would be incorporated. A protocol for flyposting required more work.

### **WWI and WWII commemorative events**

There are certain activities under discussion, including plans for lighting the beacon on 11 November. Mr O'Mahony will circulate some proposals.

Mr Sheppard is attending a meeting next week when the programme for the WWII May events should be confirmed.

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

Mr Panton invited members to submit content for the March newsletter as soon as possible. Dr Posner asked if the newsletter would mention things the Council has not been able to do, and things which need to be done?

Mr Panton attended the Community Council meeting and reported that Jane Gosling is acting as interim Manager of the Village Hall. There are plans to show the forthcoming Royal Wedding live on screen in the Village Hall on 19 May.

The meeting closed at 9.50 pm.

Date of next meeting: Thursday 1<sup>st</sup> March 2018.

The date of the Annual Parish Meeting is Thursday 19<sup>th</sup> April, 7.30 pm. in the Guildhall.