



08 (1) 23 55

PARISH COUNCIL MEETING

Held on Thursday 3rd August 2023, commencing 7.30 pm. in the Village Hall.
Full reports and supporting documents can be found on the Parish Council website under Meetings, August 2023 Meeting Pack. Paper copies are also available.

Present:

Chair: Cllr Irene Mitchell.
Cllrs Alison Bourne, Frank Domoney, Iain Lamont, Mary Morrey and Jane Ranzetta.

Babergh District Cllr Paul Clover.
Ten members of the public.

1. Apologies and approval of absences

Apologies received from Cllrs Chick, Falconer and Muckian.
The Clerk reported that all absences had been explained.

2. Declarations of Interest

No declarations of interest had been received.

3. Requests for Dispensation

The Clerk reported that no further dispensation requests had been received and that all dispensation grants, as reported in the minutes of the Council meeting on 6th July 2023, remained valid.

4. To approve as accurate minutes of the 6th July 2023 meeting of the Council

Motion: to approve as accurate the minutes of 6th July 2023 meeting of Council.

Proposed: Cllr Bourne

Seconded: Cllr Lamont

Decision: the minutes of the 6th July 2023 meeting of the Council were approved as accurate.

5. Public participation session

A Member of the Public asked what action the Council is going to take to provide Allotments. The Chair responded that she would fully respond within 28 days but that Allotments were on the Agenda for later in this meeting.

A Member of the Public asked why there had been no progress on the Harwood Place Playground. The Chair explained that the land is Babergh DC owned, notwithstanding this the Parish Council had been prepared to financially support the development of the site as a playground. However, Babergh DC had refused the Parish Council's application for CIL funds explaining that the site's proximity to dwellings meant that a play area would not comply with District Council noise and disturbance protocols, that the area would only be able to provide 2-3 pieces of play equipment which would need to be targeted towards young children and the groundworks that would be required to the site would be expensive for what equipment could be provided.

A Member of the Public asked why the cost of the 20mph scheme had changed as compared to that previously published. The Chair suggested that it could be because the scheme has expanded in scope and will ask Cllr Lamont to respond in full in due course.

A Member of the Public asked what the Parish Council is intending to do to get a footpath built between Green Willows and the rest of the village. The Chair explained that she had approached Anglian Water for an easement over their land but that this had been declined. She had also spoken with District Cllr Clover as Babergh DC own a smaller piece of land in this area. When permissions are obtained the Parish Council will prepare a CIL bid.

A Member of the Public asked about the significant distances between the street lights near Green Willows with one gap being 247 metres. The Clerk explained that he would be taking this up with Suffolk CC.

A Member of the Public asked if and when the signage will be reinstated on Water St. The Chair replied that the traffic survey had been done and that the Parish Council now has the video footage and the conflicts data. Council will now review the footage to get a clear understanding of the source of the conflicts. No decision will be made without bringing a report to Council. The Chair added that the unlawful use of the road by lorries is a major issue.

A Member of the Public thanked the clerk for the full responses given to him following a letter he had sent to Council.

A Member of the Public invited the Chair, in connection with land ownership in Green Willows and the proposed footpath, to meet with him to view his Property Deeds.

6. Local Authority Councillors' Reports

Received:

An oral report from District Councillor Clover reporting that the first full meeting of Babergh DC had taken place and that two motions had been passed:

- a) To put the climate, housing and local communities at the heart of its priorities and to continue the drive to be carbon neutral by 2030. At present the programme is behind target. The motion highlighted a desire to promote public transport, walking and cycling above motor vehicle use, reduce outdoor lighting and protect bio-diversity.
- b) To create a strategic energy infrastructure via off-shore supply co-ordinated with an in-shore network and in opposition to proposed pylon line.

Cllr Clover emphasised the support available to residents from Babergh Council and the CAB, drew Councillors attention to the Warm Home Suffolk Scheme, Summer Activities for Children, the recently started Household Survey (seeking to shape future priorities and improve services) and explained that the Council will be publicising the new EV chargers to raise awareness of the bays with residents.

7. Chairman's Announcements

The Chairman reported:

- A) Mr Heeks has refurbished two cast iron litter bins, She thanked him for his much-appreciated voluntary service adding that the refurbished bins will be placed soon, after speedy consultation with local authorities about sites.
- B) That she had received a response from the Chief Executive of Babergh Council in response to her letter expressing disappointment with Officer's actions concerning the recent Cadent works. Mr Charvonia had apologised and acknowledged that matters could have been handled better.
- C) She had replied to the questions raised by a Member of the Public at the July meeting about not including land on Park Road in the Assessment of Local Landscape Sensitivity accompanying the draft revised Neighbourhood Plan.
- D) Council is in discussions with a Member of the Public and District Councillors about refurbishment of the play area in Meadow Close.
- E) A Councillor had asked what the Neighbourhood Plan referendum question would be. She had researched and the format of the question is set out in the 'The Neighbourhood Planning Referendums Regulations 2012 and is 'Do you want Babergh District Council to use the Neighbourhood Plan for Lavenham to help it decide Planning Applications in the neighbourhood area?'
- F) That Babergh District Council had approved the Planning Application at 'Carramore' which had been the subject of much discussion at the July 6th meeting of Council.
- G) That Babergh District Council had approved a Planning Application for the placement of solar panels in the Conservation Area. The Council will consider this decision at an Extraordinary Meeting on Tuesday 8th August details of which are on the front page of the Council's website.

8. Development Plan as far as April 2027

Received

The report prepared by the Clerk.

Noted from the Report:

- a) That the planning and delivery of infrastructure can take many years from conception to completion and is commonly a fluid process
- b) Each project gives rise to a different benefit, the Development Plan seeks to describe and rank those benefits.
- c) The delivery of infrastructure requires funding and managerial resources. The Development Plan seeks to ensure that these constraints are fully considered.
- d) The Plan divides Projects into three categories, major, minor and routine maintenance
- e) The Development Plan should be considered as a 'live' document.

Discussion:

The Chair explained that all cost estimates were just that and that these would change as further information became available and assumptions were revised.

The Clerk explained that never before had Councillors opinions on which Projects should be prioritised been explicitly requested and he asked Councillors to rank the major projects with 6 being the highest score:

Project	Cllr Domoney	Cllr Morrey	Cllr Ranzetta	Cllr Bourne	Cllr Lamont	Cllr Mitchell	Total Score
Lorry Management A1141 incl Lorry Signage £30,000	4	5	5	3	6	6	29
Water Street buildouts est £120,000	3	4	3	2	2	2	16
20 mph est £25,000 to £50,000	2	1	2	1	5	5	16
Allotments est £100,000	5	3	4	5	3	3	23
Green Willows footpath. Cost Unknown	6	6	6	6	4	4	32
Tree Planting	1	2	1	4	1	1	10

Cllr Ranzetta explained that she had scored the Green Willows footpath as the highest priority as the lack of it raises public safety issues. She also highlighted the damage lorries have the potential to do to buildings, pedestrians and air quality. Allotments she considered to have many mental health and well-being benefits and all can get involved eg school children. The 20mph zone she said was maybe not the answer, speed cameras were an alternative.

Cllr Bourne echoed these points highlighting the need to increase the number of trees in an area which scored poorly for tree cover.

Cllr Lamont spoke of public safety leading his thinking, Cllr Mitchell concurred explaining that her thinking had been led by public safety, the likelihood of funding, the level of wide-spread interest and the legal duties of Council.

Cllr Morrey asked about a plan for routine maintenance. The Chair asked Cllr Morrey and the Clerk to work together to develop one.

Cllr Lamont asked whether this replaced the PIIP. The Chair explained that the PIIP was more a guide to external funders to demonstrate what had been done and our search for other sources of funding. The Development Plan does not replace the PIIP but will be embedded into it with the PIIP updated

Cllr Ranzetta asked about Harwood Place and why it was not on the list. The Chair explained that that land is Babergh owned and that Babergh had said 'no' to a community playground but that the role of the Council is to serve the community and that she was looking forward to Members of the Public coming forward to support efforts to persuade Babergh DC of the need to refurbish the Harwood Close play area and the Meadow Close playground

Cllr Domoney said that he was, in his role within the Allotments Society, preparing a design for a pollinator garden and allotment at Harwood Place for the Harwood Place Community to consider.

Cllr Ranzetta highlighted that the Co-Op are very good at funding Community issues and responding to public requests.

9. Small Heritage Fundraising Scheme

Received:

A report from the Clerk setting out Scheme rules:

- a) Projects will be chosen by Council in Public Meetings
- b) Council will determine to what extent it will match Donations.
- c) Council will use best endeavours to complete projects but if this proves not possible funds will be rolled over to the next project.
- d) Donations may be refused.

Parish Councillors Discussion:

Cllr Morrey asked whether the ways of donating had been fully thought through. The Clerk responded that this was the next stage, Cllr Bourne asked about QR codes. The Chair welcomed the idea of this cautioning that the Public were now aware of fraudulent QR codes and asked Cllr Bourne and the Clerk to consider the use of QR codes and other ways of making donations.

Motion: to approve the Scheme Rules for a Small Heritage Fund.

Proposed: Cllr Morrey

Seconded: Cllr Bourne

Decision: Approved with no votes against and no abstentions.

10. Kissing Gate Quotations

Received:

A report from Cllr Morrey detailing the quotations received and that she had spoken with the two preferred contractors and agreed an additional retention fee of 2.5% withheld until any post-completion rectifications have been satisfactorily completed,

Motion: to accept the preferred quotation B

Proposed: Cllr Lamont

Seconded: Cllr Ranzetta

Decision: Approved with no votes against and no abstentions.



08 (1) 23 59

11. Proposal to renovate the two listed telephone boxes

Received:

A report from the Clerk which explained why the repair of the Grade 2 listed telephone boxes would require removal of these from their sites and would be costly. Lead based paint a particular issue.

Parish Councillors Discussion:

The Chair described the poor state of the boxes explaining that she had spoken with the contractors who had explained the complexities of the work and that each had long waiting lists. Cllr Ranzetta wondered whether Members of the Public might be interested in contributing.

The Clerk explained that the decision on whether to repair them, dispose of them or to do nothing was best made when the cost of repair was known and would be brought back to Council.

Motion: To issue invitations to quote for the renovation

Proposed: Cllr Morrey

Seconded: Cllr Ranzetta

Decision: Approved with no votes against and no abstentions.

12. Planning

Received: A report and recommendations from the Planning Group.

a) DC/23/02224 – APPLICATION FOR PLANNING PERMISSION

Land North East of Briarside, Bridge Street.

Erection of a detached two storey dwelling and ancillary outbuilding utilising existing vehicular access. Located in place of the old, demolished, Police station.

Planning application B-93-00763 gave planning permission on the same site for a larger building, access is already formed and a gateway is in place

Materials & features of the properties are Red Brick Victorian Style to complement the local street scene/properties. Building is set well back from the road. No objection from any of the Consultees or Neighbours, within the Built-Up Area boundary and outside the Conservation Area and in- keeping with Policy H1 of the 2016 Neighbourhood Plan.

Recommend Approval

b) DC/23/03012 – APPLICATION FOR PLANNING PERMISSION

1 Green Willows, Lavenham

Erection of a garage/storage building (amendment to the refused DC/23/00424 'the proposed development, by virtue of its unacceptable size, scale and positioning on the site is considered to appear overly dominant and detrimentally impact the appearance of the site and surrounding area. The proposal would be contrary to policy CN01 of the Babergh Local Plan 2006 and paragraphs 8, 126 and 130 of the National Planning Policy Framework 2022, and policy D1 of the Lavenham Neighbourhood Plan 2016.

The revised proposal is in accordance with the Permitted Development Rights :

- eaves height to 2.5 metres or less
- and the overall height cannot be more than 4 metres for a dual pitched roof

Recommend Approval as it is Permitted Development

c) DC/23/03091 - APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA

River Cottage, Lower Road, Lavenham

Reduce north east section of the crown of 1No. Beech (T 1) by up to 3m. Reduce 1 No Birch (T2) to previous pruning point or slightly beyond if decay is discovered, overall reduction of 1-2m width and height all round

Recommend Approval as is routine maintenance of trees

d) DC/23/03085 - APPLICATION FOR PLANNING PERMISSION

68 Church Street, Lavenham

Erection of garden room and shed (following demolition of garage)

Garden room replaces concrete prefabricated garage thereby improving the garden.

Not visible from the road or adjacent properties.

Shed is permitted development and out of site behind a wall & the new garden room.

Recommend approval

e) DC/23/03330 - APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA

Arundel House, Shilling Street, Lavenham

Notification of Works to Trees in a Conservation Area - Thin Crown and reduce Crown of 1 No.

Cherry (T1) by 30%, Fell 1 No. Yew (T2), Reduce Crown of 1 No. Oak (T3) by up to 30%. Reduce Crown of 1 No. Silver Birch (T4) by up to 30%, Reduce Crown of 1 No. Oak (T5) by up to 30% and Reshape and reduce 1 No. Bay (T6) by up to 30%

This is routine maintenance of trees T1, T3, T4, T5, T6 and we would **recommend approval**.

There is no justification in the application for felling the T2 Yew tree, we recommend pruning.
recommend refusal

F) DC/23/03467 | APPLICATION FOR WORKS TO A TREE IN A CONSERVATION AREA

The Guildhall Of Corpus Christi Market Place Lavenham

Works to 1No Hazel tree in the south east corner of the gardens, cut back large branches to the main trunk just above where there is plenty of fresh epicormic growth and bring the weight back over the main stem and encourage the new growth

Recommend Approval as is routine maintenance of trees

G) DC/23/03074 | APPLICATION FOR LISTED BUILDING CONSENT

Pie Cottage 9 High Street Lavenham

Removal of existing modern timber window and secondary glazing and replace with a new double-glazed side hung double opening casement window to match the detail of the adjacent window.

Proposed design is an improvement to the existing building and is constructed of hardwood with appearance similar to other windows in the property.

Recommend Approval

Motion: to approve recommendation of the Planning Group

Proposed: Cllr Ranzetta

Seconded: Cllr Morrey

Decision: The recommendations of the Planning Group were approved with no votes against or abstentions.



08 (1) 23 61

13 Progress update of Management Matters

There are two vacancies on the Council. As these arise from there being insufficient candidates at the May election these are not Casual Vacancies and so the Council is free to co-opt. The Clerk will advertise the vacancies and if there are more candidates than vacancies candidates will be voted on at a subsequent Council meeting.

The Clerk and the Chair had met with the Street Cleaning and Grounds Maintenance Contractor. The meeting had been extremely helpful, a weekly update of cleaning activity will be prepared by the Contractor and published by Council. The Contractor's responsibility for weed management (road gutter weeds are the responsibility of Suffolk CC) has been clarified on the Parish website. The Contractor is responsible for the pavement. The Contractor has been asked to maintain more regularly the weeds in the Water St Car Park and to cut down the whole re-wilding area in 1st Meadow to allow the recently planted trees to flourish and be maintained.

Fire prevention information, in a village with so many timbered houses will be put on the Parish Council website and notices prohibiting the use of barbecues will be put on Parish Council owned grassland. The Chair asked the Clerk to suggest to the Community Council that they do the same with respect to the Recreation Ground.

A complaint had been received from a Member of the Public; the Clerk will report when this complaint has been completely resolved.

13.a Draft Accounts for the month ended 30 June 2023.

Received:

The Clerk displayed and explained the Income and Expenditure Account, Balance Sheet and Reserves position commenting that there were no significant variances to expenditure and that the significant variances to Income, likely to total some £20,000 for the year, were:

- a) the receipt of the variable and unbudgeted Car Parking//Toilets donations.
- b) Interest receivable which had become more significant as interest rates have risen

Parish Councillors Discussion:

Cllr Lamont asked if Car Parking//Toilets donations had risen to pre-covid levels. The Clerk replied that they had at face value, but considering inflation donation levels remain slightly reduced as compared to 2019/20.

Motion: to approve Draft Accounts for the month ended 30 June 2023.

Proposed: Cllr Ranzetta

Seconded: Cllr Morrey

Decision: Approved with no votes against and no abstentions.

13.b Receipts and Payments for the month ended 30 June 2023.

Received: A report listing the receipts of £6,829.03 and payments £8,776.50 in the month

Motion: To approve Receipts and Payments for the month ended 30 June 2023.

Proposed: Cllr Bourne

Seconded: Cllr Ranzetta

Decision: Approved with no votes against and no abstentions.

16. Part 2 Closed Session of the Council**Motion:** To require the Public to leave the meeting.**Proposed:** Cllr Ranzetta**Seconded:** Cllr Bourne**Decision:** That the public be required to leave the meeting, approved with no votes against and no abstentions.**17. Performance Appraisal of the Clerk to the Council****Received:**

A paper detailing the Clerks performance against the 3 key objectives set when he joined Council. These objectives covered:

- a) Financial Management and Reporting
- b) Reviewing the Operational procedures of the Council such as the Standing Orders and Complaints policies
- c) Improving the Councils use of IT, it's website and social media.

Cllr Morrey explained that she and the Chair had together assessed the Clerks performance against these objectives. Most tasks had been completed to a very satisfactory level. The Chair noted that some tasks remain incomplete due to mitigating factors and that in addition to the agreed management objectives, the Council was experiencing an exceptionally busy period, involving an enhanced level of administration. Cllrs Morrey and Mitchell recommended to Council that the Clerk be informed that he had passed his probationary period.

Motion: To confirm to the Clerk that he had passed his probationary period and his appointment is now permanent.**Proposed:** Cllr Mitchell**Seconded:** Cllr Morrey**Decision:** Approved with no votes against and no abstentions.

The meeting closed at 9.50pm.

15. Date of next meetingsThursday 7th September 7.30 pm in the Village Hall.7th September 2023