

LAVENHAM PARISH COUNCIL

To: Members of Lavenham Parish Council

You are duly summoned to attend the next meeting of Lavenham Parish Council to be held at 7pm on Thursday 6th August 2026 at Lavenham Village Hall, Church Street, Lavenham.

Chairs Welcome

As ever, we welcome observers to the meeting of Council. This meeting is being recorded and the recording will be published. This is not a public meeting, but a meeting of the Council held in public. Members of the Public please do not approach the Councillors, and Councillors, please do not engage with observers during the meeting. I remind Councillors of the need to treat all present with respect and ask Members of the Public to do the same.

I respectfully ask Members of the Public to maintain silence during the Council's deliberations. And all, please make sure your mobile phone is on silent.

At item 6 the public will be invited to give their views/question the Parish Council on issues on the agenda or local matters. Anyone wishing to ask a question or make a statement has 3 minutes each. Matters raised must be in respect of the business on the agenda or local matters only. The Standing Orders of the Council are clear that this public participation session is for ten minutes and that it is at the discretion of the Chair whether further time is allowed. It may not be possible to give everyone the opportunity to speak but I will try to accommodate as many as I can. If your question cannot be answered tonight please contact the clerk with your name and contact details and you will receive a written response within 28 days.

AGENDA

- 1. Apologies and, if applicable, approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. Minutes: To approve as accurate minutes of the Council meeting held on July 2nd 2026**
- 5. Chair's Announcements**
- 6. Public participation session (10 minutes)**
- 7. Local Authority Councillors' Reports**
- 8. Clerk/RFO report**
 - 8.a Motion to approve Accounts for month ending 30th Jun 2026**
 - 8.b Motion to approve Receipts and Payments for month ending 30th Jun 2026**

9. Planning

9a Planning Register: Report

9b Planning Group: To receive reports and recommendations

- a) DC/26/02910 Notification of Works to Trees in a Conservation Area - Fell 1 No. Thuja Occidentalis (T1) and Fell 1 No. Bay Tree (T2).
The Angel, Market Place

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?keyVal=THSZZTSH00D00&activeTab=summary>

- b) DC/26/02863|Application for works to Trees subject to Tree Preservation order WS41/A1 - Crown lift 1 No. Lime (T1) to 3 metres above ground level.
The Rectory, Church St

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?keyVal=THLTOSSHM3G00&activeTab=summary>

- c) DC/26/02966 Notification of works to Trees in a Conservation Area - Pollard 1 No. Corkscrew Willow (T1) to 5m, Reduce 1 No. Oak (T2) by 30%, Reduce 1 No. Sycamore (T3) by 30% and Fell 1 No. Sycamore (T4)
De Vere House Water St

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?keyVal=THYEG7SH0A200&activeTab=summary>

- d) DC/26/02953 Householder Application - Erection of a single storey rear extension and alterations. DC/26/02954|Application for Listed Building Consent - Works to facilitate erection of a single storey rear extension and alterations.
De Vere House Water St

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?keyVal=THWMMMSHFWB00&activeTab=summary>

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?keyVal=THWMMQSHFWD00&activeTab=summary>

- e) DC/26/03005 Application for works to trees in a Conservation Area - Remove T1 Sycamore tree, Pollard T2 and T3 Sycamore trees to approximately 7 metres above ground level, which are also evidently causing damage to the same wall in question. However if these trees are pollarded this should significantly reduce the risk of further damage, caused by root growth.
House Martins 17 Water St

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?keyVal=TI4CE3SHGVZ00&activeTab=summary>

- f) DC/26/02969 Full Planning Application - Erection of a replacement detached three-bedroom dwelling (following demolition of existing four-bedroom dwelling)
The Poultry Farm Brent Eleigh Rd

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?keyVal=THYHXCShG5X00&activeTab=summary>

- g) DC/26/03099|Application for Works to Trees subject to Tree Preservation Order WS41 - Fell 1 No. Ash (T1) and Fell 1 No. Horse Chestnut Linden Bears Lane

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?keyVal=TIBWLESHHZ600&activeTab=summary>

- h) DC/26/03108|Application for Listed Building Consent. Addition of decorative lime pargetting to the previously approved newly lime-rendered rear elevation. Replacement of one modern rear window with a traditional painted and leaded window.
The Crooked House 7 High Street

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?keyVal=TIGJHVSHIO100&activeTab=summary>

10. Motions concerning Pavement Licence Application: Great House Hotel

11. Motion concerning grants to Community organisations

12. Report concerning Bullying and Harassment Policy

13. Lavenham Neighbourhood Plan 3: Minutes and Reports

Date of next meeting – Thursday 3rd September 2026



Andrew Smith
Clerk to the Council
Parish Office
Church St
Lavenham

Date: 31st July 2026

PARISH COUNCIL MEETING

Held on Thursday 2nd July 2026, commencing at 7.pm in the Village Hall.

All supporting documents can be found on the Parish Council website under Meetings, July 2026.

Present:

Cllrs: Jack Norman, Alison Bourne, Frank Domoney, Lizzie Falconer, Iain Lamont, Roy Mawford, Irene Mitchell, Janice Muckian, Jane Ranzetta and Chris Robinson. Six members of the public.

Opening Statement by the Chair:

The Chair (Cllr Norman) began by welcoming everyone and introduced herself explaining to all present that this meeting is being recorded. The Chair reminded all that this is not a public meeting, but a meeting of the Council held in public. Members of the Public were respectfully asked to maintain silence during the Council's deliberations and not to approach the Councillors. Councillors were requested not to engage with Members of the Public when Council is in session. All were asked to ensure that their mobile phone was on silent and were reminded to treat all present with respect.

1. Apologies and approval of Absences

The Clerk reported that Cllr Sherman was unwell and had sent his apologies. No absences required approval.

2. Declarations of Interest and item 3 Requests for Dispensations

The Clerk said that he had received no updates from Cllrs concerning their Interests and reminded Cllrs that they have 28 days to lodge any changes. He had received no requests for dispensations.

He explained that in connection to items on the agenda for tonight:

- a) Item 9b. Cllr Robinson had informed him that until further notice he will not be participating in planning discussions concerning parish-level planning matters at meetings of this Council, he will continue to participate in the Planning Working Group.
- b) Item 9d. Cllr Robinson had informed him that since item 9d relates to one of his Disclosable Interests that will leave the room for that item.
- c) Item 15 Cllr Robinson had informed him that, following a complaint raised with the Monitoring Officer, which has been dismissed, he considers it prudent for him not to participate in Item 15.
- d) He is anticipating that a number of Cllrs will need to leave for the Report and Motion concerning a Land Boundary.
- e) He is also aware that there will be a motion to defer item 9c.

He asked Cllrs whether they wished to declare any interests concerning tonight's agenda of which he was not aware and secondly, in general, whether Cllrs had any updates to their previously declared interests. None said that they did.

4. Approval of Minutes

To approve as accurate minutes of the 4th June 2026 meeting of the Council.

The Clerk explained that he made two changes to the circulated draft minutes. With respect to the last agenda item he had added a missing sentence: 'Cllr Robinson left the meeting as the only remaining item related to one of his pecuniary interests'. Concerning the item about establishing a Footpath Working Group he had added the explanatory sentence: 'Cllr Robinson explained that he considered it inappropriate for him to participate in the debate because he owns land over which one of the longest public rights of way in Lavenham and did not participate. Cllr Muckian pointed out that the Chair had not made the introductory announcement as reported in the minutes, she had actually just requested the usual introductory announcement to be taken 'as read'. The Clerk agreed to delete this introductory announcement from the recorded minutes.

Approval Motion Proposed: Cllr Bourne **Seconded:** Cllr Muckian **Decision:** Approved unanimously. Cllrs Domoney, Falconer, Mawford, Mitchell, Ranzetta and Robinson abstained.

To record no objections to the draft minutes of the Annual Parish Meeting held on 21st May 2026.

The Clerk explained that Cllrs Bourne, Domoney, Ranzetta and Sherman had been present.

Approval Motion Proposed: Cllr Bourne **Seconded:** Cllr Ranzetta **Decision:** Approved unanimously. Cllrs Falconer, Lamont, Mawford, Mitchell, Muckian, Norman and Robinson abstained.

5. Chair's Announcements

The Chair (Cllr Norman) told Cllrs that concerns had been raised concerning the functioning of the fire hydrants during the Spring St Fire. County Cllr Lindsay has reported that Suffolk Fire Services believe that the fire hydrant was capped because it was awaiting repairs by Anglian Water which they have now done. It appears that the timing of the fire was unfortunate.

She thanked District Cllr Clover for his work over many weeks to understand who is responsible for the resolution of the flooding issues adjacent to the Lavenham Butchers and to get a full reply from Suffolk County Council. She said that she recognised the answer may not be what the residents would wish.

She told Cllrs that work has commenced to improve the Harwood Place play area. Babergh Council had consulted with residents who live around the Harwood Place play area last Summer. Babergh had door-knocked and letter dropped everyone in the area to ensure that everyone had an opportunity to give their views as to what could improve the play area. It had been generally agreed to be rather tired looking and that it could be improved to provide more activities. The guidance from the residents was then used to develop plans to improve the playpark, which are now being carried out.

She said that she was aware that the Clerk has repeatedly unlocked and locked the electricity cabinet in the Water St Car Park to enable Connected Kerb to have access and has nagged them to complete the project. She was glad to report that these chargers are now operational. The Clerk had also informed her that he has heard from the Connected Kerb operational team concerning the Prentice St chargers and so she was pleased to say that these will at some point be active.

She told Cllrs that it is her intention to speak shortly with the residents who live near the proposed Speed Indicator Post on the First Meadows side of Brent Eleigh Rd. Each needs to agree to the placement of a post and therefore the device, before any further action.

6. Public Participation Session No Member of the Public wished to speak.

7. Local Authority Councillors' Reports

The Clerk reported that County Cllr Lindsay was unable to be present but had reported that

- a) The new Reform Administration has decided to make a legal challenge concerning the Government's decision to create three unitary councils in Suffolk.
- b) The new administration has decided not to increase the charges paid by parents for travel to school. This is the second year without an increase.
- c) The UK employer apprenticeship levy is a payroll tax requiring businesses with an annual pay bill over £3 million to pay 0.5% of their payroll into a fund used for apprenticeship training. Norfolk has a scheme that allows such businesses to donate any of the levy they don't use themselves to smaller businesses in the County that might want apprentices but cannot afford them. Suffolk has now joined this scheme.
- d) Suffolk Fire and Rescue Service has invested over £3 million in eleven new fire engines.

District Cllr Clover reported that, after much chasing, he had been advised that concerning the broken grille and trash screen adjacent to the Lavenham Butchers that Suffolk County Council considers the matter to be a Riparian Owner responsibility. District Cllr Clover offered to facilitate an approach to the Riparian Owner. Cllr Robinson asked Cllr Clover if locality funding might be available for this work.

He reminded Cllrs that a scoping consultation has been launched concerning the new Joint Local Plan inviting residents to share their views. He has been informed that further news about the Call for Sites register will be published towards the end of the year.

£250,000 has been awarded to improve Sudbury bus station. Babergh DC and Suffolk CC are also to carry out a feasibility study to explore long term options for the site.

8. Clerks Report

The Clerk told Cllrs that the Accounts for May contain no substantial variances except the £10,000 saving because no tree work has been done. He reminded Cllrs that tree maintenance is on this agenda as an individual item. A much less substantial variance is the cost of answering the FOI request which was not £1,500 as feared, it was about £1,000 and most importantly has been resolved including the requests for any emails to and from non-councillor members of the Neighbourhood Plan Group concerning the design of the survey which were not supplied.

Motions: to approve Accounts and Receipts and Payments for the month ending 31st May 2026

Proposed: Cllr Ranzetta **Seconded:** Cllr Robinson **Decisions:** Approved unanimously.

The Clerk reported that the toilets are in a much better state, the new cleaner is really getting on top of the ingrained grime. Sadly, again a lock started to fall off and has had to be repaired and the coin box in Prentice St was either broken into or the tape holding it together failed in the heat. Such coin boxes are no longer made and the cash collected there is not significant. The Clerk will see if a permanent repair can be done.

The Clerk has asked Suffolk Street lighting, but not had a response, concerning whether a bollard style light can be installed in Church St next to the tree.

The leases for the Office and Toilets have been signed which say that rent is only payable from the start of the leases and so it maybe that these have been effectively rent free for the last three years. If they do only bill the PC from the start of the leases there will be a write back of some £3,600 of accrued rent payable.

It had been the Clerk's intention to order replacement street bins for the High St this week but a family emergency had got in the way. Council has repaired a sign on the Lavenham Walk.

The Clerk has advertised that Council would like to receive applications for Grants. The Clerk reported that he has instructed our Solicitors regarding the Paddocks Allotments. They still wait for a draft lease from Hartog Hutton.

9a. Planning Register

The Clerk said that he had one update to the published Planning Register. Babergh approved the application for Listed Building consent concerning the Gates on the Hall which was in line with the recommendation of Cllrs.

Cllr Lamont informed Cllrs that the application for the dog walking area had been withdrawn.

9b. Planning Applications

Application. No: DC/26/02367: The Lavenhams, Bridge St Rd.

Application for Listed Building Consent – various Internal alterations.

Council notes that the Design and Access Statement explains that no historic features in this Grade II listed property are affected.

Motion: Recommend Approval

Proposed: Cllr Lamont **Seconded:** Cllr Muckian **Decision:** Approved unanimously. Cllr Robinson abstained.

Application. No: DC/26/01817: Perseverance House, 47 High St.

Application for Listed Building Consent - installation of a small fibre broadband box at a low level, on the front elevation of the house, positioned adjacent to the existing telecommunications entry point into the cellar.

Motion: Recommend Approval

Proposed: Cllr Lamont **Seconded:** Cllr Ranzetta **Decision:** Approved unanimously. Cllr Robinson abstained.

9c. Motion to change Terms of Reference for Planning Working Group

Cllr Norman said that she would like to defer this motion to a future date.

Proposed: Cllr Ranzetta **Seconded:** Cllr Falconer **Decision:** Approved unanimously. Cllr Robinson abstained.

9d. Motion to write to Babergh DC concerning the status of a recent document submitted to Babergh DC with respect to Planning Application DC/28/01302 (Erection of a Wellness Centre)

Cllr Robinson left the room.

Cllr Mitchell explained that she had been surprised to find that the recent LNP Household Survey had been submitted to the portal without comment such as a covering note. She said that she considered this document to be 'of no status and not a made plan, it is resident opinion expressed in quantitative form and comments from approximately 20% of those who completed the Survey'.

Cllr Lamont proposed an amendment so that it additionally says 'The Clerk is also instructed to ask Babergh Council to remove the document'.

Motion to amend Motion so that it reads: Council instructs the Clerk to inform the Local Planning Authority that the LNP Revision survey report should be disregarded and specifically, any findings of the LNP Survey Report cannot be construed as needs assessment of any matter including a Wellness Centre. The Clerk is also instructed to ask Babergh Council to remove the item.

Proposed: Cllr Lamont **Seconded:** Cllr Muckian **Decision:** Approved unanimously. Cllr Domoney abstained

Amended Motion proposed: Cllr Mitchell **Seconded:** Cllr Ranzetta **Decision:** Approved unanimously. Cllr Domoney abstained

Cllr Robinson returned to the room.

10. Lavenham Neighbourhood Plan 3: Minutes and Report

Cllr Bourne and Cllr Norman agreed to obtain more details concerning the insurance that could be offered by the Community Council concerning public events

11. Motion concerning Bullying and Harassment Policy

The Clerk reminded all Cllrs that he had, in response to a request from a Cllr, drafted and circulated a draft Bullying and Harassment policy. Cllr Mawford had, in response, prepared an alternative policy and motion for Cllrs to consider.

Cllr Mawford reminded Cllrs that Babergh Council is the responsible authority for handling complaints concerning Cllr Behaviour and that should such behaviour be exhibited by Members of the Public, the Council could only act if that behaviour occurred during a Council Meeting.

Cllr Lamont said that the Bullying and Harassment Policy could only really apply to Council Employees and Council Contractors. Cllr Ranzetta agreed saying that the Councillors Code Of Conduct covered all such behaviours by Cllrs. The Clerk told Cllrs that any PC policy concerning Cllr behaviour would have no legal standing and could not be enforced. Cllr Mitchell spoke of her concerns about the behaviour of Councillors saying that she agreed that currently the policy concerning managing Cllr behaviour is with Babergh District Council and that is where it must remain.

Cllr Ranzetta wondered if it was a legal requirement to have a Bullying and Harassment Policy. Cllr Mitchell suggested that the Clerk contact SALC concerning the legal requirements.

The Chair reflected that all need to focus on the needs of the village.

Neither motion attracted a proposer or seconder

12. Motion concerning possible improvements to local bus services

Cllr Mawford proposed that the next steps should be that the Council should contact our neighbouring parish and town councils along the bus route between Sudbury and Cockfield, to ascertain whether they have submitted their own LABG bid. We should ask:

- a) If they have submitted a bid, how is it progressing, and can we learn things about bidding from them
- b) If not, would they be interested in working with us in a joint bid (which might be more successful than separate bids from individual town/parishes)

We should also remain open to further ideas from Lavenham residents and workplaces, develop initial draft proposals, and make initial contact with Suffolk CC about bidding. The results of these contacts and draft proposals should then be brought back to a future Council meeting, for further consideration.

Motion: The Clerk is instructed to progress this matter, as set out above in 'Next Steps'.

Proposed: Cllr Mawford **Seconded:** Cllr Robinson **Decision:** Approved unanimously. Cllr Bourne was briefly absent from the room.

13. Report and Motion concerning purchase of Speed Indicator Device Brackets

The Clerk explained that Suffolk County Council had confirmed that the Bury Rd SID post was approved for use and displayed the quote obtained for extra brackets.

Motion: Council instructs the Clerk to purchase an additional backplate with clips for the SID post on the Bury Rd at a cost of £118.00 including VAT.

Proposed: Cllr Robinson **Seconded:** Cllr Ranzetta **Decision:** Approved unanimously.

14. Report concerning the maintenance of trees

The Clerk explained the history of the item and how the recommended scope of work and cost had changed. The Clerk suggested that the Clerk and Chair meet with the Tree Surgeon and report back to Council. Cllr Robinson urged Council make sure that it does not commission work that UKPN is intending to do on trees adjacent to power lines. The Chair and the Clerk agreed.

15. Report and Motion concerning the proximity of water courses to First Meadow

Councillor Robinson left the room. The Clerk detailed the risks and the possible solutions.

Motion: That the presence of watercourses adjacent to First Meadow is added to the Risk Register and that signage is purchased up to a cost of £500 to warn users of the watercourses.

Proposed: Cllr Mitchell **Seconded:** Cllr Mawford **Decision:** Approved unanimously.

Cllr Robinson returned to the room.

16. Motion to consider excluding the press and the public for item 17 because of the confidential nature of the matter to be discussed.

Proposed: Cllr Falconer **Seconded:** Cllr Mawford **Decision:** Approved. Cllrs Domoney and Cllrs Robinson abstained.

Cllrs Domoney and Robinson left the room at 9. pm.

17. Report and Motion concerning Land Boundary

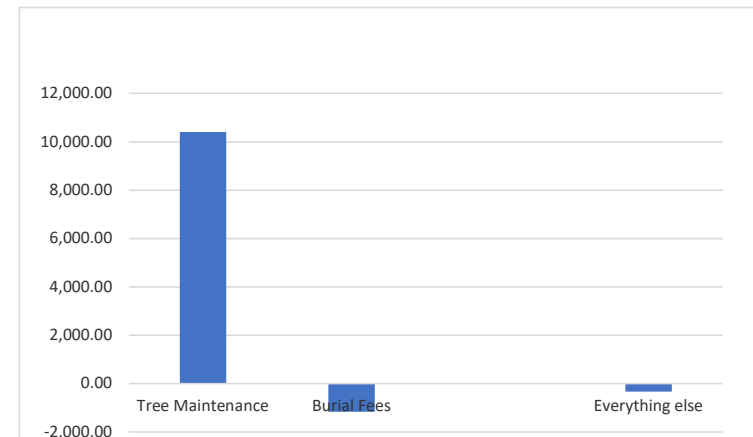
Motion: The Clerk was instructed to engage the retained solicitors and other professional advisers as required to an initial amount not exceeding £5,000 and share the outcome of this legal advice with Babergh planning.

Proposed: Cllr Mawford **Seconded:** Cllr Bourne **Decision:** Approved unanimously.

Meeting ended 9.25pm.

Date of next meeting –Thursday 6th August 2026 7pm.

		Type	£
Precept	-0.05		
Babergh Cleansing Grant	68.25	Tree Maintenance	10,400.00
Burial Fees	-1,170.00	Burial Fees	-1,170.00
Car Park and Toilet Donations	4.62		
Other Donations	23.65	Everything else	-333.60
EV Charging Income	-150.00		
Interest Received	159.53		8,896.40
Management Costs	-469.11		
Office costs	-336.74		
Costs of Democracy	0.00		
Street Cleaning and Green Maint	9,469.31		
Public Realm	-21.99		
Toilet Costs	647.40		
Water St	73.72		
Community Events including Grants	0.00		
EV Costs	97.81		
Contingency	500.00		
	<u>8,896.40</u>		
Per Accounts	8,896.40		
Check	0.00		



	April Actual Mth	May Actual Mth	Jun Actual Mth	Actual YTD	Budget YTD	Favourable /(Adverse)	Notes
Precept	11,213.75	11,213.75	11,213.75	33,641.25	33,641.30	-0.05	No variance
Babergh Cleansing Grant	555.56	555.56	623.80	1,734.92	1,666.67	68.25	Received July 2026
Fixed Income	11,769.31	11,769.31	11,837.55	35,376.17	35,307.97	68.20	
Burial Fees	285.00	345.00	0.00	630.00	1,800.00	-1,170.00	Timing
Car Park and Toilet Donations	239.35	269.35	222.74	731.44	726.82	4.62	Insignificant
Other Donations	50.00	0.00	68.60	118.60	94.95	23.65	Insignificant
EV Charging Income	0.00	0.00	0.00	0.00	150.00	-150.00	Still being commissioned
Interest Received	200.00	359.53	200.00	759.53	600.00	159.53	No variance
Variable Income	774.35	973.88	491.34	2,239.57	3,371.77	-1,132.20	Timing Burial Income
Total Income	12,543.66	12,743.19	12,328.89	37,615.74	38,679.74	-1,064.00	Timing Burial Income
Management Costs	5,517.65	3,642.32	4,035.15	13,195.12	12,726.01	-469.11	Legal Fee re FOI
Office costs	1,139.61	697.81	942.45	2,779.88	2,443.14	-336.74	Misc minor items each small
Costs of Democracy	0.00	0.00	0.00	0.00	0.00	0.00	No variance
Street Cleaning and Green Maint	4,331.12	3,202.46	3,209.54	10,743.12	20,212.43	9,469.31	Trees
Public Realm	578.92	900.91	578.92	2,058.76	2,036.77	-21.99	Insignificant
Toilet Costs	1,050.71	1,791.15	1,218.20	4,060.05	4,707.45	647.40	Misc items, repairs, energy costs etc
Water St	242.37	242.37	242.37	727.10	800.82	73.72	Insignificant
Community Events including Grants	0.00	0.00	0.00	0.00	0.00	0.00	No variance
EV Costs	12.40	-67.20	16.99	-37.81	60.00	97.81	Insignificant
Sinking Fund	1,000.00	1,000.00	1,000.00	3,000.00	3,000.00	0.00	No variance
Contingency	0.00	0.00	0.00	0.00	500.00	500.00	Contingency
Total Costs	13,872.78	11,409.82	11,243.62	36,526.22	46,486.62	9,960.40	
Surplus/(Deficit)	-1,329.12	1,333.37	1,085.27	1,089.52	-7,806.89	8,896.40	
LNP	790.00	750.00	169.00	1,709.00	3,750.00	2,041.00	

	April Actual Mth	May Actual Mth	Jun Actual Mth	Actual YTD	Budget YTD	Favourable /(Adverse)
Staff salaries and Other Consultancy Costs	5,417.65	3,502.32	3,880.15	12,800.12	12,253.51	-546.61
Audit and Payroll bureau costs	100.00	140.00	155.00	395.00	472.50	77.50
Management Costs	5,517.65	3,642.32	4,035.15	13,195.12	12,726.01	-469.11
Telephone & broadband	86.91	85.95	85.95	258.81	255.00	-3.81
Website Dev and .gov	64.80	102.30	64.80	231.90	285.00	53.10
Accounting software & computer	190.00	0.00	0.00	190.00	0.00	-190.00
Office Materials	11.24	47.90	11.24	70.38	60.00	-10.38
Data Protection	0.00	0.00	0.00	0.00	0.00	0.00
Subscriptions & Insurance	284.40	284.40	284.40	853.21	900.00	46.79
All Training/Cllr expenses	325.00	0.00	0.00	325.00	180.00	-145.00
Room hire PC meetings	0.00	0.00	118.80	118.80	210.00	91.20
Office Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Digital mapping	0.00	0.00	200.00	200.00	0.00	-200.00
Parish Office Business Rates	93.93	93.93	93.93	281.78	303.14	21.37
Parish Office rent	83.33	83.33	83.33	250.00	250.00	0.00
Office Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
Office costs	1,139.61	697.81	942.45	2,779.88	2,443.14	-336.74
Cost of Democracy	0.00	0.00	0.00	0.00	0.00	0.00
Green Maintenance	1,517.08	1,197.08	1,228.58	3,942.75	3,582.27	-360.48
Tree Maintenance and Care	400.00	0.00	0.00	400.00	10,800.00	10,400.00
Street cleansing	1,556.67	1,556.67	1,556.67	4,670.02	4,658.34	-11.68
Refuse collection bins & dog bins	426.08	288.00	288.00	1,002.08	750.00	-252.08
Chapel Business Rates	136.28	136.28	136.28	408.85	405.44	-3.41
All cemetery management	0.00	24.42	0.00	24.42	16.38	-8.04
Play equipment	295.00	0.00	0.00	295.00	0.00	-295.00
Street Cleaning and Green Maint	4,331.12	3,202.46	3,209.54	10,743.12	20,212.43	9,469.31
Street furniture	0.00	321.99	0.00	321.99	300.00	-21.99
Street Lighting energy	500.00	500.00	500.00	1,500.00	1,500.00	0.00
PWLB interest	78.92	78.92	78.92	236.77	236.77	0.00
Public Realm	578.92	900.91	578.92	2,058.76	2,036.77	-21.99
Church Street energy	154.33	-57.87	64.30	160.76	305.20	144.44
Church Street water	0.00	540.16	0.00	540.16	399.03	-141.13
Church St Toilets Business Rates	62.62	62.62	62.62	187.85	202.10	14.25
Prentice St Water	0.00	172.35	0.00	172.35	180.35	8.00
Prentice St non EV energy	30.70	28.91	31.12	90.73	121.89	31.16
Donation Points	35.90	35.90	35.90	107.70	265.85	158.15
Washroom Cleaning & Consumables	767.16	879.08	984.26	2,630.50	2,633.03	2.53
Washroom Minor Maintenance	0.00	130.00	40.00	170.00	600.00	430.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
Toilet Costs	1,050.71	1,791.15	1,218.20	4,060.05	4,707.45	647.40
Water Street green maintenance	50.83	50.83	50.83	152.50	152.12	-0.38
Water Street Business Rates	191.53	191.53	191.53	574.60	648.70	74.10
Water St	242.37	242.37	242.37	727.10	800.82	73.72
Small Grants (combined)	0.00	0.00	0.00	0.00	0.00	0.00
Christmas trees/lighting	0.00	0.00	0.00	0.00	0.00	0.00
Xmas Eve Community Carols	0.00	0.00	0.00	0.00	0.00	0.00
1st Meadow summer facilities	0.00	0.00	0.00	0.00	0.00	0.00
Misc	0.00	0.00	0.00	0.00	0.00	0.00
Bellward Award	0.00	0.00	0.00	0.00	0.00	0.00
Community Events including Grants	0.00	0.00	0.00	0.00	0.00	0.00
EV Costs	12.40	-67.20	16.99	-37.81	60.00	97.81
Sinking Fund	1,000.00	1,000.00	1,000.00	3,000.00	3,000.00	0.00
Contingency	0.00	0.00	0.00	0.00	500.00	500.00
Total Expenses	13,872.78	11,409.82	11,243.62	36,526.22	46,486.62	9,960.40
Surplus/(deficit)	-1,329.12	1,333.37	1,085.27	1,089.52	-7,806.89	8,896.40
Check	0.00	0.00	0.00	0.00	0.00	0.00
LNP Costs	790.00	750.00	169.00	1,709.00	3,750.00	2,041.00

		Mar 26	Jun 26	Increase/(decrease)	Notes
Fixed Assets		145,797.03	145,797.03	0.00	No change
Debtors		0.00	0.00	0.00	No change
Accrued Income		234.25	2,005.82	1,771.57	No cleansing Grant yet received
Prepayments		6,931.20	5,352.41	-1,578.79	Business Rates repayments gradually unwinding
VAT Refunds		4,785.94	1,823.74	-2,962.19	Birketts and Annual Street Lighting VAT claimed March 2026
		<u>11,951.38</u>	<u>9,181.97</u>	<u>-2,769.42</u>	
Cash at Bank	Bus Prem	231,455.49	275,440.79		
	Current Acc	7,367.83	4,647.13		
		<u>238,823.32</u>	<u>280,087.92</u>	41,264.60	Precept for half year received
Trade Creditors		-5,938.03	-6,454.03	516.00	No significant change
Accruals		-15,493.41	-17,450.83	1,957.42	No significant change
Deferred Income		0.00	-33,641.25	33,641.25	Precept for half year received
Lights Creditor		0.00	0.00	0.00	No change
		<u>-21,431.44</u>	<u>-57,546.11</u>	<u>36,114.67</u>	
Loans		-59,564.60	-59,564.60	0.00	No change
Net Assets		<u>315,575.69</u>	<u>317,956.21</u>	<u>2,380.52</u>	
General Funds		193,631.40	194,720.92	1,089.52	The surplus YTD
Ballot Fund		3,527.70	3,527.70	0.00	No change
Lavenham Funds in Trust		1,500.00	1,500.00	0.00	No change
Street Fair Fund		5,565.37	5,565.37	0.00	No change
Sinking Fund		58,995.64	61,995.64	3,000.00	Being increased by £1,000 per month
NCIL		52,355.58	50,646.58	-1,709.00	LNP
Total Reserves		<u>315,575.69</u>	<u>317,956.21</u>	<u>2,380.52</u>	
Imbalance		0.00	0.00	0.00	

	B/F	Per I and E	Misc	Misc	Misc	LNP NCIL	Other	C/F	
General Funds	193,631.40	1,089.52	0.00	0.00	0.00	0.00	0.00	194,720.92	0.00
Ballot Fund	3,527.70	0.00	0.00	0.00	0.00	0.00	0.00	3,527.70	0.00
NCIL	52,355.58	0.00	0.00	0.00	0.00	-1,709.00	0.00	50,646.58	0.00
Lavenham Funds in Trust	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
Sinking Fund	58,995.64	3,000.00	0.00	0.00	0.00	0.00	0.00	61,995.64	0.00
Street Fair Fund	5,565.37	0.00	0.00	0.00	0.00	0.00	0.00	5,565.37	0.00
Total Reserves	315,575.69	4,089.52	0.00	0.00	0.00	-1,709.00	0.00	317,956.21	0.00

Wendy Bowman	280.00
Wendy Bowman	280.00
Wendy Bowman	230.00
Places 4 People	750.00
Lavenham Press	169.00
	1,709.00

0.00

Current

31/05/2026	Balance Brought Forward	3,009.47
01/06/2026	Supplier Payment: Anglia Water	-172.35
01/06/2026	Supplier Payment: Anglia Water	-540.16
01/06/2026	Toilet Donations: Card	9.50
02/06/2026	NEST: Pension Contributions	-186.55
04/06/2026	Transfer from Deposit Account	10,000.00
08/06/2026	Toilet Donations: Card	20.19
08/06/2026	Supplier Payment: Parish Online Mapping	-240.00
08/06/2026	Supplier Payment: Command Pest	-87.00
08/06/2026	Supplier Payment: Onsite IT	-122.76
08/06/2026	Supplier Payment: Paul Holland	-130.00
08/06/2026	Supplier Payment: Infinity Cleaning	-967.89
08/06/2026	Andrew Smith: Net Wages May	-2,487.64
08/06/2026	Supplier Payment: JPB Landscapes	-3,365.51
09/06/2026	Supplier Payment: British Gas	-25.56
12/06/2026	Supplier Payment: British Gas	-4.80
15/06/2026	Toilet Donations: Card	19.00
16/06/2026	Pension Contributions: NEST	-186.55
19/06/2026	Supplier Payment: EE	-16.20
22/06/2026	Toilet Donations: Card	13.30
22/06/2026	Supplier Payment: BT	-86.94
25/06/2026	Toilet Donations: Cash	156.00
25/06/2026	Donations: Hidden Gardens Car Parking	68.60
26/06/2026	Toilet Donations: Card	27.55
26/06/2026	Supplier Payment: Liberty Pay	-43.08
29/06/2026	Supplier Payment: HP Inks	-13.49

30/06/2026	Balance Carried Forward	4,647.13
30/06/2026	Per Bank Statement	4,647.13
		0.00

Premium

31/05/2026	Balance Brought Forward	283,897.15
04/06/2026	Transfer to Current Account	-10,000.00
08/06/2026	Interest Received	759.53
09/06/2026	HMRC VAT Refund	784.11

30/06/2026	Balance Carried Forward	275,440.79
30/06/2026	Per Bank Statement	275,440.79
		0.00

Today: 02 Jul 2026



LAVENHAM PARISH COUNCIL

Transactions

COMMUNITY 20-83-50 00567094

Available balance	£4,647.13
Last night's balance	£4,647.13
Overdraft limit	£0.00

Showing 5 transactions between 25/06/2026 and 29/06/2026 from 25/06/2026 to 02/07/2026

Date	Description	Money in	Money out	Balance
29/06/2026	Debit HPI INSTANT INK UK ON 28 JUN BDC		-£13.49	£4,647.13

4,647.13

Today: 02 Jul 2026



LAVENHAM PARISH COUNCIL

Transactions

Business Premium ME 20-83-50 20567116

Available balance	£275,440.79
Last night's balance	£275,440.79
Overdraft limit	n/a

Showing 3 transactions between 04/06/2026 and 09/06/2026 from 02/06/2026 to 02/07/2026

Date	Description	Money in	Money out	Balance
09/06/2026	Counter Credit HMRC VTR XSV126000100262 BGC	£784.11		£275,440.79
08/06/2026	Credit Payment INTEREST PAID GROSS FOR PERIOD 2MAR/ 7JUN	£759.53		£274,656.68
04/06/2026	Funds Transfer 208350 00567094 FT 208350 00567094 FT		-£10,000.00	£273,897.15

275,440.79

Pavement Licence Application Renewal: The Great House

Background:

On 29th July, the PC received an email from Babergh District Council:

‘Please see attached a pavement licence renewal application for Great House, Lavenham.
The Consultation end date is the 11 August 2026’.

Pavement Plan:



The Great House Restaurant & Hotel

Proposed Outdoor Furniture for Pavement Licence Application

Furniture	Image	Specification
Bistro Table		Kemble Bistro Table – Grey Quantity: 2 Seating Capacity: 2 Dimensions: H75cm x Ø70cm Weight: 10kg Material: Premium weather-resistant PE rattan Table Top: Tempered glass
Armchair		Bolero Eden Rattan Armchair Quantity: 4 Dimensions: 768(H) x 595(W) x 572(D) mm Frame: Aluminium with dark grey powder coating Seat/Back: PE rattan rope twist finish Suitable for indoor & outdoor use UV resistant Stackable Supplied fully assembled

Use as a public house, wine bar or other drinking establishment	☐
Other use for the sale of food or drink for consumption on or off the premises	☒
Both of the above uses	☐

SECTION 5 – AREA OF HIGHWAY PROPOSED TO BE USED

Please provide a description of the area of the highway to which this application relates:

(Please note you are also required to submit a scale plan of this area with your application)

A 1-metre-deep section of the public pavement directly outside the frontage of The Great House Restaurant & Hotel, adjacent to the building façade. The area will accommodate two small tables and four chairs for customers consuming food and drinks purchased from the premises. A scale plan showing the exact location and dimensions of the proposed licensed area is attached.

LAVENHAM PARISH COUNCIL:

SECTION 6 – RELEVANT PURPOSE THE APPLICATION RELATES TO:

Which of the following relevant purposes do you wish to put furniture on the highway for?

(please select **ONE** of the following options)

To sell or serve food or drink supplied from, or in connection with relevant use of, the premises	☐
For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises	☒
Both of the above purposes	☐

SECTION 7: DAYS AND TIMES

During what times do you propose to place furniture on the highway on each of the following days:
Please use the 24hr clock, e.g. 10:00 to 20:00.

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
From	08:00	08:00	08:00	08:00	08:00	08:00	08:00
To	23:00	23:00	23:00	23:00	23:00	23:00	23:00

SECTION 8 – FURNITURE TO BE PLACED ON THE HIGHWAY

Please provide a description of the furniture you propose to place on the highway
(Please note you are required to provide photographs or brochures of the proposed furniture with your application)

The proposed furniture consists of two grey powder-coated steel bistro tables and four matching powder-coated steel café chairs. The furniture is commercial-grade, durable, weather-resistant and suitable for outdoor hospitality use. The tables and chairs have a simple, contemporary design that complements the historic character of The Great House Restaurant & Hotel and will be positioned directly against the building frontage within the licensed area. Product brochures/ photographs are attached to this application.

Notes concerning previous application:

This is considered a renewal but it does not appear to be a complete match to the existing licence.

The number of tables remains 2 and the number of chairs remains 4.



SECTION 5 - AREA OF HIGHWAY PROPOSED TO BE USED

Please provide a description of the area of the highway to which this application relates:
(Please note you are also required to submit a scale plan of this area with your application)

The building sits facing to the Market Place, and on the corner towards Prentice Street. Right in front of the building, facing towards Market Place, straight on from the front entrance, there is a pavement for normal daily pedestrian use. It stretches out along the building and onto our neighbour's entrance and ends by around the end of their premises.

The part that is on the right hand side of the front entrance straight in front of our building is approx 4.6m x 2.5m. This is the space we would like a licence for as we would like to place removable tables and chairs on this wider part of pavement.

The tables and chairs will take up to around 65-70 cm to allow enough space for the actual tables & chairs, and some extra space for comfort and ease. After this, on the pavement there will still remain a space of approx 1.5-1.7m for general pedestrian use, allowing sufficient space for those passing the premises.

LAVENHAM PARISH COUNCIL:

SECTION 6 – RELEVANT PURPOSE THE APPLICATION RELATES TO:	
Which of the following relevant purposes do you wish to put furniture on the highway for? (please select ONE of the following options)	
To sell or serve food or drink supplied from, or in connection with relevant use of, the premises	☐
For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises	☐
Both of the above purposes	X ☐

SECTION 7: DAYS AND TIMES							
During what times do you propose to place furniture on the highway on each of the following days: Please use the 24hr clock, e.g. 10:00 to 20:00.							
	Mon	Tues	Wed	Thu	Fri	Sat	Sun
From	8:00	8:00	8:00	8:00	8:00	8:00	8:00
To	23:00	23:00	23:00	23:00	23:00	23:00	23:00

SECTION 8 – FURNITURE TO BE PLACED ON THE HIGHWAY
Please provide a description of the furniture you propose to place on the highway (Please note you are required to provide photographs or brochures of the proposed furniture with your application) The furniture consist of tables and chairs, café/bistro style round table and chairs. They are light brown tinted iron structure with epoxy finish. Seat, back and table top covered in flat woven polyester resin in white and blue colours. They are all foldable and removable. The table are 58cm wide and chairs 56cm wide. There will be a total of 2 tables and 4 chairs. Please find pictures of them for details, including the dimensions.

Motions

- That the Clerk is instructed to write to Babergh Council expressing support for the application.
- That the Clerk is instructed to write to Babergh Council recommending that the application be refused.

Agenda Item 11

Report to Council 6th August 2026

Applications received for Parish Council Grants

- 1 Council has included £6,000 in its budget for 2026/27 for Grants to Community Organisations. Council policy is that applications for Grants are invited each May and November.
- 2 Applications were invited in June following a decision at the 4th June 2026 meeting of Council to invite applications
- 3 There has been no deterioration in the financial position of Council that means that the Grant expenditure budget needs reconsideration.

Five Grant Applications have been received:

a) Lavenham Woodland Project (Charity Commission Ref 1101288)

Amount: £2,700.

Purpose: To build a wildlife pond accessible to everyone in a safe environment. It will be the only wildlife pond in Lavenham with public access at all times

Detail: Digger hire + driver :£500

Pond liner £500 [Aqualiners Direct]

Fencing/decking/posts/postcrete = £700 [Suffolk Farm Fencing]

Boulders and gravel £500 [Stones Warehouse]

Pond plants £500 [Plants for Ponds]

Labour provided by volunteers

Compliant with Eligibility Criteria: Yes

Application form submitted with all items completed: Yes

Supporting documents submitted: No Bank Statements but Group has confirmed it has £10,000 approx.' cash as per its last Accounts.

b) Lavenham Pre-School (Charity number: 1184176)

Amount: £2,000.

Purpose: To replace ageing, 10 years old, IT equipment.

Background: During the last financial year, a significant proportion of our available funds was allocated to the replacement and repair of other critical life-expired assets, including security doors, fire shutters and essential plumbing works. Some of this expenditure was

incurred to implement improvements required to meet revised OFSTED criteria and further strengthen safeguarding arrangements for the children in our care. As a result, we have been unable to prioritise the replacement of our IT equipment.

‘The bank balance looks healthy’, (circa £70,000) ‘but this includes the sufficient reserves to satisfy the requirements from both Ofsted and Charity Commission. The bank balance also includes the working capital and reserves needed to ensure the long-term financial stability of the preschool. We have a responsibility to maintain sufficient reserves to protect the preschool against unexpected events such as emergency building repairs, fluctuations in funding or child numbers, staffing pressures, and other unforeseen costs. Spending those reserves on one-off purchases would reduce our financial resilience. The accounts show that the preschool is being managed responsibly. We’re seeking support to replace our outdated IT equipment without reducing the prudent level of reserves needed to continue operating safely and sustainably’.

Detail: Two HP touchscreen computers that conform to recently revised health and safety requirements, at an approximate cost of £650 each (£1,300 total); one A3 laser printer/scanner, necessary for the production of printed materials for pupils in accordance with health and safety requirements, at an approximate cost of £700; printer consumables at approximately £300 per set, with four sets required (£1,200 total); and one HP touchscreen laptop with a flippable screen for whole-class display, at an approximate cost of £800

Compliant with Eligibility Criteria: Yes

Application form submitted with all items completed: Yes

Supporting documents submitted: Yes, the Group has approximately £70,000 cash.

c) Lavenham Good Neighbours Scheme

Amount: £500

Purpose: The cost of coach travel has increased dramatically over recent years with each coach hire being in the region of £400-£500.

Funding to cover the cost of a coach hire would ensure that these trips can continue into 2026-27.

Detail: The cost is based on the actual cost of coach hire this year for trips to Garden Centres at Marks Tey and trip to Felixstowe.

Compliant with Eligibility Criteria: Yes

Application form submitted with all items completed: Yes

Supporting documents submitted: Yes, the Group has approximately £3,000 cash.

d) Lavenham Community Hub (Society Number 7867)

Amount £2,000

Purpose: The Hub considers it sensible to reduce its reliance on donations which cannot be guaranteed by securing grant funding where possible. We are therefore seeking some grant support from the Parish Council to help underwrite our core costs, and ensure this vital asset for the community can continue into the future. It is also anticipated that additional funding may be required to address the outdated structure of the Hub - that being The Lavenham Community Hub Community Land Trust Ltd which is in fact a Community Benefit Society and regulated by the FCA, and its separate subsidiary company which is Past Post Presents Ltd. This structure was required due to an issue with the Rules used for the CBS which prevented the Hub from trading. This structure of

having a subsidiary company increases the audit requirements imposed by the FCA so that a full Audit is required. The requirements and costs have gradually increased with the latest audit costing £3,500. Advice has been obtained from Community Action Suffolk and The Plunkett Foundation and the Hubs Accountants on how this issue can be resolved, and thereby streamline how it functions and reduce costs. There are various options which are possible and being investigated further - an application to the Charity Commission is pending, and the option of establishing a CIC, in both cases a new organisation would be created and the functions of the two existing organisations would be transferred over and then old organisations they would be wound up. The ongoing audit requirements for the new organisation are significantly lower and will be under £500. There will be some-one off costs associated with the professional fees for legal and financial advice to oversee this transfer and we are currently obtaining quotes for these costs.

Compliant with Eligibility Criteria: Yes

Application form submitted with all items completed: Yes

Supporting documents submitted: Yes, the Group has approximately £17,000 cash

e) Lavenham Community Allotments Association

Amount £1,050

Purpose: To increase the perimeter fencing height by the developer from 1.2m to 1.8m, the total cost of which will be £2,100, an integral part to the initial set up of the Lavenham Community Allotments.

Detail: The increase in fence height is an integral part of the Allotment set-up as it provides a more secure area for all to enjoy. By completing this work, the site will be less at risk from damage by anti-social behaviour as it will deter unauthorised persons from entering the site. Dogs, Deer and other wildlife will be less likely to be able to get into the site and passers-by will be deterred to throw rubbish and dogs mess over due to the higher physical barrier.

Note: The Association originally asked for a grant of £2,500 from the Parish Council to assist with the initial set up costs which included increasing the perimeter fence, purchasing sheds for each plot and installing a robust wood chip path. This was agreed in principle, but was later revoked due to the unforeseen increase in legal fees to arrange the lease of the land.

Unfortunately, most grants require the lease to be in place before a bid can be submitted and this work needs to be completed ASAP, so cannot wait for a lengthy process. The Association currently has £2,490 in its account of which £1,050 has been ringfenced to match the amount requested, 50% of the total cost as per the grant guidelines. The Association is hoping to use alternative funding streams to manage the remaining set up costs whilst retaining some contingency for any future match funding as well as provision to pay the water bill later in the year.

Compliant with Eligibility Criteria: Yes

Application form submitted with all items completed: Yes

Supporting documents submitted: Yes, the Group has £2,490 cash.

4 Motion

That the Parish Council grants £xxxx to organisation xxxx and £xxxx to organisation xxxx

Section 137 of the [Local Government Act 1972](#) gives parish and town councils the power to spend money on local community projects, provide local grants, and support local events when no other specific legal power is available. The spending limit for the 2026/27 financial year is **£11.60 per elector**



LAVENHAM PARISH COUNCIL

GRANTS POLICY

Power to give Grants:

Parish Councils may award financial support to local groups and organisations within the scope of the Local Government Act 1972 Section 137.

Each year the Council is informed how much we can spend per elector on expenditure not specifically listed as being a power of a Parish Council.

For 2026/27 this is £11.60 per head. The 2021 census population of Lavenham was 1,922 so £22,295.

Grant Budgets:

- The Council will determine, at its sole discretion, the Grants Budget each year and reforecast.
- Should there be a Grants Budget it is intended that Grants will be invited for consideration in May and November each year.

Grants which can be funded:

- There must be a clear benefit to a significant part of the people of Lavenham.
- There must be clearly presented evidence that local people support the project and are involved in carrying it out.
- Applications above £500 must come from groups which have Officers, a bank account and accounts. The amount of grant will be at the discretion of the Parish Council but organisations and groups will be expected to provide 50% of their own funds or grants from elsewhere to the project. Exceptions to this will only be considered where organisations provide a vital service to the whole community.
- Applications from new groups, established charities or Trusts will be considered on a case-by-case basis up to £500.
- Each group may only make one application each financial year (1st April to 31st March).
- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

Priority areas for funding: whilst all applications will be considered on their merits, key target areas are:

- Children and young people
- People with special needs
- Older people
- Extra-curricular activities for schoolchildren

Schemes must address at least one of the following:

- Promote social inclusiveness
- Enhance community wellbeing.
- Promote measures to mitigate climate change.
- Promote awareness and attractiveness of the village
- Vital services
- Improving facilities in the village

Not eligible:

- Support for individuals or private business projects.
- Projects that are the prime responsibility of other statutory authorities
- Projects that improve or benefit privately owned land or property
- Projects that have already been completed or will have been by the time the grant is made
- Educational activities which take place as part of the curriculum.

Other ranking criteria:

- There is a demonstrated need for the activity or project to be funded.
- The benefit to the area or organisation must be commensurate with the expenditure.
- The Costs must be appropriate and realistic.
- The project and the applicant have long-term viability.
- How the group is managed, the extent to which it is community-based.
- Alternative funding available: whether the organisation or could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate, source.
- Alternative funding available: Preference will be given to schemes which have raised contributions locally.
- Groups within the Parish Council's area may apply. By exception, applications from Groups outside the Parish who can demonstrate direct and substantial benefit to the people of Lavenham may be considered on a case-by-case basis.
- Council will take into account any previous grant made to an organisation or group when considering a new application.

Conditions:

- Recipients of grants from the Parish Council may be required to submit documentary evidence to demonstrate how the grant has been spent, the Parish Council should have access to your financial records, on request, where appropriate.

- Funding must only be used for the purpose agreed with the Parish Council and if all the monies are not spent on the items agreed, the balance must be returned.
- All grant recipients are required to provide the Parish Council with a brief report of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved; and such report may be published in the Parish Council's newsletter and on the Parish Council's website; this must be submitted within two months of purchase of the capital equipment, or completion of the project or event for which the funding was awarded.
- Recipients of grants from the Parish Council may be required to attend a meeting of the Parish Council to inform Members how the grant has been expended.
- If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.
- Application must be made using the official application form.

Review Date: February 2028

Document control

Version and Date:	Adopted:
Created September 2023 V1.0	Adopted at Full Council Meeting 5 Oct 2023
Reviewed January 2026 V2.0	Adopted at Full Council Meeting 5 February 2026

Bullying and Harassment Policy

Background:

The draft minutes of the PC Meeting held 2nd July 2026 record that:

‘Cllr Ranzetta wondered if it was a legal requirement to have a Bullying and Harassment Policy. Cllr Mitchell suggested that the Clerk contact SALC concerning the legal requirements’

And

‘Neither motion attracted a proposer or seconder’

Subsequent Events:

The Monitoring Officer advised me to remind Councillors that:

- a) The Monitoring Officer reserves the exclusive right to find Councillors in breach of the Code of Conduct for bullying and harassment
- b) No member of the Parish Council has the legal authority to carry out a Code of Conduct investigation, make a ruling in relation to the Code of Conduct, or to independently impose sanctions on Councillors for poor adherence to the Suffolk Local Code of Conduct
- c) The legal definitions for what constitute bullying and harassment are set out within this Suffolk Local Code of Conduct

The Clerk researched the matter and has ascertained that SALC’s view is:

Title ^	Summary	Category	Validity	Download
Anti-harassment and bullying policy	Sample policy and guidance for councils	Managing people	Essential	 Generate & Download

This draft policy (i.e. template policy) is attached.

The Clerk and Chair will together bring forward a draft policy based on this template for Council to consider at a future meeting.

Notes:

NALC letter to Ms Angela Rayner Secretary of State Ministry of Housing, Communities and Local Government
27th July 2026

But strengthening democracy must also mean protecting those who serve it. Recent tragic events have been a devastating reminder of the risks faced by those in public life at all levels. And while most parish and town councils function well and uphold high standards, some councillors and staff are subjected to intimidation, abuse and poor behaviour. The current standards regime is undermining public trust, making it harder to retain councillors and staff, and deterring people from standing for office.



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w: www.nalc.gov.uk

Which is why the Government must use its current momentum to act now and get things done, giving councils breathing space from these pressures. In October 2024, you rightly acknowledged that councils lack a system to protect victims or act on unacceptable conduct, and you committed to reforms including stronger sanctions. We strongly urge you to bring forward new legislation immediately.

We would welcome the opportunity to meet with you or your ministerial team to discuss the Government's wider devolution agenda, Ten-Year Plan and standards reform. I would be grateful if your office could contact nalc@connectpa.co.uk to arrange a meeting.

Congratulations again, and I look forward to working with you.

Yours sincerely

[ENTER COUNCIL NAME] ANTI-HARASSMENT AND BULLYING POLICY

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Introduction

All staff should be able to work in an environment free from harassment and bullying and be treated with dignity and respect regardless of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, or disability.

This policy and procedure provide guidance on what to do if you are concerned about bullying or harassment and what to expect if you raise concerns. It applies to all staff (whether permanent, fixed term, or casual), contractors and agency staff.

Policy

The Council does not tolerate bullying or harassment in the workplace. This is the case for work-related events that take place within or outside of normal working hours; on council property or elsewhere; whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not.

The Council does not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Retaliation or victimisation will also constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal. You should also be aware that if a court or tribunal finds that you have bullied or harassed someone, in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

The council will take appropriate action if any of our staff are bullied or harassed by staff, councillors, members of the public or suppliers.

What type of treatment amounts to bullying or harassment?

Bullying is offensive, intimidating, threatening, malicious or insulting behaviour, and/or an abuse or misuse of power that undermines, humiliate or injure the person on the receiving end.

Harassment is unwanted conduct related to relevant 'protected characteristics', which are sex, gender reassignment, race (which includes colour, nationality and ethnic or national origins), disability, sexual orientation, religion or belief and age. Harassment amounts to unlawful discrimination if it relates to a 'protected characteristic'.

Sexual harassment is a form of unlawful harassment (as defined above) which entails unwanted conduct of a sexual nature. A person of any gender can be a victim of sexual harassment, and it may be committed by a person of any gender.

Third party harassment and discrimination refers to the harassment and/or discrimination of an employee or worker that is carried out by someone who is not an employee or worker and may include:

customers or clients

suppliers and

independent contractors and consultants.

The use of the word 'harassment' throughout this policy includes sexual harassment.

Examples of bullying and harassment include:

- **unwanted physical conduct** - such as unnecessary touching, patting, pinching, brushing against another person's body; insulting behaviour or obscene gestures; physical threats, aggressive behaviour and/or assault.
- **unwanted verbal conduct** - such as unwelcome advances; patronising titles or nicknames; offensive or insulting comments; propositions or remarks; innuendo; lewd or suggestive comments; over-familiar behaviour; slogans or songs; insensitive jokes, gossip and slander (including speculation about a person's private life and sexual activities); banter or abusive/offensive language which is either threatening or refers to a person's sex/gender, race (including colour and ethnic or national origins), disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment.
- **unwanted non-verbal conduct** - such as racially or sexually based graffiti or graffiti referring to an individual's characteristics or private life; abusive or offensive gestures; leering, whistling, creation, distribution or display of suggestive or offensive pictures, objects or written materials (including "pin-up" calendars) or videos through any means.
- **bullying** - includes unwanted physical contact or assault but also verbal bullying such as insulting or threatening comments; comments intended to undermine, belittle, embarrass or humiliate the recipient; personal abuse, either in public or private, which humiliates or demeans the individual involved.
- **virtual bullying** - includes distribution of unwanted emails, texts, images or humiliating data published on social networking internet sites or abusing our technology or using the employee's own technology to contact a colleague in an intimidating or malicious manner.
- **conduct of a sexual nature** – includes unwanted physical, verbal and non-verbal conduct as discussed above; further examples include displaying pornographic or explicit images, indecent exposure, e-mails with sexual content, sexual innuendo, sexual solicitation, sexual assault; see also, coercion.

- **coercion** - including threats of dismissal or loss of promotion etc for refusal of sexual (or other) favours (or promises made in return for sexual or other favours); pressure to participate in political or religious groups etc.
- isolation or non-co-operation at work - deliberate exclusion from communications including group emails, conversations or social activities; setting unrealistic deadlines; substituting responsible tasks with menial or trivial ones; withholding information or giving false information; constantly undervaluing effort.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity.

Bullying does not include appropriate criticism of an employee's behaviour or proper performance management.

Sexual Harassment

Sexual harassment is unlawful and will not be tolerated. Complaints resulting in the finding of sexual harassment having taken place will be subject to disciplinary action, up to and including summary dismissal (without notice). Or in the case of a worker, their engagement with us may be terminated.

- Sexual harassment can include, but not limited to:
- unwanted physical, verbal and non-verbal conduct of a sexual nature
- displaying pornographic or explicit images
- indecent exposure
- using e-mail or social media to make inappropriate, derogatory or offensive content that is of a sexual nature, which can include sexual innuendos, sexual solicitation, sexual assault. This can include sharing, posting, liking or tagging someone in a post
- unwanted physical, verbal and non-verbal conduct of a sexual nature that is towards another person, such as a colleague, customer, client, suppliers, contractors or any other third party associated with us

Examples of situations involving sexual harassment:

- A male colleague alters a pornographic image by placing an image of their female colleague's face onto it. He then sends it to other colleagues causing them to ridicule her.

- An employee has a sexual relationship with their supervisor. They then end their relationship as they think it was a mistake. The next day, the supervisor grabs the employee's bottom and says, "come on, don't play hard to get".
- Male workers download pornographic images onto their computers in an office where a woman works. She finds out about the images being downloaded and that the images are creating a hostile and humiliating environment for her.
- During a busy dinner service, one member of the waitressing team is helping in the kitchen to prepare orders. The chef makes inappropriate comments of a sexual nature about her appearance and makes advances towards her that include touching her back and shoulder whilst passing by or reaching for items.

Employees and workers should be aware that individuals may be held personally liable for their own acts and behaviour.

Third party harassment and discrimination

Third party harassment and discrimination refers to harassment and/or discrimination of an employee or worker, that is carried out by someone who is not. Third party harassers and discriminators may include:

- customers or clients
- suppliers and
- independent contractors and consultants.

Third party harassment will not be tolerated, and we take reasonable steps to prevent it from occurring. This includes:

- Warning notices to our service users
- Having a recorded message at the beginning of telephone calls
- Information in terms and conditions
- Providing regular training for managers and staff to raise awareness of rights related to sexual harassment and of this policy
- Provide specific training for managers to support them in dealing with complaints
- Take steps to minimise occasions where staff work alone
- Where possible, ensure lone workers have additional support

- Carry out a risk assessment when planning events attended by clients/customers and/or suppliers

Any employee or worker who believes that they have been the victim of third-party harassment and/or discrimination should immediately report the incident to their manager. In the case of an agency worker, they should immediately report it to both their temporary recruiting agency and to their point of contact within our organisation.

Where an employee or worker has been harassed and/or discriminated against by a third party, we will take reasonable steps to prevent any recurrence. The options may include:

- Issuing a warning about their behaviour
- Banning a other type of 3rd party
- Reporting criminal acts to the police
- Sharing information with other branches of our organisation

If an employee harasses and/or discriminates against a, supplier or an independent contractor or consultant the employee will be subject to disciplinary action. In the case of a worker, may have their agreement terminated.

Examples of third party harassment and/or discrimination:

- A young member of the bar staff is subjected to sexually offensive terms by a customer.
- In a retail store, an employee faces repeated harassment from a regular customer. The customer makes inappropriate comments about the employee's appearance and personal life, and sometimes behaves in a rude or aggressive manner. Despite the employee's attempts to handle the situation politely and report the behaviour, the harassment continues, causing significant stress and discomfort.

Victimisation

Victimisation is when someone is treated less favourably because they have committed, or it is believed they may commit a "protected act". "Protected acts" include bringing legal proceedings relating to harassment or discrimination against the employer or the perpetrator, or the giving of evidence at a disciplinary or grievance hearing or at tribunal, or making complaints about the perpetrator or the employer about their alleged discriminatory and unlawful practices, etc.

We encourage employees and workers to challenge or raise incidents of unacceptable behaviour should they witness or experience it directly. Disciplinary action, including

summary dismissal, without notice, may be taken against an employee who is found guilty of victimisation. In the case of a worker being found guilty of victimisation, their terms and conditions of engagement may be terminated with immediate effect.

Examples of victimisation:

- A casual worker gives a witness statement as part of a grievance and disciplinary process that supports a colleague's claim of sexual harassment. As a result, their line manager fails to provide them with any further work.
- an employee files a complaint about racial discrimination by their manager. After raising the complaint, the employee's performance reviews become increasingly negative, even though their performance has not changed. The unfair reviews are used as a basis for denying them a promotion.

Risk assessment

We will identify and assess the risks associated to bullying and harassment and identify reasonable measures to prevent it from occurring. The findings will be recorded in writing, and we will keep our assessment under continuous review.

A copy of the risk assessment can be found [specify location] and can be supplied to employees, workers, or third parties as requested.

We encourage all employees and workers to inform their manager of areas in which they believe harassment protection could be further improved.

We also consider risks relating to bullying and harassment in our other organisational risk assessments, including our risk assessments for [tailor as appropriate: young workers / lone workers / off site working / working with 3rd parties].

Employees should not go alone to visit clients in their own homes unless the client is well known to them, or us and a risk assessment has been undertaken. Information on the name and address to be visited and estimated time of return must be given to the appropriate manager when home visits are arranged.

Reporting concerns

What you should do if you witness an incident you believe to be harassment or bullying

If you witness such behaviour you should report the incident in confidence to the Clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you feel you are being Bullied or Harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with the Clerk or a councillor in the first instance. They will then decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being Bullied or Harassed by a councillor

If you are being bullied or harassed by a councillor, please raise this with the Clerk or the Chair of the Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer.

What you should do if you are being Bullied or Harassed by another member of staff

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to our policy and must stop. Alternatively, you may wish to ask the Clerk, a colleague or another councillor to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own manager, you should raise the issue with the Chair of the Council. The Chair (or another appropriate individual) will discuss with you the option of trying to resolve the situation informally by:

- Telling the alleged perpetrator(s), without prejudging the matter, that there has been a complaint that their behaviour is having an adverse effect on a member of staff;
- That such behaviour is contrary to our policy;
- That for employees, the continuation of such behaviour could amount to a serious disciplinary offence.

It may be possible to have the conversation with the alleged perpetrator without revealing your name, if this is what you want. They will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party to facilitate a resolution of the problem. The Chair will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as a serious allegation of harassment or in cases where a problem has happened before) the council may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about the harassment or bullying to the Clerk or the Chair of the Council, if the behaviour was not from a Councillor (if it was please see raise to the Monitoring Officer). A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Clerk or the Chair of the Council will appoint someone to investigate your complaint. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred
- The names of any witnesses and
- Any action taken by you to resolve the matter informally

... against a colleague or contractor

The alleged perpetrator(s) would need to be told your name and the details of your complaint for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to separate you whilst the matter is being investigated.

... against a member of the public or supplier

We will investigate the complaint as far as possible by contacting the member of public or the supplier's employer and asking for a response to the allegations.

... against a councillor

Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer.

During the investigation

Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. If, after an investigation, we decide that an employee has harassed or bullied another employee, then the employee may be subject to disciplinary action, up to and including dismissal.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to better understand your complaint. Whilst there is no Statutory right to be accompanied at investigation meetings, the Investigator will consider your request if you want to have a work colleague or union representative with you at that meeting.

Hearing

After the investigation, a panel will meet with you in a Grievance Hearing (following the Grievance Procedure) to consider the complaint and the findings of the investigation. At the meeting you may be accompanied by a fellow worker or a trade union official.

After the meeting the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the Grievance Procedure.

Victimisation

Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False allegations

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. False allegations made in bad faith will be dealt with under our disciplinary procedure.

Disclosure and confidentiality

We will treat personal data collected during this process in accordance with the data protection policy. Information about how data is used and the basis for processing data is provided in the employee privacy notice.

Use of the disciplinary procedure

Harassment and bullying constitute serious misconduct. If, at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. Any employee

found to have harassed or bullied a colleague will be liable to disciplinary action up to and including summary dismissal.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: December 2019

Approving committee:

Date of committee meeting:

Policy version reference:

Supersedes: [Name of old policy and reference]

Policy effective from:

Date for next review:

— policy ends here —

Notes

1. Protected characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Harassment is unwanted conduct related to a 'protected characteristic'. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

2. Legal risks

An employee does not need to be employed to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed because of a health condition can make a discrimination claim at a tribunal.
- An employee in their probationary period may claim discrimination if their employment has been ended for no credible reason.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal.

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

3. Culture and behaviour

Modern day workforces are eclectic, and a positive culture throughout the council enables staff with different backgrounds and beliefs to share ideas and shape how the council achieves what councillors decide for the community.

Different people find different things acceptable. It may not be obvious that some behaviour would be unwelcome or could offend a person. Those in positions of 'power' over an employee may not always understand how words or actions are received. An employee may not always find it easy to communicate how they really feel. 'Banter' that on the face of it is reciprocated may nonetheless be unwelcomed and damaging. Others who overhear comments, or learn of them third hand, will form judgements about the culture.

Whilst both staff and councillors jointly determine what the working culture is like, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies. Examples of unacceptable behaviour at work include (but are not limited to):

- physical conduct ranging from touching to sexual advances and serious assault;
 - the offer of rewards for going along with sexual advances, e.g. promotion, access to training;
 - suggestions that refusing sexual advances will adversely affect aspects relating to employment (such as pay, promotion, training, work opportunities, or any other condition of employment or development;
 - comments about a person's appearance;
 - jokes or comments of a sexual or racial nature or about an individual's age, disability, sexual orientation or religion;
 - questions about a person's sex life;
 - unwanted nicknames, especially related to a person's age, race or disability;
 - the use of obscene gestures;
 - excluding an individual for a non-work reason
 - treating an employee differently because they have, or are perceived to have, a 'protected characteristic' or are associated with someone who does;
 - the open display of pictures or objects with sexual or racial overtones, even if not directed at any particular person;
 - spreading malicious rumours or insulting someone;
 - picking on someone or setting them up to fail;
 - making threats or comments about someone's job security without good reason;
 - ridiculing someone;
 - isolation or non-cooperation at work; and
 - excluding someone from social activities.
4. During the investigation

Employers have duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the

outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it's important to consider their wellbeing and mental health.

Ensure that you regularly communicate with both parties.

5. Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelled a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

6. False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially Gross Misconduct.

7. Complaints against councillors

Following the Ledbury case, the law is clear that any formal complaint regarding a breach of the Code of Conduct must be referred to the Monitoring Officer for investigation. During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees with the employee reasonable measures to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person to whom the complaint has been made etc.

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by WorkNest HR – a company that provides HR advice and guidance to town and parish councils. Please contact them on 0330 1659 700 for information about their services.

Lavenham Neighbourhood Plan Revision Group

Steering group meeting 14th July 2026

Attending: Michael Sherman, Alison Bourne, Savanna Bourne, Danielle Twitchen, Tracey Brinkley, Jack Norman, David Theobald, Charles Posner and Carroll Reeve. Confirmation sought from all attending that no potential conflicts or pecuniary interests appertain to this agenda: confirmed.

Apologies: None

Minutes of previous meeting: Agreed

Matters arising: None

Parish Councillor comments on Survey feedback:

Two letters (dated 21st June) received from a Parish Councillor had been circulated and were discussed.

It was agreed that our Chair would write to the Councillor concerned setting out the facts; -

- 1,147 survey questionnaires were hand delivered to households. 620 were returned, 477 paper copies, 143 on-line. None were rejected. There was no requirement for all questions to be answered. The Hub held a small stock of questionnaire should they be required by residents and a register held – all forms were accounted for.

- 128 freeform answers were provided by residents, none were edited. This equates to 20.6% of returned forms or 11.2% of forms delivered.

- On-line forms were checked for multiple entries. Although, an infringement cannot be ruled out, from the independent checks made there would appear to be a low level of risk.

- The fear of a conspiratorial undertone to some freeform answers appears minor. For instance, the five comments supportive of a wellness centre equate to 0.8 % of returned questionnaires and 0.4% of all questionnaires.

- Some views expressed fall outside the scope of the NP. This includes criticism of the Parish Council.

Survey drop-in event Wednesday 8th July:

We received congratulations from most people attending on the process and getting feedback out promptly. Questions asked concerning progress, if any, on re second call for sites, there has been none.

Business survey:

Papers had been circulated and Alison will lead on this and report back at our next meeting. Her immediate observations centred on how to capture all businesses.

Joint Local Plan and National Planning Policy Framework:

The JLP timetable had been circulated. During our discussion our Chair reported that last Friday a Parish liaison meeting was held and that LNP Group had not been invited. A second meeting was in hand and he would make enquiries of the Parish Clerk to ensure that we were not overlooked. It is imperative that this group is represented as the main topics include NPs and how they relate to the JLP. The NPPF has been delayed and may be further delayed due to the change in Prime Minister.

Note to BMSDC on housing:

A further draft was in hand covering the particular characteristics of Lavenham, development phasing, infrastructure and design quality.

AoB: It was reported that the Salvation Army was closing its doors at the end of the month. The LPC Chair will look into seeking to register the Hall and land as a Community Asset.

Next meeting: 11th August at 6 pm.

Babergh and Mid Suffolk Joint Local Plan Timetable

The Babergh and Mid Suffolk Joint Local Plan Timetable has effect from 3rd June 2026.

Timetable for preparing the Babergh and Mid Suffolk Joint Local Plan

Please note that where precise dates are currently unknown the 1st of the month is set out – specific dates will be added once known through future updates to the Timetable.

The Regulations referred to are The Town and Country Planning (Local Planning) (England) Regulations 2026.

Local Plan Stage	Description	Date
Publish Local Plan Timetable and Notice of Intention to Commence Local Plan Preparation	Publish Local Plan Timetable in accordance with the new plan-making regulations and the Government template. The Local Plan Timetable will be reviewed once a month and updated and re-published if necessary. Publication of the Notice of Intention to Commence Local Plan Preparation under Regulation 19 (1).	3 rd June 2026
Start date for Local Plan Scoping Consultation	A Local Plan Scoping Consultation will be undertaken for a period of at least six weeks where representations will be invited. This consultation will invite feedback in accordance with Regulation 20 (4) on matters including how the Councils will engage with the public and stakeholders throughout the plan-making process and what the Local Plan should contain.	5 th June 2026
Date when representations to the Scoping Consultation must be received	All comments (representations) on the Scoping Consultation must be received on or before the specified date.	31 st July 2026
Gateway 1: Publication of self-assessment summary	Publication of a document setting out details of how the Councils have got ready for plan-making, marking formal commencement of plan-making for the purposes of the 30-month timeframe in accordance with Regulation 21 (3).	1 st October 2026
Start date for consultation on proposed Local Plan Content and Evidence	Consultation for a period of at least six weeks on the proposed Local Plan content and evidence, including draft vision, any proposed aims and objectives, the proposed spatial strategy, summary of the evidence the Councils intend to gather,	1 st January 2027

	details of evidence already gathered, initial draft policies in accordance with Regulation 23. Date that the notice will be published.	
Date when representations to the Proposed Local Plan Content and Evidence consultation must be received	All comments (representations) on the Proposed Local Plan Content and Evidence consultation must be received on or before the specified date.	1 st February 2027
Gateway 2	Seeking observations from the Planning Inspectorate on the draft Local Plan and supporting evidence, and progress towards the 'prescribed requirements'. Gateway 2 will take between 4-6 weeks, in accordance with Regulation 26.	1 st September to 1 st October 2027
Start date for Proposed Local Plan consultation	Consultation for at least eight weeks on the Proposed Local Plan and supporting documents in accordance with Regulation 27. Date that the notice will be published.	1 st February 2028
Date when representations must be received to the Proposed Local Plan	All comments (representations) on the Proposed Local Plan consultation must be received on or before the specified date.	1 st March 2028
Gateway 3	Testing the Local Plan has met the 'prescribed requirements' and can proceed to Examination. Gateway 3 will take between 4-6 weeks, in accordance with Regulation 31.	1 st July to 1 st August 2028
Submission of Local Plan for Examination	Submission of the Local Plan for Examination.	1 st September 2028
Examination	Examination of the Local Plan against the tests of soundness set out in national policy.	1 st October 2028 to 1 st March 2029
Adoption	Adoption of the Local Plan.	1 st April 2029

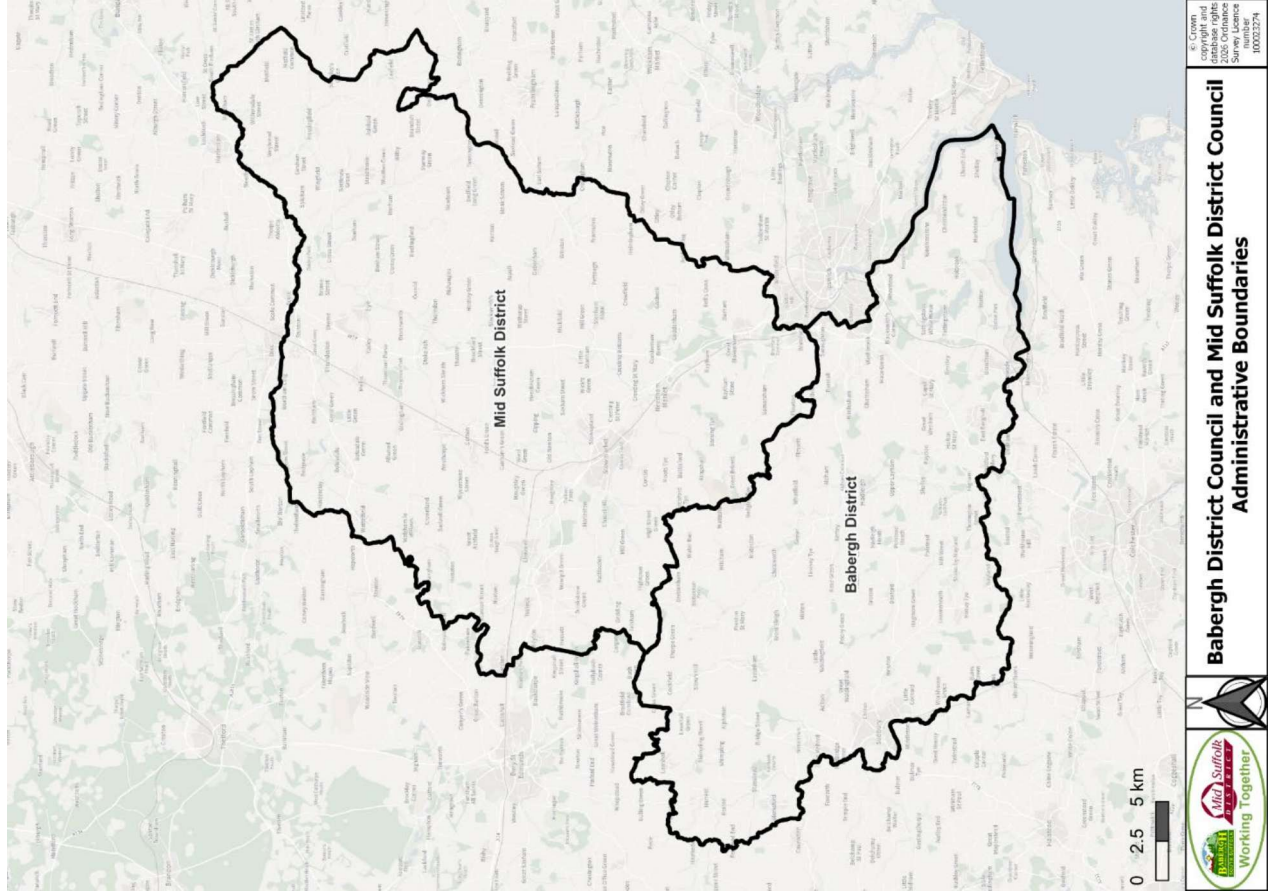
The matters that the Local Plan will deal with

The Joint Local Plan will cover the period 1st April 2026 to 31st March 2045 and will replace the Babergh and Mid Suffolk Joint Local Plan Part 1 (2023) and the remaining Saved Policies from the Babergh Core Strategy (2014) and the Babergh Local Plan (2006). The Joint Local Plan will include a vision, objectives, policies and site allocations.

The Joint Local Plan will not cover minerals and waste, as Suffolk County Council is the planning authority for these matters.

The geographical area to which the Local Plan will relate

The Local Plan will cover the administrative districts of Babergh and Mid Suffolk and is being prepared as a Joint Local Plan with Mid Suffolk District Council. The Local Plan area is shown on the map below.



Any Supplementary Plans to be prepared

There are no current confirmed plans to prepare any Supplementary Plans or any joint Supplementary Plans.

The Babergh and Mid Suffolk Joint Local Plan Timetable is prepared and published in accordance with the requirements of the Planning and Compulsory Purchase Act 2004 (as amended) and the Town and Country Planning (Local Planning) (England) Regulations 2026.

The Babergh and Mid Suffolk Joint Local Plan Timetable has effect from 3rd June 2026

The Local Plan Timetable has been made available to view in the following locations:

- On the Babergh District Council website (www.babergh.gov.uk/jointlocalplan) and Mid Suffolk District Council website (www.midsuffolk.gov.uk/jointlocalplan).
- At the Councils' offices at Endeavour House, 8 Russell Road, Ipswich, IP1 2BX.
- At the Customer Service Centres in Stowmarket (<https://www.midsuffolk.gov.uk/w/customer-access-points>) and Sudbury (<https://www.babergh.gov.uk/w/customer-access-points>).

Copies of this Local Plan Timetable can be made available on request in accordance with the costs incurred by the Councils.