

LONG MELFORD PARISH COUNCIL

The Parish Offices, Cordell Road, Long Melford, Suffolk CO10 9EH
Tel: 01787 378084 Email: clerk@longmelford-pc.gov.uk



Full Parish Council Minutes of Extraordinary Meeting

Meeting called for **7:00pm, Thursday 11th June 2020**
Location **Held remotely, the Council's business being conducted by video-conferencing due to the COVID-19 pandemic.**

Councillors present **I. Bartlett, M. Clayton, R. Delderfield, J. Ewbank, R. Kemp, C. Michette, R. Michette, J. Nunn (Chair), L. Tipper, D. Watts, J. Watts**

Councillors absent **J. Lines, L. Malvisi**

Also attending **D. Lovelock (Parish Clerk), One member of the public.**

The Chair opened the meeting at 7:02pm. The following Agenda items were addressed.

20/06-E1 Apologies for Absence

The Clerk advised that an apology for absence had been received from Cllr. Malvisi.
The Clerk advised that no apology for absence had been received from Cllr. Lines, who remained seriously ill in hospital. He stated that he would contact Councillors in the near future to brief them regarding the procedure for ensuring that she wasn't automatically disqualified from office as a Councillor in the event of her being unable to attend a Council meeting throughout a period of six consecutive months.

20/06-E2 Declarations of Interest and Requests for Dispensation

No declarations of interest were received from Councillors.
The Clerk advised that no requests for dispensation had been received.

20/06-E3 Public Participation

One member of the public was in attendance. They did not participate in the meeting.

20/06-E4 County Councillor's Report

Supplementary to his written report, as previously circulated to Councillors, Cllr. Kemp reported the following.

- The nearest coronavirus testing station was located at London Road Park & Ride, Ipswich.
- Permission from SCC was not required for placing social distancing markers on the pavement.
- A domestic abuse helpline was now open 24 hours per day, 7 days per week.
- Recycling centres had re-opened using a booking system.
- EDF had submitted a planning application to build Sizewell C, a new nuclear power station.
- Following receipt of complaints from members of the public regarding the mini roundabout in Bull Lane, Cllr. Kemp was looking into the matter.
- Dropped curbs, to be installed near the Black Lion pub to facilitate easier road crossing by pedestrians, had been ordered.

The Council received and noted the County Councillor's Report.

20/06-E5 District Councillor's Report

The Council received and noted the District Councillor's Report, as previously circulated to Councillors.

20/06-E6 Section 4.1 & 4.5 Delegated Powers Expenditure

The Clerk confirmed that the expenditure schedule, as previously circulated to Councillors, listed order costs rather than invoiced payments, and that the sums shown for the refurbishment of two telephone kiosks were estimates. Councillors commented that they were very pleased with the kiosk refurbishment work completed so far.

The Council received and noted the schedule of S4.1 and S4.5 delegated powers expenditure as authorised by the Clerk and the Chair.

20/06-E7 Agree the Period for the Exercise of Elector's Rights

Resolved – That the Council agrees that the 30-day period for the exercise of Elector's Rights, in which electors may inspect the Council's accounts and related documents, shall run from 13/07/2020 to 11/08/2020 (these dates being subject to amendment due to prevailing circumstances).

20/06-E8 Agree the Community Infrastructure Levy Reporting Form

Resolved – That the Council agrees the 2019/20 Community Infrastructure Levy Reporting Form, as previously circulated to Councillors, and authorises the RFO to arrange for its submission to the Babergh & Mid Suffolk District Council Infrastructure Team.

20/06-E9 Motion : Increase Melford in Bloom Budget

Cllr. D. Watts commented that he thought the efforts made in respect of Melford in Bloom looked fantastic and made a huge difference to the village, to which all Councillors agreed. Cllr. Ewbank said it was hoped that this would attract visitors to the village and bolster businesses re-opening after their very difficult coronavirus shutdown.

Resolved – That the 2020/21 Melford in Bloom budget is increased from £5,000 to £7,500 by virements from the Music on the Green and Discretionary Spending budgets.

20/06-E10 Motion : Agree the Parish Infrastructure Investment Plan

Resolved – to receive and adopt the document 'Progressing Parish Infrastructure Projects', as previously circulated to Councillors, with the proviso that it be amended as follows:

- That it be corrected at Clause 7.8 and 9.6 to show the play area as being located at Cordell Place, not Cordell Road.
- That it be revised at Clause 9.5 to refer to "seating" and not "bench seating".

Resolved – That, subject to the required amendments, the Council agrees the recommendations made by the PIIP Working Group in Section 9 of 'Progressing Parish Infrastructure Projects' as follows:

- 9.1 That adoption of the Neighbourhood Plan be accelerated.
- 9.2 That information regarding the Hills Charity land title be passed to the Trustees.
- 9.3 That Suffolk County Council be commissioned to complete the final phase of street light replacement (Phase 3), and that the Clerk should liaise with Cllr. Kemp to request that SCC installs a style of street light in keeping with the village character.
- 9.4 That obtaining a new lease for the Old School Car Park, and investigating options for its resurfacing, be progressed.
- 9.5 That the identification of sites and allocation of funds for additional village seating be progressed by a working party, consisting of Cllrs. Bartlett, Clayton, and C. Michette.
- 9.6 That making improvements to play equipment at the Cordell Place play area, and the development of teenage facilities, be progressed.
- 9.7 That provision be made to fund work to safeguard Top Green.
- 9.8 That provision be made to fund the acquisition of land to extend the Cemetery.
- 9.9 That the following highway improvement measures be implemented:
 - (a) The Council to allocate £7,500 from its general fund towards the total cost of installing a traffic island outside Budgens supermarket, with the balance to be met from Cllr. Kemp's locality budget.



- (b) Councillor Kemp to obtain plans from Suffolk County Council showing the precise proposed location of the dropped curbs to be installed adjacent to Black Lion public house and then report back to the Council. SCC not to be contacted regarding further traffic management improvements in the immediate locality until after installation of the dropped curbs is completed.

20/06-E11 Motion: Exclusion of the Public and Press

Resolved - That under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the Meeting for Agenda item 20/06-E12 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

20/06-E12 Motion : That the Council takes action in respect of an Outstanding Debt

Councillors commenced discussing in detail the situation which led to the debt arising.

The Chair left the meeting at 8:31pm due to technical difficulties. Councillors agreed to wait for a brief period to see if the Chair could re-establish their video link.

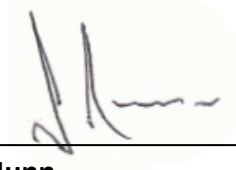
The Chair re-joined the meeting at 8:38pm.

Councillors continued to discuss the situation which led to the debt arising before bringing the matter to a vote.

Resolved by a majority – That taking action to recover a comparatively small outstanding debt, for which there was little chance of a successful outcome, would not be in the public interest.

There being no further business, the Chair closed the Meeting at 8:42pm.

Signed:



J. Nunn

Chair, Long Melford Parish Council

Date: 03/07/2020

Extraordinary Meeting of the Full Parish Council

7:00pm, Thursday 11th June 2020

Agenda Pack

ITEM No. DOCUMENTS

20/06-E4 County Councillor's Report (Appendix 1)

20/06-E5 District Councillor's Report (Appendix 2)

20/06-E6 Section 4.1 & 4.5 Delegated Powers Expenditure Schedule (Appendix 3)

20/06-E8 Community Infrastructure Levy Reporting Form (Appendix 4)

20/06-E10 Progressing Parish Infrastructure Projects Report (Appendix 5)

Parish Report – June 2020

Councillor

Richard Kemp (Melford)

Tresco
New Road
Long Melford
CO10 9JY

07545423812

richard.kemp@suffolk.gov.uk

COVID-19 Update

Latest Government advice is available here: www.gov.uk/coronavirus

Latest SCC information is available here: <https://www.suffolk.gov.uk/coronavirus-covid-19/>

Further opening of schools

From 1 June it is expected that school will gradually begin to reopen to more pupils, in addition to accommodating children of key workers and vulnerable pupils. The phased opening of schools will start with pupils in nurseries, reception, year one and year six. Secondary schools and other schools such as pupil referral units and special schools will also gradually increase the number of children and young people they can accommodate. For secondary schools this will start with year 10 and year 12.

Suffolk County Council has been supporting schools in preparing for the possibility of increased pupil numbers and have provided all schools with a risk assessment checklist.

Important: It is not compulsory for parents to send their children to school at this time and there will be no penalties for families who choose to keep children at home.

More information is available at: <https://www.suffolk.gov.uk/coronavirus-covid-19/parent-guidance-about-schools-during-covid-19-pandemic/>

Testing in Suffolk

A regional testing centre for Suffolk and surrounding areas can be found at the **London Road Park and Ride, Copdock, Ipswich**. It is open from 8am to 7pm, every day.

There are also various mobile testing units across Suffolk. In addition, home testing kits can be requested.

More information on how to access a test in Suffolk is available at:
<https://www.suffolk.gov.uk/coronavirus-covid-19/covid-19-testing-in-suffolk/>

Changes to pavements/roads to aid social distancing

Suffolk County Council has confirmed that local councils and communities can make some small-scale temporary changes to pavements without needing to seek consent from the county council. These will be local safety measures on pavements that outline queuing areas, social distancing reminders or simple painted markings on pavement surfaces for pedestrians.

However, if the activity that the community wants to carry out requires working on or in the road, then the county council will need to be contacted first. If communities are unsure of where their proposed changes fit, they are encouraged to contact the county council at:
transport.schemes@suffolk.gov.uk.

We have also been encouraging the county council to make more radical changes to the road layout to support cycling and walking. The Department for Transport has announced a £2bn package to boost cycling and walking capacity in the UK, and this is an opportunity for councils to tackle historic congestion problems by encouraging a change in the behaviours of their residents by giving a fairer share of road space to walkers and cyclists.

Domestic Abuse helpline available 24/7

The existing Domestic Abuse Outreach Service, run by Suffolk County Council and Anglia Care Trust, has extended its **0800 977 5690** freephone number to be available 24 hours a day, seven days a week.

Anyone with concerns including professionals who may be supporting clients, as well as friends and families who are concerned for loved ones, can access this local support.

Recycling centres reopen with booking system

Suffolk County Council have reopened household waste recycling centres, following weeks of closure due to the lockdown. They are operating on a booking system, to help reduce traffic disruption on roads around the sites and support social distancing on site for staff and members of the public.

Members of the public will need to book a 15-minute slot online at www.suffolk.gov.uk/recyclingcentres or by calling 0345 606 6067. It is not possible to access the sites without a booking.

The following temporary rules apply:

- No access to site without pre-booking
- Cars, car-derived vans, and pedestrians only – no larger vans, trailers or commercial-type vehicles
- One adult to unload, unless 2 adults needed for heavy items
- No staff assistance to unload vehicles
- Chargeable DIY waste (soil, rubble and hardcore) will be accepted, but payment must be made using contactless cards only
- No trade waste, textiles or re-use items accepted

EDF submits application for Sizewell C DCO

On 27 May, EDF submitted an application for a development consent order for Sizewell C to the Planning Inspectorate.

I am very concerned about EDF's decision to go ahead with an application during the current crisis, as it will be much more difficult for the public and stakeholders to fully scrutinise the plans and participate in the consultation process.

Dear Councillors

I'm sorry not to be able to join you however I have put together a report to update you on what has been happening at Babergh during lockdown.

1. We're rooting for new parents during COVID-19 and beyond

The Tree for Life scheme in Babergh and Mid Suffolk which offers a free tree for new parents, is now open for 2020 applications allowing families to apply from home during the coronavirus outbreak.

Recognising that new parents may be feeling more isolated than usual, and looking for something to look forward to with their new arrival, Babergh and Mid Suffolk District Councils have now opened their Tree for Life applications.

It is open to all families in the districts who welcome a new arrival between 1 January and 31 December 2020, in addition to parents who may have lost a child during the same period to apply for a remembrance tree.

The initiative offers parents with a new born or newly adopted child the chance to mark their arrival by planting a tree.

It aims to benefit families, communities and the environment by boosting tree coverage across the district.

This year's relaunch follows a bumper 2019 scheme with over 400 trees given away earlier in the year, ahead of the coronavirus outbreak.

Tree collection events were held in Stowmarket and Hitcham, where expert help was on hand to advise families on their tree choice and aftercare at home.

Open to all including those without a garden, a selection of trees were also planted with families at key locations in the districts including Needham Lake, Shotley Golden Wood, Broom Hill in Hadleigh, Gallowsfield Wood in Haughley and Sproughton Millennium Green.

In Babergh, where the Tree for Life scheme launched for the first time in November last year, there were 196 applicants.

Mid Suffolk saw a total of 274 successful applications in 2019, a 53% increase in take up compared to 2018.

According to the Office for National Statistics, that means around 30% of families with newborns in our districts applied for the scheme, but now the councils are encouraging even more people to claim their free tree this year.

Go to www.babergh.gov.uk/environment/tree-for-life/ and find out all about how to apply.

2. New grant scheme opens for small businesses

A new **Discretionary Grant** is now open for businesses based in shared offices or other flexible workspaces, market traders, bed and breakfasts and small charity properties.

As part of the Government's extended package of COVID-19 support, the grant is for businesses who are not eligible for either the Small Business or Retail, Hospitality and Leisure Grant Funds but still have ongoing fixed property-related costs such as rent, license fees, hire or mortgage payments.

To qualify for the Discretionary Grant, businesses must be permanently operating out of either:

- a share of a larger business premises which is rated for business rates purposes (of £15,000 or less or £51,000 or less in the retail, hospitality and leisure sector)
- a regular market stall on the weekly markets in Hadleigh, Stowmarket and Sudbury
- a bed and breakfast premises in a residential property that is subject to council tax and holds a current food safety licence
- a charity premises which is rated for business rates purposes and has a rateable value of £15,000 or less.

To access the Discretionary Grant, eligible businesses must complete an online application form and provide evidence they operate from a single premises, were trading at the premises on 11 March 2020 and demonstrate a significant fall in income due to COVID-19. The first phase of applications is open until Friday 19 June.

The value of the grants in Babergh and Mid Suffolk range between £2,500 - £5,000 and can only be claimed by businesses who have been unable to access any other grants (excluding the Self-Employed Income Support Scheme). The grant allowance has been set individually by each local authority depending on the level of funding they have received from Government while also aiming to support as many small businesses as possible.

Unlike the Small Business Grant Fund and Retail, Hospitality and Leisure Grant Fund, which allocated grants automatically to certain businesses based on their rateable business rates, the Discretionary Grant will take into account certain factors when determining the grant allocation. These factors include fixed costs, number of employees, ability to trade online, whether a business has had to close completely and the scale of losses due to COVID-19.

SO IF YOU KNOW OF ANY WHO SLIPPED THROUGH THE CRACKS LAST TIME

POINT THEM TO www.babergh.gov.uk/business/business-rates/grant-funding-schemes/

Open for 3 weeks from 29th May.

3. Suffolk works on creating safer places as lockdown measures ease

Businesses, towns and spaces in Suffolk are getting extra help to make them safer and reduce the risk of COVID-19 spreading as lockdown measures are eased.

Support to make this happen comes from the 'Safer Places' group, part of the [Suffolk Resilience Forum](#), which is made up of local authorities including Babergh and Mid Suffolk District Councils and Suffolk's NHS and Emergency Services.

The Government has announced a phased easing of rules around businesses and other properties opening, starting in June. The group is supporting businesses to meet this national guidance, allowing them to trade safely and keep their customers safe.

As well as the retail sector, councils and public services are looking at their own areas and facilities in readiness for changes in national guidelines, such as car parks. The Safer Places group will also be engaging with local organisations, communities and councillors and organisations to look at tailored solutions for their particular areas. Measures are likely to evolve as guidance changes or improvements are made.

4. Communities benefit from Coronavirus funding boost totalling over £100,000

Communities have received more than £100,000 in vital funding from Babergh and Mid Suffolk District Councils – helping them to respond to Covid-19 and paving the way for a stronger society.

Both councils acknowledge the key role of community groups, along with town and parish councils, in easing the challenges faced by residents at this time. In recognition of this and the financial hardships arising from the pandemic, a new Covid-19 Emerging Needs Grant was set up last month, ensuring much-needed funding could be provided to new and existing groups across both districts.

Grants of up to £2,500 can be applied for to cover increased costs incurred as a result of the Coronavirus. The grant has a straightforward applications process, allowing applicants to receive funding within weeks and resulting in almost 80 applications being submitted to date. This figure is set to increase, with grants continuing to be made available.

The councils' Grants team has responded to 98% of applicants so far and grants totalling more than £101,250 have already been approved. Included within this figure is over £15,000 of funding for local foodbanks. Grants have also been offered to organisations providing meals on wheels, community information services and mental health outreach programmes.

Grant recipient Mencap said: "This grant will ensure that we will be able to provide the helpline service in Babergh and Mid Suffolk to people with a learning disability and their families and carers. In this challenging and unprecedented time, the impact of this will be vital."

The crucial work of community groups has been complemented by the Home, But Not Alone service, set up the county-wide Collaborative Communities Board - providing emergency assistance by linking TRIBE volunteers to vulnerable residents with care needs or loneliness. Since its launch at the end of March, the helpline has received over 8,500 calls.

Babergh and Mid Suffolk District Councils have managed referrals for its districts, including the distribution of vital medication and urgent requests for food. One caller said: "A lady very kindly gave me her direct line number and arranged an emergency food parcel."

Although we'd only spoken in the afternoon, the food parcel arrived by 6pm that night, which was absolutely marvellous."

This invaluable support continuing, as the virus and its aftermath remains, is a priority for both councils. Plans are being put in place to cement the community groups and good neighbour schemes created in response to Covid-19, with localities officers from the councils' Communities team aiding with this.

www.babergh.gov.uk/communities/grants-and-funding/how-to-fund-your-project-and-advice/

5. Children to explore the value of food through new competition by #FoodSavvy

Pioneering food saving campaign #FoodSavvy launches a month-long Delicious Drawings competition, this Wednesday 20 May, in collaboration with the East of England Co-op.

The competition will inspire primary school children in Suffolk to get creative about saving and valuing food. Children are invited to draw a picture which shows us how you can stop tasty food from ending up in the bin.

#FoodSavvy is a partnership between the Suffolk Waste Partnership, Norfolk County Council and environmental charity Hubbub.

On average, households across East Anglia waste £810 worth of food every year. However, since the coronavirus restrictions the country's relationship with food has been changing. Nearly 60% of people say they are valuing food more now. Cooking from scratch and families eating together more are just some of the positive shifts in food related behaviours according to new research commissioned by Hubbub.

The Delicious Drawings competition will provide a great focus for families to talk about the value of food, why eating up every bite is important and gives children an opportunity to create and inspire others to reduce their food waste, changing the world one drawing at a time.

There are some great prizes to be won, from children's cooking kits to East of England Co-op vouchers and the chance for the drawing to be put up in a local Co-op store. If you know a mini artist, chef, or storyteller you can [find out more information on the Food Savvy website](#).

The competition is open to all primary aged children across Suffolk and young artists can enter their masterpieces until Friday 20th June. Winners will be announced by the 20 July.

The Food Savvy website is packed with recipes and ideas to cut down food waste and make your food go further, from planning your shopping to storing food correctly, plus lots of savvy living tips to help with lockdown life.

6. Councils work together to ramp up support during COVID-19

Two Suffolk councils joined forces to help a Sudbury resident maintain her independence despite COVID-19, by delivering urgent minor adaptations to her home.

Resident Melissa Moncrieff uses a wheelchair and was having difficulty attending hospital appointments for ongoing treatment, as she was struggling to get in and out of her home.

In order to maintain her independence, and protect hospital transport drivers and her family, she applied for a grant to install a ramp and make some internal adaptations.

Babergh District Council approved the work as an urgent external project, then worked in partnership with East Suffolk Council to install the much-needed ramp to aid Melissa and her family.

[Minor adaptation grants](#) are available to support urgent minor adaptations such as ramps and stairlifts to residents' homes to help avoid hospital admissions and assist in getting patients discharged.

7. Small businesses to benefit from new innovation and growth fund

Councillors have agreed a £300,000 funding programme for small businesses in towns and villages across Babergh and Mid Suffolk to be allocated over the next three years.

With many businesses currently facing uncertain and difficult times, the new fund scheme from Babergh and Mid Suffolk District Councils will provide a much needed boost to businesses **after the coronavirus crisis** to help sustain and create jobs, provide opportunities to grow and innovate as well as react to the changing business landscape.

Small businesses from start-ups to those looking to expand, will be able to apply for a grant from one of four different funding streams:

- Growth and increased Productivity Fund
- Enterprise and Innovation Fund
- High Street Premises Enhancement Fund
- Environmental Sustainability Fund

The grants can be used in a variety of ways from improving environmental outcomes and sustainability, accessing professional advice and training, improving disabled access and business frontage or for the development of technology-based business solutions.

The grant value will be up to £2.5k for each of the funds except the Enterprise and Innovation Fund which will have a maximum limit of £5k. The criteria, eligibility and application process will be confirmed once the business grant fund programme is launched later this year.

8. Council committee votes to reject Sproughton development

Babergh District Council refused full planning permission for 49 homes to be built in Sproughton, citing harm to heritage and a lack of proven justifiable need.

9. Coronavirus cons

Unfortunately, opportunistic traders and scammers are taking advantage of the vulnerability of those panicked by COVID-19. If you'd like to help make Suffolk a safe place to live and work, register to be a Trading Standards Consumer Champion and receive a

weekly email alert that provides information on scams as well as any doorstep rogues calling at properties in the local area so you can alert your neighbours or residents.

[Register to be a Trading Standards Consumer Champion](#)

Our housing

We've created [further guidance specifically for tenants at this time](#). In order to minimise the risk of spreading the virus [we have reduced our repairs services](#), and are continuing to only carry out essential repairs.

Our communities

With the new [Suffolk helpline](#) now live, we are already [picking up referrals into the system](#) and using the database to refer on urgent requests and other concerns about the vulnerable and their reliance for support onto local services. Each referral is allocated to a Community Officer who has a [geographical area within the district to support](#) and who is already working to understand local services within that area.

We have agreed with our Leaders to carry forward some under spent budget and to apply a “lighter touch” approach to how groups can apply for support. [The Emerging Needs Grant](#) allows groups and organisations to apply for up to £2,500 to cover increased costs incurred as a result of the Coronavirus (Covid-19).

We have also been encouraging the county council to make more radical changes to the road layout to support cycling and walking. The Department for Transport has announced a £2bn package to boost cycling and walking capacity in the UK, and this is an opportunity for councils to tackle historic congestion problems by encouraging a change in the behaviours of their residents by giving a fairer share of road space to walkers and cyclists.

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Long Melford Parish Council

Financial Regulations Delegated Powers Expenditure

Section 4.1 Sub-£500 Expenditure - as authorised by the Clerk in conjunction with the Council Chair

Section 4.5 £1000 or Less Expenditure - as authorised by the Clerk In cases of extreme risk to the delivery of Council services



NOTE : Contracts may not be disaggregated to avoid controls imposed by the applicable financial regulations.

<https://vatcalconline.com/>

Authorisation Date	Category	PO No.	Goods / Service	Supplier / Contractor	Cost Ex VAT	Explanatory Notes
17/03/2020	S4.1	PTCR003	COVID-19 Coronavirus Pandemic Information Leaflets	Indigo Ross	£65.00	For community public information.
17/03/2020	S4.1	PTCR004	PDF X-Change Editor software programme	Tracker Software	£53.56	Primarily for the management of electronic documents.
20/03/2020	S4.1	PTCR005	Installation of additional locks to public toilets at Cordell Road and Top Green	MMC Locksmiths & Security	£170.00	To prevent access on public health grounds due to COVID-19.
20/03/2020	S4.1	PTCR006	GBC Fusion 3000L A3 Laminator	Sudbury Office Supplies	£81.54	Replace broken item.
26/03/2020	S4.1	PTCR007	Emergency mobile phone	tesco.com	£25.00	Required for COVID-19 Volunteer Co-Ordinator Cllr. J. Lines.
09/04/2020	S4.5	PTCR008	Manufacture of replacement doors for the Cemetery Office	Tony Read Carpentry	£962.00	Replace items irreparably damaged during break-in
11/05/2020	S4.1	PTCR009	Remedial work re dislodged Christmas lights	Sudbury Community Wardens	£43.38	Safety concerns with lights dangling onto the road.
11/05/2020	S4.1	PTCR010	Replace broken locks on Council noticeboard and install safety chain	MMC Locksmiths & Security	£50.00	Remedial work to locks for the noticeboard located at the URC.
26/05/2020	S4.1	PTCR011	Refurbishment of ex-BT telephone kiosk, The Hare Inn, High Street	Paul Wilson	£200.00	Required before defibrillator installation.
26/05/2020	S4.1	PTCR012	Refurbishment of ex-BT telephone kiosk, Aveley Lane, Bridge Street	Paul Wilson	£200.00	Required before defibrillator installation.
26/05/2020	S4.1	PTCR013	2 x towel dispensers, liquid soap dispensers and consumables - public toilets, Melford Country Park	clicksuperstore Ltd	£115.20	Upgrade sanitary facilities at the Country Park
04/06/2020	S4.1	PTCR014	1 Year ZOOM subscription	Zoom Video Communications Inc	£119.90	Videoconferencing application 100 participants / No time limit
04/06/2020	S4.1	PTCR015	2 x BT phone kiosk leather hinge straps	X2 Connect Ltd	£39.10	Refurbishment of phone kiosks
05/06/2020	S4.1	PTCR016	800 x Heavy Duty Black Sacks	Hygiene Depot	£62.79	For use at the Country Park

Long Melford Parish Council

Community Infrastructure Levy (CIL) reporting form

Reporting Year: 1 April 2019 to 31 March 2020

A	Total CIL income carried over from previous years	£21,619.92
B	Total CIL income received (receipts)	£64,337.10
C	Total CIL spent (expenditure)	nil
D	Total CIL repaid following a repayment notice	nil
E	Total CIL retained at year end (A+B-C-D)	£85,957.02

CIL expenditure

Item / Purpose	Amount spent
No expenditure to date	nil
Total spent £	Nil

Signed:

Position: Responsible Finance Officer

Paul MacLachlan

Verified:

Position: Chairman

Cllr John Nunn

This statement was approved on 11 June 2020 at a meeting of the full Council.

Publish on PC website and send copy to the BMSDC Infrastructure Team no later than 30th June following the reported year.

Long Melford Parish Council



Progressing Parish Infrastructure Projects

1. Introduction

- 1.1 The first iteration of the Parish Infrastructure Investment Plan (PIIP) was approved by the Parish Council (hereafter referred to as the Council) on 7 March 2019. However, since then, more than 150 dwellings have been approved for construction within the parish and a further review of priorities is therefore required.
- 1.2 This document does not seek to reproduce background detail produced in the original PIIP document. Its objective is to appraise the projects identified in the original PIIP, identify any new projects that have emerged subsequently and to make recommendations regarding implementation of those projects deemed viable and of value to the community.

2. District Council Infrastructure audit

- 2.1 In June 2019, following publication of the Council's PIIP, Babergh and Mid Suffolk District Council carried out a Council-wide Services and Facilities Audit. The aim of the survey was to use a simple points system, to provide a general understanding of the level of facilities and services available within communities (other than towns and urban areas) and to place each settlement into a hierarchy comprising:
- Core Villages (infrastructure scores exceeding 18)
 - Hinterland Villages (infrastructure scores of 9 to 17)
 - Hamlets (infrastructure scores of 0 to 8)
- 2.2 The table at Appendix 1 reproduces the infrastructure audit results for the parish of Long Melford. Under this review Long Melford, with a cumulative infrastructure score of 33, is designated as a Core Village.

3. The original Parish Infrastructure Investment Plan priorities

- 3.1 In March 2019, the following projects were included within the PIIP:

Project	Objective
Completion of street light replacement	The first two phases of street light replacement have been completed. The remaining old lighting is prone to fail, expensive to replace piecemeal and needs to be replaced
New village hall	To replace the existing Village Hall with a new building on a new site if such can be found and made available.
Existing Village Hall facilities	In the absence of a new site, existing facilities need ongoing support and maintenance
Existing Village Hall car park	In the absence of a new site, the car park needs to be repaired
Old School building	Existing facilities need ongoing support and maintenance
Old School car park	The car park is in urgent need of repair

Community bus service	To extend the current service to those living within new developments within the parish so that they can access village facilities, engage in social activities and support local businesses
Cycle path network	To progressively create a network of cycle paths building on existing routes.
Village seating	To install 2 or 3 seats at strategic sites within the village in order to enhance both the village centre environment and the experience of those visiting this important heritage centre
Village Youth Group	To build on the existing church-run youth group by extending it for older teenagers
Play equipment at Cordell Road play area	To replace play equipment that has been removed, is no longer fit for purpose or no longer conforms to safety standards
Play equipment elsewhere in the parish	To consider whether additional facilities are required to service newer communities within the parish

4. Do the projects meet infrastructure criteria?

- 4.1 15% of all Community Infrastructure Levy (CIL) Funds generated by local housing development are passed on to the Council in order to fund locally identified infrastructure projects. On completion of the Neighbourhood Plan the Council will receive 25% of all CIL monies. Monies must be used, as per the UK Government regulations, *on the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else concerned with addressing the demands that development places on an area.*
- 4.2 Using this definition, all the above projects can be considered as infrastructure projects qualifying to be funded from CIL monies. Some however may have more merit than others and, given the finite resources available, the Council will need to be clear about its priorities and how it wishes to deploy the monies available.

5. What has changed since approval of the original PIIP?

- 5.1 The most notable and far reaching change is the Secretary of State's approval of development at the Skylark Fields site. This will create a further 150 dwellings, make further demands on existing infrastructure and move the demographic centre of the village further south and more distanced from existing community infrastructure.
- 5.2 The Council has received section 106 funds from the District Council for the purchase of bins (£3,687), for supplementary speed indicator signage (£3,687) and for work to enhance the Long Melford Country Park and Local Nature Reserve (£12,291). The Council has made the following progress:
- Cllrs Lisa Tipper and Carole Michette are progressing the replacement and provision of new bins in conjunction with the Clerk.
 - Cllrs John Nunn and Richard Michette will shortly be bringing proposal for further SID signage to the Council for decision.

- Cllrs Bartlett, Ewbank and Tipper are currently seeking to conclude a Management Plan for the Country Park and Nature Reserve. Potential projects include the provision of appropriate signage and the introduction of CCTV. The Council will need to think carefully about the data protection issues arising from the installation of CCTV. Any funds remaining might sensibly be used to fund maintenance, ranger and volunteer work.

These section 106 monies are earmarked for specific work which is in hand.

- 5.3 In October and November 2019, the Council received Regulation 123 CIL grants from the District Council for the resurfacing of the Village Hall car park and for extensive repairs to the Village Hall roof. Both projects have been completed satisfactorily.
- 5.4 In February 2020, the Council agreed to enter into a lease with other parties and approved a grant of £500 to the Cricket Club in recognition of their cooperation with the PC and the Football Club. This action by the Council served to provide the Cricket Club with greater security of tenure via a 40-year lease whilst supporting the Football Club in its bid to receive the Football Foundation grant. There is no indication that further financial assistance is required.
- 5.5 The Hills Charity is governed by a Board of Trustees. The Trustees are seeking to establish their title to a parcel of land in the parish. In January 2020 the Council committed £1,000 in order for Holmes and Hills to assist the Trustees to register the land in the name of the Hills Charity.
As the Parish Council has no material interest in the land and transfer of its title seems only to benefit a potentially small number of residents, the Council will need to consider carefully whether it can justify committing further funds to this matter.
- 5.6 In March 2020, The Council considered a report outlining short and long term solutions to address the problem of parking on the Upper Green.
In the short term, the Council agreed to make a grant to the church to cover 50% of the cost of temporary repairs to the existing upper car park. This is likely to amount to £1,500 and will be met from the Council's 2020/21 community grant budget.
Longer term work will depend upon legal advice from various agencies including the District Council regarding the ability of village stakeholders to carry out repairs and improve car parking facilities on Common Land.
It is likely that the Council will wish to contribute to the cost of any future works that safeguard the Green and add amenity to residents and visitors to this heritage area. Unfortunately, neither the scope of works nor the likely costs have yet been determined. The Council should consider making an immediate provision for this work from its General Funds.
- 5.7 In March 2020, the Council resolved to create a Cemetery Sub Committee to investigate the acquisition of land to extend the cemetery. The cost of any land purchase is yet to be determined. The acquisition of land is unlikely to be a short term objective. Commencing in 2021/22, the Council should consider making an annual General Fund provision towards the cost of land acquisition for the extension of the cemetery.

- 5.8 In April 2020, our County Councillor enquired whether the Council would be willing contribute towards the creation of a traffic island outside Budgens. The County Council estimate that it will cost approximately £15,000. While Cllr Kemp is willing to put £7,500 from his locality fund there remains a shortfall of £7,500. This project should be considered when allocating funds for parish infrastructure projects.

6. What funds are available to deliver the Council's infrastructure agenda?

- 6.1 The Council currently has £124,082.85 specifically set aside for infrastructure projects. This provision comprises:

• Community Infrastructure Levy Funds	£109,081.94
• Phase 3 Street Lighting Funds	£7,500.00
• Phase 3 Street Lighting 2020/21 budget provision	£7,500.00

- 6.2 The Council is required to spend or commit its CIL receipts within 5 years or risk being required to return the funds provided.

- 6.3 If necessary, it may be possible to call on up to £36,000 from the Council's General Reserves. This would reduce the Council's General Fund to approximately £108,000, equivalent to 75% of its Annual Precept. The Council has resolved that every effort should be made to maintain its General Fund at no less than 60% of its Annual Precept. Release of the Council's General Funds for infrastructure projects will require a specific decision of the Council.

7. Which projects should be prioritised?

This section seeks to evaluate the infrastructure projects identified by the Council according to deliverability and available finance:

7.1 Completion of street light replacement

The Council has invested heavily in the replacement of old and unreliable street lighting. This has already delivered benefits back to residents by way of better lighting, greater reliability and reduced maintenance fees.

The County Council has confirmed that any decision by the Council to replace the remaining street lights in Long Melford will be prioritised. The likely lead time between the works order and commencement is 8 weeks with a similar time for completion.

This is a viable and deliverable project which is within the power of the Council to progress. Completion of this project will generate further efficiency savings for the Council. The County Council has quoted a price of £87,286 + VAT for the work.

7.2 The Old School car park

The Old School car park is owned by the Hyde Parker family.

In order that the car park could be accessed by those using the Old School, the Council took out a 21-year lease on 30 January 1998. The Council has instructed solicitors Holmes and Hills to negotiate a further lease.

The car park is in a very poor condition and needs to be completely resurfaced in a manner that is sympathetic to the heritage of the listed building it surrounds.

Recent discussion with Infrastructure Officers suggests that the District Council may be prepared to consider CIL 123 funding to assist with the resurfacing costs if the lease:

- has a minimum term of 25 years;
- has no break clause during the first 15 years.

The District Council will also expect the Council to demonstrate how the project will be funded and to have secured, or have guarantees, regarding these funds.

Although this is a viable project which can be progressed in the reasonably near future, the Council should not enter into any further lease until it:

- has consulted on the nature of the car park surfacing required;
- has obtained 3 quotations for the work;
- is clear about how the work is to be financed;
- has consulted with the village hall Trustees and Community Association about whether there is the will and resource to build a new community hub.

Ideally, the cost of resurfacing the car park will be funded by the District Council, the Parish Council and other heritage grants. For planning purposes, the Council may wish to consider matching District Council funding up to 40% of the total cost of the works.

Assuming a cost of approximately £70,000 + VAT, using this formula, the District and Parish Councils would both contribute £28,000 leaving £14,000 to be raised by the Parish Council from other sources. Clearly, the Council will need to guarantee this element of the funding if no grant support is forthcoming.

7.3 Village Hall and Old School Building

Decisions relating to the maintenance and upkeep of the existing village hall lie with its Trustees. The Council has a nominee on the Board of Trustees but has no direct influence on decisions as its nominee is required to cast any vote in the interests of the Trust. The Old School building is administered by the Community Association for the benefit of the village.

Before the Council invests heavily in the repair of the Old School car park, it should consult with the village hall trustees, Community Association and other interested parties to explore what options, if any, exist to progress the building of a new community hub in the village.

The Council may, in the short term, wish to explore the cost of filling in the potholes at the Old School car park. However, bearing in mind that the Council currently has no lease on the car park, these costs, if agreed, should be kept to a minimum.

7.4 Community bus service

The Parish Council has no authority to deliver this project under its own delegated powers. Furthermore, there is no evidence to suggest that local bus service providers have an appetite to extend their current services to include new local estates off their existing, established routes. This is not a project that is likely to come to fruition.

7.5 Cycle path network

The Parish Council has no authority to deliver this project under its own delegated powers. Such work falls within the remit of the County Council.

In view of the funding required, it is very unlikely that the County Council will consider this project as a priority in the foreseeable future. The Parish Council would not be able to fund this project out of its own resources. This is not a project that is likely to come to fruition.

7.6 Village seating

This is a viable minor infrastructure project which, subject to County Council licence and land owner permission, can easily be financed from the Council's General Fund.

7.7 Village Youth Club

Following publication of the original PIIP, Church and Council representatives met to discuss the development of youth activities but it was agreed that no action should be taken for the time being.

The Council has not allocated funds to support this work in the current financial year. If the church wishes to proceed with this project, the Council, if still supportive, ought to provide financial assistance from its General Fund as salary and support cost are recurring, not one-off, costs.

7.8 Play equipment provision within the parish

Responsibility for the play equipment at Cordell Road rests with the District Council. Since publication of the original PIIP report in March 2019 it has been established that the District Council has Section 106 monies to the value of £12,704.66 set aside to improve these facilities or to provide additional facilities at another site.

Prior to the imposition of Covid-19 restrictions, Parish Councillors had made arrangements to meet District Council Officers in order to agree how these funds can be best applied. This meeting will be reconvened as soon as conditions allow.

Following approval of the planning application for a further 150 dwelling on the Skylarks Field site, the District Council should consider whether the current provision for teenagers living within Long Melford is adequate.

7.9 Safeguarding the Upper Green

The Council has agreed to make a contribution of approximately £1,500 to the church in order to make short term repairs to the car park serving the church and Upper Green.

The Council is engaging with other stakeholders, including the Hyde-Parkers, the church and Black Lion landlord, to establish what more permanent and extensive works will be required to address the wider issue of parking on, and around, the Upper Green. Although the financial implications of such a project are as yet unknown, it would be prudent to make provision for this work from current infrastructure funding. Clearly, the Council must not become the only party contributing to this work.

7.10 Extending the cemetery

The Council is advised by the Cemetery Manager that the cemetery will reach capacity in approximately 10 years. It will be prudent to commence budgeting for future land acquisition by making a provision in the Council's annual budget commencing in 2021/22.

7.11 Highways improvements

If the Council wishes to support the creation of a traffic island on Hall Street, near Budgens store, it should consider capping its support at £7,500 and make this contribution from its General Fund. The Council should reserve its right to review its support for the project in the event that the cost to the Council exceeds £7,500.

The Council has, in the past, requested the County Council to improve traffic management at the intersection of roads meeting outside the Black Lion public house.

8. Concluding comments

- 8.1 Should the Skylarks Fields development proceed, the Council will be entitled to a further 15% of the CIL monies generated. In the event that the Long Melford Neighbourhood Plan is adopted the Council's share will rise to 25%. Although the Council resisted development at this site, its main priority now should be to maximise the local CIL monies so that the Council can do what it can to mitigate any adverse effect arising from this overdevelopment.
- 8.2 The Council should action the Section 106 work highlighted in paragraph 4.2 as quickly as possible.
- 8.3 The Council's main concern, when prioritising the funds available must be to provide tangible and lasting benefits for its residents and wider stakeholders.

9. Recommendations

9.1 Neighbourhood Plan

It is recommended that:

adoption of the Neighbourhood Plan be accelerated in order to increase local CIL funding from 15% to 25% in advance of any settlement arising from the Skylarks Fields development.

9.2 Hills Charity land

It is recommended that:

the Council, having obtained legal advice regarding the title of the land, should pass this information to the Trustees for further consideration.

9.3 Completion of street light replacement

It is recommended that:

Suffolk County Council be commissioned by the Clerk to replace the remaining old street lights and that up to £90,000 be set aside for this work.

9.4 Old School car park

It is recommended that:

- (a) the Council authorises Cllrs Ewbank and Delderfield to make further enquiries about the nature of the resurfacing work required at the Old School, the likely cost of repair and the availability of Regulation 123 CIL funding from Babergh and Mid Suffolk District Council;*
- (b) no new lease is signed until the Council is clear about the cost of the car park repair, how it is to be financed and whether it wishes to pursue, with other interested parties the option of building a new community hub;*
- (c) pending the outcome of (a) and (b) above, the Parish Council makes a provisional commitment of £42,000 towards the cost of this project with a view to offsetting at least £14,000 of this from grant support.*

9.5 Village seating

It is recommended that:

- (a) the Parish Council allocates up to £5,000 from its General Funds for the provision and installation of bench seating at village centre sites that will enhance the Council's Melford in Bloom project;*
- (b) the Parish Council nominates three councillors to identify appropriate sites, select the benches and instruct the Clerk to arrange purchase and installation within the budget allocated.*

9.6 Play equipment within the parish

It is recommended that:

- (a) the Council seeks a reconvened meeting with District Council Officers to discuss what improvements to the children's play equipment at the Cordell Road site can be funded from the Section 106 monies currently held by the District Council;*
- (b) the Council requests the District Council to undertake an audit of teenage facilities with a view to securing District Council CIL funding from the Skylark Fields development to address the additional facilities required.*

9.7 Safeguarding the Upper Green

It is recommended that:

- (a) the Council makes a 2020/21 provision of £10,000 from its General Fund to a fund earmarked for work to safeguard the upper green;*
- (b) that a further £10,000 be built into the Council's 2021/22 budget for this work.*

9.8 Extending the cemetery

It is recommended that:

- (a) the Council makes a 2020/21 provision of £5,000 from its General Fund towards the cost of land required to extend the cemetery;
- (b) an annual provision of £5,000 per annum be built into the Council's annual budget commencing in 2021/22.

9.9 Highways work

It is recommended that:

- (a) the Council allocates £7,500 towards provision of a traffic island outside Budgens and that this be funded from the Council's General Fund;
- (b) that the County Council be contacted regarding traffic management improvements near the Black Lion public house.

10. What contingency is available in the event of overrunning costs?

- 10.1 If the recommendations above are adopted and financed as indicated, it is anticipated that the Council's project contingency will be just over £14,500.

Project	Total cost	LMPC CIL Funds	LMPC Lights Fund	LMPC General Funds	County/District Grants	External Funding
Street lighting	90,000	75,000	15,000			
Old School car park	70,000	28,000			28,000	14,000
Cordell Rd play area	12,700				12,700	
Village seating	5,000			5,000		
Highways	15,000			7,500	7,500	
Upper Green Fund				10,000		
Cemetery				5,000		
		103,000	15,000	27,500	48,200	14,000
LMPC Infrastructure contingency		6,082	nil	8,500		
Total LMPC Infrastructure funds available		109,082	15,000	36,000		

Appendix 1:**Babergh and Mid Suffolk Infrastructure Settlement Hierarchy appraisal
Assessment of Long Melford's infrastructure at July 2018**

Infrastructure Type	Definition	Max Settlement score	Long Melford Parish score
Convenience store	Provides an essential service to a community and reduces the need to travel.	2	2
Post Office	Provides an important local service, but is not generally used on a daily basis	1	1
Food & drink outlets	Food and drink outlets and public houses are often considered to be a hub of a community, especially in rural settlements. 1 each up to a maximum of 5	5	5
Other retail	Bakers / Butchers / Hairdressers & Salons / Newsagents / ATM / Fuel Station. These are relatively important services that would be used regularly by the community. 1 point is awarded per service type (i.e. two butchers would only score a settlement one point)	1 each	4
Pre-school	Local provision of pre-school places will reduce the need to travel for families with young children.	1	1
Primary School	Primary schools also provide an important local provision to families. Additionally, they can act as a local community hub.	2	2
Secondary, Sixth Form or Further Education	Secondary schools, sixth form campuses and further education institutions often serve a wider community and are therefore attributed with 1 point.	1	0
Strategic or smaller scale employment site within 5km	Employment opportunities close to where people live can reduce the need to travel or the distance travelled. 2 points are awarded for proximity to strategic employment sites (as defined by the Joint Local Plan1), and 1 point for proximity to smaller scale employment sites.	2	2
Village Hall	Village or community halls are a valuable facility and contribute towards the vitality of communities. They are not considered to be an essential day to day facility and are scored 1 point.	1	1
Place of Worship	As with village halls, places of worship can act as a hub for the community. A maximum of 1 point per settlement is awarded for places of worship.	1	1
Permanent library	Permanent libraries contribute to the vitality of a community. 'Mobile libraries' are excluded from this assessment.	1	1
Doctor's surgery	Provides a vital service to many communities, particularly with an ageing demographic.	2	2
Chemist / Pharmacy	The provision of a chemist/pharmacy plays an integral role in maintaining the health of the community and can	2	2

	provide valuable health care advice and services.		
Dentist	Dentists are generally used less frequently than doctors, and as such score 1 point.	1	1
Peak time bus service	Bus and rail services providing access to daily peak-time services (Monday to Friday – 7:00-9:00; 16:00-18:00) to and from a higher order settlement, provide a sustainable transport option by reducing the need to travel by car.	2	2
Peak time rail service		2	0
Recreation grounds/ play area	Recreation grounds and play areas offer important recreational opportunities, allowing communities a safe place to play in and enjoy the outdoors	1	1
Sport / Leisure centre	Sports and leisure centres often provide a range of activities and classes. Similarly, more formalised recreational such as golf clubs/courses provide an opportunity for employment.	1	0
Allotment	Allotments can play an important hub within the community, and can contribute towards a sense of community and mental/physical health.	1	1
Superfast or standard speed broadband	points Internet connectivity and the availability and speed of Broadband is an important issue for many rural communities, particularly given the rise in online shopping and opportunities for working from home. Speeds were assessed using the Better Broadband Suffolk website (www.betterbroadbandsuffolk.com/). If any part of the settlement has access to “super-fast speed” then it shall score 2 points. 1 point is awarded for standard speed broadband.	2	2
Town / Urban area within 5km	Larger settlements are more likely to provide a greater level of services and facilities, with smaller neighbouring settlements often looking to compliment this offering. Being within close proximity to a town/urban centre can reduce the need to travel long distances to access employment opportunities and/or services and facilities. Includes towns/urban areas outside of the Districts.	2	2
Core village within 5km	Core Villages provide a good level of services and facilities and being with close proximity to a Core Village can reduce the need to travel long distances. Core Villages tend to have a lower service provision than towns/urban centres, and therefore are scored 1 point.	1	0

Note: Points were awarded to settlements if the service/facility is within, adjoining to or well related to that settlement.

The scoring was based on the relative importance of each facility available within a settlement, in that some services, such as a primary schools or convenience stores reduce the need to travel by car and support the vitality of the local community. Accordingly, they are given a score of 2 points. Other facilities such as a village hall or a recreation ground add to diversity and help build communities. Such facilities score 1 point, as they do not contribute as significantly to people’s day to day needs.