

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 Meeting

Meeting held on **Thursday 6th February at 7:30pm**
at **The United Reformed Church, Hall Street, Long Melford, Suffolk CO10 9JT**

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

Councillors absent **None**

Also attending **D. Lovelock (Parish Clerk), D. Crimmin (Locum Parish Clerk)**
Eight members of the public

The Chairman opened the meeting at 7:30pm.

The following Agenda Items were addressed.

- 19/179 **Apologies for Absence**
There were no absentees.
- 19/180 **Declarations of Interest and Requests for Dispensation**
Cllrs. Delderfield and Nunn each declared a non-pecuniary interest in Agenda Item 19/194.
Cllrs. Nunn and Tipper each declared a non-pecuniary interest in Agenda Item 19/198.
The Parish Clerk advised that no requests for dispensation had been received.
- 19/181 **Confirmation of the Accuracy of Minutes**
The minutes of the Full Parish Council meeting held on 9th January 2020 were reviewed.
Resolved – That the minutes of the meeting (as previously circulated to Councillors) be signed by the Chairman as providing an accurate record. This was duly done.
- 19/182 **Public Participation**
A member of the public raised concerns regarding the condition of The Green. They felt that the law governing its use required updating to address contemporary problems, including damage caused by the proliferation of motor vehicles. The needs of interested parties should be considered, and a plan formulated to limit access while creating designated parking areas. The costs of this should be borne by the Parish Council, the Church and the land owner.
The Chairman thanked the member of the public for their input and ideas, which were noted. The Chairman remarked that problems regarding the Green would be addressed later in the meeting at Agenda Item 19/187.
- A member of the public recommended that the Council should consider emulating the recent, successful, Sudbury Vision Exhibition, particularly regarding its approach to local regeneration.
Cllr. D. Watts spoke in support of this recommendation. The Council agreed to look into this suggestion in detail during the next few months.

19/183

County Councillor's Report

Cllr. Kemp provided a verbal report regarding the following items.

- Council budget for the coming year
- An increase in Council Tax
- Funding for the Citizens Advice service
- Primary school allocations
- Bus service improvements, including express bus routes
- Closure of Special Needs Units
- Fitness initiatives
- Meeting at Babergh District Council (BDC) Heritage Service

The report was received and noted.

Resolved – That the Clerk write to the operators of the express bus routes, supporting the scheme and requesting that an express service be routed to encompass the Health Centre.

19/184

District Councillor's Report

Cllr. Malvisi provided a verbal summary of their Report regarding the following items.

- Climate change meeting session.
- Sexual Abuse & Sexual violence awareness week
- Babergh listed as eighth best area to live in the country
- First draft of the council budget published
- Report on the Vision for Sudbury exhibition
- New homeowners in need grant established
- Changes to bin collections
- Joint Area Parking Management Scheme to be considered by BDC during February 2020
- BDC to fund Citizens Advice in Sudbury for the next three years
- Commencement of the Tree for Life scheme

The Councillor added that a new Environment Bill had been launched

The report was received and noted.

19/185

Neighbourhood Plan Report

Cllr. Ewbank reported that:

A decision by the Secretary of State regarding the Skylarks Field planning application remained pending and this was holding up completion of the next stage of the Plan as the wrong result could negate much of the work done to date.

Work engaging planning consultants had been delayed by the urgency of other matters. With obvious issues affecting the village centre it was felt this should now be reconsidered, in comparison with a more case by case approach to key issues which could be backed as necessary by specialist input. (The NP Steering Group is looking at this and will revert to the PC). There did not seem much support for a public realm study.

The Head of Planning at BDC had offered to come and talk to the Council about planning.

Resolved – That the Clerk contact the BDC Head of Planning to accept their offer and arrange a date for a meeting.

19/186

Parish Clerk's Report

The Parish Clerk provided a report regarding the following matters that had arisen since the last meeting.

- A progress report regarding the acquisition of a new bin
- The status of dog bins and dog bin repairs
- The Suffolk County Council estimate for Street Lighting phase 3 was £87,286.07. The PIIP Working Group would review the project and make recommendations to Council
- References for the new Parish Clerk had been received and his contract of employment signed.
- Awaiting further details from the Vicar regarding the Youth Club budget

- The acquisition of a leaf blower and a wide-track mower for use in the cemetery had been agreed in principle by the Personnel Committee. The Clerk will be obtaining quotations to be put before the Council at the next meeting
- The Precept Demand had been submitted to Babergh District Council
- The Financial Regulations had been published on the LMPC website
- Applications have been completed for Locality Budget grants for Melford in Bloom and Footpath leaflets
- Further to a Community Resolution Order, a written apology has been received from a gentleman in respect of his urinating in a shop doorway in the high-street
- An electrician had examined a non-functioning hand-dryer in the ladies' public toilet at The Green and declared it to be beyond economical repair
- A Petition entitled 'Please Save Our Green', signed by 165 people, had been received at the Council Office

In response to a request from Cllr. D. Watts, the Clerk confirmed that in future he would provide a written copy of his Report as part of each month's meeting pack

The report was received and noted.

19/187 **Problems Regarding the Condition of The Green**

The Clerk drew the Councillors attention to a copy of a letter he had received complaining about vehicle parking on The Green.

Cllr. Nunn advised that the land owner, Mr Hyde Parker, has asked for a small working group to be created to address the problems with The Green. It was hoped that the first meeting could be held within the next two weeks.

Cllr. Ewbank suggested that the working party should include a member of the public, ideally with a property adjoining The Green. Cllr. Nunn said that he would look into this. The legal status of The Green seemed to be uncertain. Cllr. Nunn said that it might be necessary to take professional legal advice regarding this matter, and proposed that the Council should support the new working group in its endeavours.

Resolved – That the Council should support The Green Working Group and make strenuous efforts to help resolve the access, use and parking issues as quickly as possible.

19/188 **Cash Book Report**

The Cash Book Report for December 2019 was noted.

19/189 **Payment & Direct Debit Schedules for February 2020**

Resolved – To approve both the Schedule of Payments and of Direct Debits.

19/190 **Appointment of the Council's Internal Auditor for 2019 / 2020**

Resolved – To appoint Heelis & Lodge as the auditors.

19/191 **Lease for the Old School Car Park**

Cllr. Ewbank reported that he was awaiting legal advice regarding the matter. He recommended that joint ventures regarding car parking infrastructure in the village should be considered. He proposed the PIIP Working Group consider funding options to finance car park resurfacing and lighting, including borrowing arrangements and applying for contributions from the Church and Hyde Parkers.

Resolved – That the PIIP Working Group be asked to investigate and report regarding viable options for financing improvement work to the car park.

19/192 **Hill's Charity Land – Update**

Cllr. Delderfield reported that he had collated documents and liaised with solicitors, and that a Land Registry search was being undertaken to establish ownership. Cllr. Kemp proposed that the Council thank Cllr. Delderfield for his hard work in pursuing the matter.

The update was received and noted.

Unanimously agreed – That Cllr. Delderfield receive the Council's grateful thanks for his efforts regarding this matter.



19/193

Long Melford in Bloom – Update

Cllr. Ewbank reported that licenses for placing planters along the high street had been obtained. With regard to fixing hanging basket brackets to lampposts, Suffolk County Council required £75 per lamppost per annum for structural safety assessments, which was considered excessive. Despite being challenged, SCC were insistent that these tests are required and the price would not be reduced. Alternatives were being considered including the deployment of additional planters on several green areas (requiring the owner's permission), and on the railing of the river bridge crossing. Local timber and builders' merchants had been approached to make a contribution to the Scheme.

Adoption of the MiB Scheme would have the added benefit that would feed into the new Environment Bill, which requires a net gain in biodiversity.

Cllr. Kemp suggested that a Locality Grant might be available to help towards the cost of lamppost testing; Cllr. Ewbank said he would look into this.

Cllr. C. Michette suggested that a smaller allocation of hanging baskets be considered for testing along Little St Mary's and Cllr. Ewbank agreed to look into this also.

19/194

New Clubhouse at Long Melford Football Club – Update

Cllr. Ewbank confirmed that the deadline for signing the new lease and an associated under lease was 13/02/2020, after which a significant, pending Football Foundation grant would be withdrawn. All of the interested parties had agreed to the lease terms, which would provide security of tenure to the Cricket Club and assist them with future grant applications, whilst providing winter training facilities for the Football Club Colts & Fillies (A requirement of the Football Foundation). To accomplish the legal requirements the lease documents needed to be signed and delivered to the Council's solicitors by 10/02/2020. In an associated matter, it is essential to register the cricket ground deeds with the Land Registry, not just to protect the ownership of the ground but also as the Football Foundation has to register a charge it has taken over the new under lease.

Cllr. Kemp asked that the archives also be checked for a Public Works Loan document relating to the land, which he believed to exist. This would then be added to the various deeds for the ground which have now been located in the Parish Office.

Cllr. Ewbank advised that the Cricket Club had incurred a significant legal bill during negotiation, which he hoped that the Council would make a contribution towards.

Cllr. Bartlett proposed that the Council thank Cllrs. Ewbank and Delderfield for their time, commitment and tenacity in resolving numerous difficulties that had been preventing the agreement of the leases and imperilling the awarding of a significant grant. (This was supported by a member of the public representing the Cricket Club).

Resolved – That the Lease between the Parish Council/Community Association and the Cricket Club be signed on behalf of the Council, and then be delivered to its solicitors without delay, together with a related Side Letter.

Resolved – That the Council make a contribution of £500 towards the Cricket Club's legal costs.

Resolved – That the Council instruct its solicitors to conduct a Land Registry Search regarding the playing field and fund this. Cllr Delderfield to take this forward.

Unanimously agreed – That Cllrs. Ewbank and Delderfield receive the Council's grateful thanks for their efforts regarding this matter.

19/195

High Street Regeneration – Update

Cllr. Ewbank reported that a flyposting policy was being considered, and a local land owner had responded positively to this. He recommended that the Council look into better management of yellow "developer's signage", to ensure they were deployed and removed strictly in accordance with regulations.

Proposals for innovative shop leasing arrangements were also being sought to reduce the impact of empty commercial properties on the high street.

The report was received and noted.



19/196 Circular Walks Project – Update

Cllr. Tipper summarised her report as follows:

- Details for five walk leaflets had been provided to Indigo Ross.
- Councillors had been walking routes to ensure that maps and descriptions were correct.
- Councillors were asked to attend and support the inaugural opening of the Circular Walk Scheme on Monday 13/04/2020.
- She was in the process of obtaining two A1 Ordnance Survey Maps, covering the Scheme area, to be used for signage.
- There was a shortfall of approximately £200 in the Scheme funds for the amount required to cover set-up costs, that she hoped the Council would cover.

Cllr. Lines said that her firm would be happy sponsor the two scheme signs.

Resolved – that the Council make a contribution of up to £200 towards the Circular Walk Scheme launch costs.

19/197 Neighbourhood Watch Scheme - Update

Cllr. Tipper reported that statistics showed Neighbourhood Watch Schemes (NWSs) could reduce local crime by up to 10%. The village would be one of the first in Suffolk to have an active NWS. Leaflets had been prepared for placing in residents' windows, and an inaugural meeting of the Scheme was to be held at 10:00am Saturday 22/02/2020, which she hoped Councillors would be able to attend. Arrangement were in hand to place NW signs at the entrances to the village, and Suffolk Highways had agreed that NW signs could be placed on road sign poles.

The report was received and noted.

The meeting having been in session for nearly 2½ hours, at 9:27pm the Chairman proposed that Standing Order 3x be suspended to enable it to continue.

Resolved – To suspend Standing Order 3x and continue the meeting.

19/198 Quotations for Tree Works in the Country Park

Three quotation for tree work had been requested, two obtained.

Resolved – to accept the quotation from Timberscape as providing the best value for money in relation to the tender specification.

19/199 Section 106 Agreement Funding for New Bins and SID Locations

Resolved – To carry the item forward to the next meeting.

19/200 Village Caretaker's Trolley

Resolved – to purchase a new trolley for the Caretaker.

Councillor Bartlett made his apologies and left the meeting.

19/201 Extension of the Churchyard

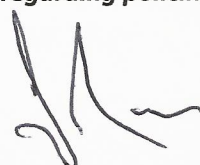
Resolved – To carry the item forward to the next meeting.

19/202 Presence of Police in Long Melford

It was mentioned that some Essex parish councils had been trialling the funding of Special Constables to patrol their areas. This was noted with interest by the Councillors.

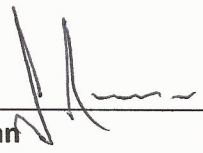
Resolved – That the Clerk write to the area Police Commissioner, Tim Passmore, enquiring regarding the deployment of Special Constables in the village who would be funded by the Council.

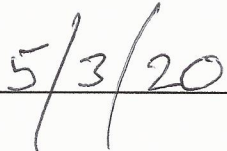
Resolved – To carry forward the wider discussion regarding policing in the village to the next meeting.



- 19/203 **Council meeting dates for 2020 / 2021**
Resolved – to keep the dates for both the Full Parish Council Meeting and the Executive Planning Committee Meeting as the first Thursday of every month.
- 19/204 **Confirmation of Details for the Next Full Parish Council Meeting**
The next meeting was confirmed for 7:30pm, Thursday 5th March 2020 in the United Reformed Church, Long Melford.
- 19/205 **EXCLUSION OF THE PUBLIC AND PRESS**
Resolved - To exclude the public and press from the Meeting under the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity of the following items of business would be prejudicial to the public interest.
- 19/206 **Consideration of Personnel Committee Recommendations Regarding a Council Staff Member**
Resolved – To accept the recommendations of the Committee.

There being no further business, the Chairman closed the meeting at 9:55pm.

Signed: 
J. Nunn
Parish Council Chairman

Date: 
5/3/20

Parish Report February 2020 19/183

Councillor

Richard Kemp

Tresco
New Road
Long Melford
Suffolk
CO10 9JY



2020-21 Budget Proposals

Due to the General Election, the announcement of the 2020-21 budget proposals was delayed until end of December. These proposals will be scrutinised on Tuesday 7 January, before being discussed by the Cabinet on 24 January and by the full Council on 13 February.

Overview

- Forecast Budget Requirement = £545.4m
- Expected Funding = £550.8m
- The remaining funding will be divided into contributions to reserves (£1.8m), investment into Highways (£0.5m) and the "Suffolk 2020 Fund" (£3m)
-

Council Tax

Council Tax is due to increase by 4% in 2020-21. 2% of this will be for general council tax, whilst another 2% will be the final increase for the Social Care Precept.

Suffolk 2020 Fund

£3m of the Council's funding will be available through the "Suffolk 2020 Fund". The purpose of this fund is to enable investment in projects focused on carbon reduction/offset, road safety, natural environment, built environment, innovation and use of technology.

The budget proposals suggest that all projects will need to have a Cabinet "sponsor" and be capable of delivery within 12 months. They must have a clear return on investment (economic, social and/or environmental) and involve non-recurring expenditure.

More details on how this funding will be allocated, and who can bid for funding, is not yet known.

Citizens Advice

In last year's budget, Suffolk County Council announced that it would be removing the £368,000 grant for Citizens Advice. This cut was expected to be phased in, with half of the grant cut in 2019-20 and the rest cut in the 2020-21 budget.

However, the budget proposals for 2020-21 include £120,000 funding for Citizens Advice. This grant will remain in place for three years only and will be subject to annual review of the service in terms of efficiency, income generation and impact.

After three years of additional funding, the council expects Citizens Advice to become financially independent.

Savings

There are no major cuts to services proposed in the 2020-21 budget. However, the budget does rely on the council achieving £7.2m of savings from its transformation programmes, and a further £12.3m from "mitigations and savings".

Primary school applications 2020/21

Suffolk parents have until Wednesday 15 January 2020 to make their application to secure their child's place at a Primary, Infant, Junior or Middle school for September 2020. Applications should be made for children born between 01 September 2015 and 31 August 2016 who are due to start primary school from September 2020.

An application for a full-time school place must be made even if a child is already attending a nursery class in an infant or primary school, a pre-school or a children's centre next to a school site.

Applications should have been made online as this means parents and carers will receive a confirmation of their application. They can then log on to the online service on national offer day to see their school place offer and they will also receive an email to confirm this offer on the same day. If a parent or carer is unable to apply online then they should complete a paper CAF1 application form. Both applications can be accessed at www.suffolk.gov.uk/admissions or by calling 0345 600 0981.

Parents and carers are also reminded to make themselves familiar with changes to Suffolk's School Travel Policy, which came into effect September 2019. The new policy will assess eligibility for funded school travel to the nearest suitable school with a place available. This would be whether or not an application was made for a place at that school. More information about the changes is available at www.suffolkonboard.com/schooltravel.

If parents and carers do not apply by the closing date, their application may not be dealt with until after places have been offered to those who applied on time.

Future bus projects

Suffolk County Council is planning to launch a pilot project in early 2020, using school buses to provide bus services for rural communities during off-peak hours. The scheme will run as a pre-book service via a series of villages from Stowmarket to Cockfield, before connecting with Sudbury services. The reverse journey will happen in the afternoon. If the pilot is successful, this system may be implemented in other parts of the county.

At a Scrutiny meeting in December, the deputy cabinet member for transport announced that the council was planning to bid for around £20 million from the Department for Transport for an electric bus pilot scheme. If the bid is successful, the council has said that it plans to launch the pilot scheme within 12-18 months in the Bury St Edmunds area.

First new SEND units announced

In January 2019, Suffolk County Council agreed to provide an additional £45.1m to fund additional school and specialist units for children with SEND.

The first 10 specialist units, providing 168 spaces, are due to open in September 2020. The new units will be based at:

- Pipers Vale Primary Academy, Ipswich (Key Stage 1)
- Burton End Primary Academy (KS1)
- Murrayfield Primary Academy, Ipswich (communication and interaction needs - KS2)
- Houldsworth Valley Primary Academy (communication and interaction needs - KS2)
- Causton Junior School (communication and interaction needs - KS2)
- Copleston High School, Ipswich (communication and interaction needs - KS3/4)
- Ixworth School (communication and interaction needs - KS3/4)
- Newmarket Academy (community and interaction needs - KS3/4)
- Clements Primary Academy, Haverhill (cognition and learning needs - KS2)
- Castle Manor Academy, Haverhill (cognition and learning needs - KS3/4)

Popular most Active County initiatives inspire Suffolk residents to get active and change their lives

The Great East Swim and Run programmes have been inspiring Suffolk residents to get active for the last 8 years.

FULL COUNCIL MEETING ON THE 6th FEBRUARY 2020

The programmes offer an opportunity for individuals who are not currently physically active, to take part in a progressive programme of training and support, with the goal of taking part in the Great East Swim or Great East Run.

More than 470 individuals looking to make a positive change to their health and wellbeing have taken part in the programmes to date, with more than 85% completing the full 12 and 16 week programmes, respectively. Participants have cited that as well as weight loss and more energy, they felt a boost in confidence, improved self-esteem, and a real sense of pride and achievement through completing the programme. On average, more than 70% of participants who were inactive when they registered for the programme, continue to be regularly active 3 months after completing the course.

The programmes are suitable for all ages, with participants from 18 to 80+ taking part in previous years. Nearly 6,000 participants took part in the main Great East Swim and the Great East Run events last year, many of whom were Suffolk residents. Entries are now open for the 2020 events.

This year's Great East Swim outreach programme will take place at Crown Pools in Ipswich and Bury St Edmunds Leisure Centre, between March and June, culminating on Saturday 20 June at the Great East Swim at Alton Water reservoir near Ipswich.

The 2020 programme is delivered by Suffolk County Council in partnership with Ipswich Borough Council, Abbeycroft Leisure Trust, Active Suffolk and Allied Health professionals.

Individuals who sign up for the programme will receive an extensive package of support which aims to provide them with the confidence, stamina and self-belief to complete their personal challenge and become active for life.

96 places are available for the programme and entries open on 6 January. To apply for a place, visit www.activesuffolk.org/greateastswim and complete the registration form.

If you are interested in taking part in the training for the Great East Swim 2020 but would like further information, please contact Carol Lukins, Programme Coordinator on 07955 735514 or at carol.lukins@suffolk.gov.uk.

Entries for the Great East Run programme will open in March 2020.

Agenda Item 19/184

Members Report to Parish Council – February 2020

1. Learn about Climate Change. Lunch & Learn sessions being held Mid February on Climate Change
2. Sexual Abuse & Sexual Violence – Awareness Week at Suffolk New College on Thursday 6th February from 9 – 3pm. This is a drop in
3. Babergh has come out as the 8th best place to live in the country. The criteria measured was happiness, well-being, income levels examination results.
4. 1st draft of the budget for 2020/21 was agreed last month. There is an increase in the Council tax of £5 on band D. Currently the Budget is being reviewed by Overview & Scrutiny after which it will go to full Council for Debate. If approved it will come into effect on 1st April 2020.
5. What next for Sudbury – indeed what next for Sudbury the town needs to be revitalised and brought into the 21st Century while retaining its links to its historic past. The Exhibition in St Peter's Church show cases current developments and proposals for future developments bearing in mind Climate Change and how to balance it with the need to increase inward investment through a more mixed economy which includes tourism. Currently the refurbishment of Kingfisher is well underway. Gainsborough House is currently closed while they build the new extension. There were drawings showing the proposals for Sudbury Town Centre and Belle Vue, house and park. The Exhibition closes 16th February.
6. There is a new Grant available for homeowners in need. The Grant will cover things like a ramp, a rail, Key Safe, improvements to washing and bathing facilities eg. Walk in shower, or even a chair lift. Information can be found on the BDC website. The maximum grant is £7,500.
7. There has had to be some changes to 1,700 resident's bin collections over both Babergh and Mid Suffolk. 1,600 in Babergh and 100 in Mid Suffolk. These last changes have been triggered by the changes made in July, after running the new routes for 6 months inefficiencies were identified and the routes amended. As more houses are built so will changes be inevitable. There was one complaint from Alpheton who claims they did not receive the letter notifying them of the changes and for that we apologise but daily we make 17,000 collections, we changed only 1,600 and to date we have had only one complaint. Further details are on the BDC website.
8. The Joint Area Parking Management Scheme is to be considered this month. It is hoped that when CPE comes into effect that it will dovetail into that process.
9. The Council agreed to fund the CAB in Sudbury and Local Area for the next 3 years.
10. The Tree for Life Scheme has been a great success and most of the 171 requests registered were handed out on Saturday at Hitcham Village Hall. Thankfully it was dry and sunny!

E Malvisi

District Councillor

LMPC Clerk's Report 6/02/2020

Agenda Item 19/186

Item	Description
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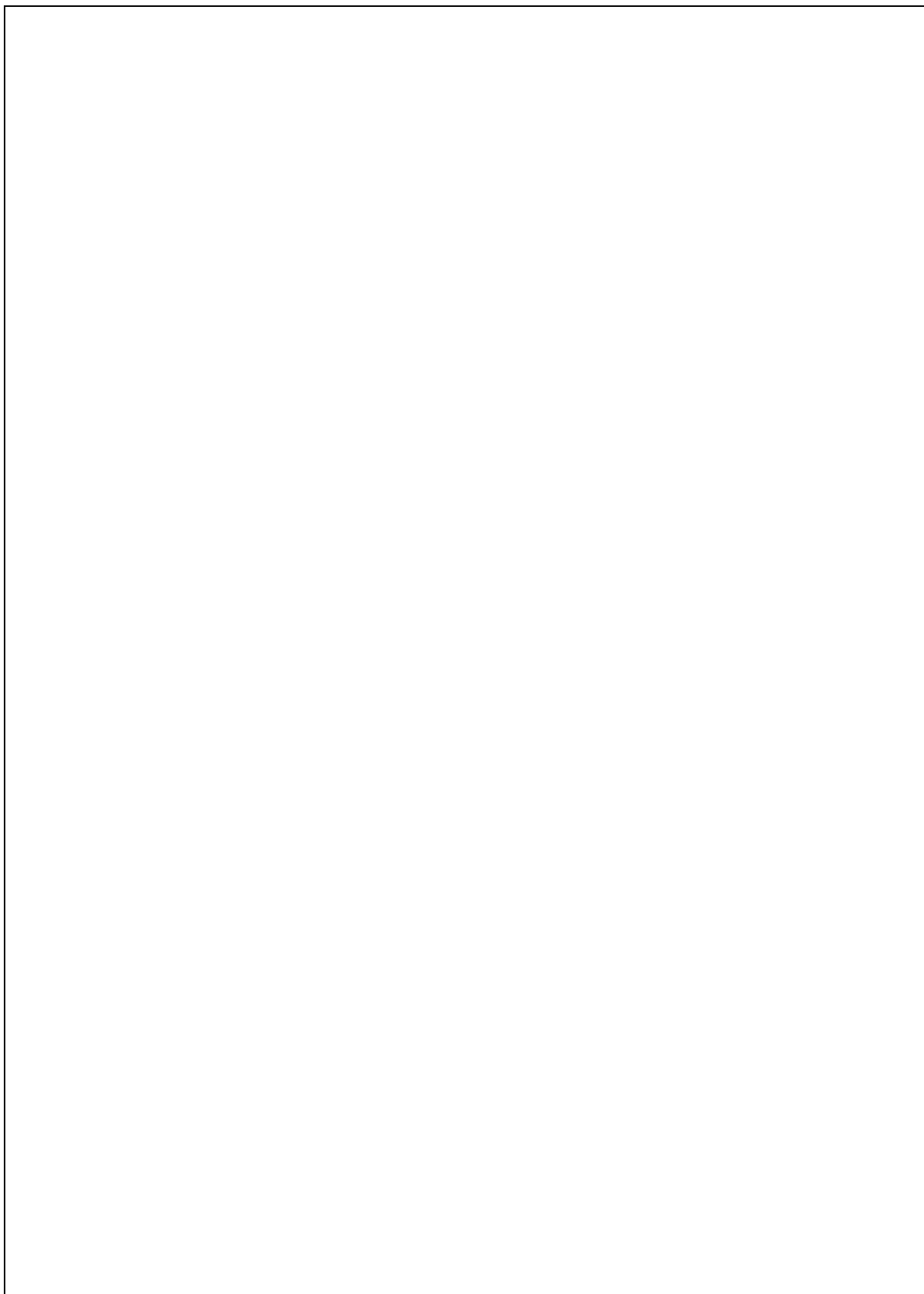
FULL COUNCIL MEETING ON THE 6th FEBRUARY 2020

19/104	Acquisition of a new bin is still outstanding. Installing posts & cement for dog bin repairs has been completed. Two replacement dog bins are currently in store.
	Suffolk County Council have now submitted the estimated cost for Phase 3 of the street lighting project – £87,286.07. The PIIP Working Group will review this project and bring forward their recommendations to Council.
	References for the new Parish Clerk have now been received and his contract of employment has been signed.
	The Cemetery Manager has highlighted the need for a leaf blower and a wide-track mower, which has been agreed in principle by the Personnel Committee. I will be obtaining quotations to be put before the Council at the next meeting.
	There have been initial communications with the Vicar regarding the Youth Club budget. I am currently awaiting further details.
	The Precept Demand has been submitted to Babergh District Council.
	The Financial Regulations have been published on the LMPC website.
	Applications have been completed for Locality Budget grants for Melford in Bloom and Footpath leaflets.
	Further to a Community Resolution Order, a written apology has been received from a gentleman in respect of his urinating in a shop doorway in the high-street he has promised that this will not happen again. The communication is available for inspection at the Council Office, should anyone wish.
	An electrician has examined a non-functioning hand-dryer in the Ladies public toilet at The Green and declared it to be beyond economical repair.
19/187	A Petition entitled ' Please Save Our Green ', signed by 165 people, has been received at the Council Office. (See attachment for Petition text).

PLEASE SAVE OUR GREEN!

AS RESIDENTS OF LONG MELFORD WE TAKE A PRIDE IN OUR LOVELY VILLAGE AND ARE THEREFORE CONCERNED AT THE DETERIORATION OF THE TOP GREEN. SINCE THE REMOVAL OF THE LOGS AT EITHER END OF THE GREEN IT HAS BEEN USED AS A CAR PARK, RESULTING IN ITS PRESENT SAD STATE.

WE WOULD LIKE TO PROPOSE THAT THE LOGS (OR ANOTHER TYPE OF BARRIER)



Please find attached a letter from a resident on the above matter.

Agenda Item 19/188 Cash Book Report

The Cash Book Report for December 2019 is attached.

Agenda Item 19/189 Payment Schedule & current schedule of Direct Debits

Please find attached.

FULL COUNCIL MEETING ON THE 6th FEBRUARY 2020

Agenda Item 19/190 LMPC's Internal Auditor for 2019 / 2020

It is recommended by the Finance Committee (Minute 19/06 29th August 2019) that Heelis & Lodge be appointed internal auditors for 2019 / 2020.

Agenda Item 19/196 Circular Walks

Cllr Tipper writes:

I promised to give some more detail on costs for the NHP Circular Walks project for next week's meeting.

I will give a quick overview of where we are with the walks launch and explain when we are launching etc.

In terms of money it works out below -

Design of 5 leaflets	Indigo Ross	£500.00	plus VAT
Print run of 2,500 leaflets (500 of each)	Indigo Ross	£525.00	plus VAT
Design of A1 size overall map/information poster for Country Park & Old School	Indigo Ross	£250.00	plus VAT
leaflet holders for 3 x phone boxes & some key areas such as sponsors/library etc	Looking at various suppliers	£180.00	plus VAT
TOTAL for LAUNCH		£1,455.00	plus VAT
County Council Locality Budget		-£500.00	
5 sponsors for walks (3 confirmed so far)		-£525.00	
<i>Needed from Parish Council for launch</i>		<i>-£430.00</i>	

With Indigo Ross I will ask them to invoice the Parish Council and I guess that means the PC can claim back the VAT?

Going forward I would hope to get some more funds raised through a fundraiser (we will have a stall at the Summer Fete on the 11th July) and I have applied for a couple of grants but nothing has materialised and probably won't until after the launch.

So on Thursday I will be asking the Parish Council to agree to funding costs of up to £430 for the launch on 13th April.

We also need to look at the below -

2 x wood or recycled plastic wood effect information lecterns for the Country Park and next to the Old School (near car park)	Looking at various suppliers	ranges from £1,200 to £1,700	plus VAT
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I think we can approach local joiners or carpenters to see whether we can get these produced at a much more reasonable price. I will advise Council on this at the meeting.

Agenda Item 19/197 Neighbourhood Watch

Clit Tipper writes:

I would like to update the PC on where I am with the NWS and the launch on the 22nd February. At the moment I don't need to ask the PC for money as I am hoping we can get some from either Babergh or SCC locality budgets for the 7 signs that we will need at the entrances to the village. I met with the chairman of Suffolk Neighbourhood Watch, Tony Spall, yesterday and he was very helpful.

If it isn't likely we get the signs funded by SCC or BDC can we revert to PC to pay for them? Chairman said that we wouldn't need them throughout the village as it is key the inroads to the village has them and I count there being 7 inroads.....

Agenda Item 19/198 Tree Works

I asked for quotations from Timberscape, STS and Maestro Tree Services for the works in the Country Park by cob 28th January 2020. I did not receive a quote from Maestro but the other 2 are attached for your consideration.

Agenda Item 19/199 S106

Cllr Tipper provides the following update:

For update on the bins project this is where we are at with the revised working group of John Nunn, Carole Michette and me. This can be passed onto March's agenda seeing as we won't have detail to give to Council for next week.

This is what we have agree to do.....

We have map of bins as of 2018 and costs for collection per annum are £1,200.

Given that on the map we have 40 bins marked but I actually think a few more have been added the last couple of years it works out just under £30 per annum per bin for collection, so a relatively small amount.

The 3 volunteers for this group will.....

1. confirm the bin is where it says it is and describe what type of bin it is (rubbish/dog waste or dual)- might be handy to take a photo
2. confirm the state of the bin and if in poor condition, take a photo and we can earmark for replacement (to present to council)
3. propose where new bins could go (to present to full council)
4. propose any changes to type of bins already in place (to present to full council)

Given this won't be done in time for next week we will present plan to council at the March PC meeting.

Agenda Item 19/200 Trolley for the Village Caretaker

In a recent review with Ron Poole he has highlighted an issue with his existing trolley. He considers it to be too heavy and difficult to manoeuvre in his daily tasks and often has to work some distance away from it due to this. Ahead of this meeting I would expect that proposals for a new trolley will be presented to you for your consideration.

Agenda Item 19/203 LMPC meeting dates 2020 / 2021

Please find attached proposed meetings schedule.

Agenda Item 19/206 Personnel Committee Recommendations

At the meeting held by the Personnel Committee to discuss with Alan Sawyer his continual professional development, the councillors agreed the following:

Mr Sawyer provided a summary of his duties and responsibilities, facts and figures regarding the increasing demand for the Parish's cemetery services, and how he foresaw that demand growing in future. To meet that demand in an effective, informed, and professional manner, Mr Sawyer proposed that the Council fund and support him to undertake three modules of the ICCM Cemetery Management Diploma which specifically applied to the cemetery service requirements in Long Melford. These were the modules Cemetery Management, Cemetery & Crematorium Law, and Natural Burial Ground Management.

Mr Sawyer stated that the course comprised distance learning, which he would do in his own time, with a few weekends away at a study centre. The cost would be £595.00 per module, plus one-off costs of £180.00 for course enrolment and £95.00 for registration as an ICCM Associate Member. The overall cost to the Council would thus be **£2,060.00** (plus travel expenses to attend offsite tuition). If the Council agreed to the training, Mr Sawyer envisaged commencing it in autumn 2020 (financial year 2020/21), and completing it over a two year period (The ICCM allows five years for full Diploma completion, which would entail undertaking a further four modules).

The Personnel Committee agreed to recommend to the Council that Mr Sawyer undertake the ICCM Cemetery Management training regarding the three specified modules, to commence in autumn 2020 and to be funded under the Council's training budget. The Parish Clerk was asked to add the recommendation to the agenda for the next Parish Council Meeting in February 2020, to be considered by the Council at that time. Being a personnel matter, the requirement would be for the public and press to be excluded from the meeting while consideration and any voting regarding it takes place.