

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 MEETING MINUTES

Meeting held on **Thursday 5th March 2020 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, C. Michette, R. Michette, J. Nunn (Chair), L. Tipper, D. Watts, J. Watts**

Councillors absent **J. Lines (Vice Chair), L. Malvisi**

Also attending **D. Lovelock (Parish Clerk), P. MacLachlan (Responsible Financial Officer)**
One member of the public

The Chair opened the meeting at 7:32pm. The following Agenda Items were addressed.

- 20/03-1 Apologies for Absence**
Apologies were received from Cllrs. Lines and Malvisi.
- 20/03-2 Declarations of Interest and Requests for Dispensation**
No declarations of interest were made by the Councillors.
No requests for dispensation were received from the Councillors.
- 20/03-3 Confirmation of the Accuracy of Minutes for the last Full Parish Council Meeting**
The minutes of the Meeting held on **Thursday 6th February 2020** were reviewed.
Resolved – That the minutes of the meeting (as previously circulated to Councillors) be accepted and signed by the Chair as providing an accurate record. This was duly done.
- 20/03-4 Public Participation**
No members of the public queried, comment upon, or made representations in respect of any item on the Agenda.
- 20/03-5 County Councillor's Report**
Cllr. Kemp summarised his written report, as previously circulated to Councillors and appended to these minutes. The Council noted the report.
- 20/03-6 District Councillor's Report**
Cllr. Malvisi was absent and did not submit a written report.
- 20/03-7 Parish Clerk's Report**
The Clerk summarised his written report, as previously circulated to Councillors and appended to these minutes. Regarding Item 6 - Express Bus Routes, Cllr. Tipper asked that the Clerk write again to the bus operator, requesting that the service for Sudbury Community Health Centre be extended to drop off and pick up immediately outside the Centre, rather than at a point several hundred yards distant. Regarding Item 7 - Talk by BDC Head of Planning, there was no consensus among the Councillors as to the best time and venue for the talk. The Clerk to refer the matter to the Planning Committee Chair to take forward. The Council then noted the report.

20/03-8 Approve the Payment Schedule for March 2020

The Payment Schedule for March 2020 (Appendix 1) was approved.

The following payments were agreed in principle.

- To ALH Gridley & Sons for remedial work at domestic residence supplying power for Christmas lights (invoice awaited). Pay on Chairman's approval.
- To Indigo Ross for Long Melford tourist maps. Circulate a copy of the invoice for information prior to payment.

Cllr. Ewbank asked that Council funding for a leaflet to be produced by Long Melford Business Association also be agreed in principle, which it was.

20/03-9 Note the Accounts, Budget & Bank Reconciliation for the Period to 1st January 2020

The accounts, budget and bank reconciliation for the period to 31 January 2020 (Appendix 2) were considered and received.

20/03-10 Approve that the following reserve balances be carried forward to 2020/21 in addition to the Council's earmarked CIL and Section 106 Funds

It was agreed that the following reserve balances be carried forward to 2020/21 in addition to the Council's earmarked CIL and Section 106 funds:

- £500: War Memorial repair
- £500: Church drive repairs
- £500: 2023 parish council elections
- £7,500: Phase 3 street lighting

20/03-11 Note the Cashbook Report for January 2020

The cashbook report (Appendix 3) listing January 2020's receipts and payments was considered and received.

20/03-12 Approve the RFO's proposed 2020/21 reporting schedule to the Council

The RFO's proposed a 2020/21 reporting schedule to the Council (Appendix 4), which was considered and approved.

20/03-13 Receive the 2018/19 External Audit Report at Section 3 of the Annual Governance & Accountability Return, and to note that no matters for action or concern were identified

The 2018/19 External Audit report at Section 3 of the Annual Governance & Accountability Return (Appendix 5) was considered. The Council noted that no matters for action or concern had been identified.

20/03-14 Approve the Table of Burial Fees effective from 1st April 2020

The table of burial fees effective from 1 April 2020 (Appendix 6) was approved. The Clerk was asked that, prior to publication, he establish if the cost of interment for children under the age of 18 should be scheduled as non-chargeable and recoverable under a government grant.

20/03-15 Note the measures taken by the Council to ensure necessary and appropriate financial control during the current financial year

Councillors reviewed the measures taken by the Council to ensure that it exercised appropriate financial control during the current financial year (Appendix 7). The Council also approved verbal recommendations from the RFO that non-signatory Councillors should sign the monthly payment schedule, and that the quarterly accounting checks be undertaken by members of the Finance Committee in rotation.



20/03-16 Authorise the Clerk, the RFO, and Chairman to make appropriate arrangements for future payroll administration

The Clerk, RFO and Chairman were authorised to review current payroll administration and to make appropriate arrangements for future payroll delivery.

20/03-17 Section 106 Agreement Funding (Previous Agenda Item **19/199**, brought forward from last month)

The RFO confirmed the availability of funds, generated by planning application B/15/00180, for the following items:

- i. Improvement and maintenance work at the Country Park - £12,290.91
- ii. Purchase of bins - £3,687.22
- iii. Purchase of Speed Indicator Devices - £3,687.22

Regarding item ii., the Chair thanked Cllr. Tipper for her hard work regarding the project and providing the costings appended to these minutes. The Councillors agreed that, in most cases, good quality general purpose bins should be purchased instead of dedicated dog mess bins, as this would provide the best environmental, logistical, and cost effective result. Cllrs. Tipper and C. Michette agreed to liaise and establish bin type and location schedule for consideration.

Resolved – That the Council allocate the S.106 funding as detailed above.

20/03-18 Charity Committee Annual Report

Cllr. Michette summarised the written report, as appended to these minutes. Cllr. Kemp said that a four acre parcel of charity land at Back Lane wasn't mentioned in the report, and enquired as to its status. Cllr. Michette said that he would investigate and advise Cllr. Kemp about this as soon as possible. The Council then noted the report.

20/03-19 Extension of the Churchyard (Previous Agenda Item **19/201**, brought forward from last month)

The Clerk advised the Council that the Institute of Cemetery & Crematorium Management (ICCM) recommended that parish council cemetery services begin considering the acquisition of additional land, and the funding for this, 10 years prior to the projected exhaustion of available plots. The Long Melford Cemetery Service had reached that point. Cllr. Kemp advised that parish councils were empowered to acquire land for additional interment facilities using compulsory purchase. The Council agreed that a Cemetery Committee should be created, as a sub-committee of the Finance Committee, to investigate and make recommendations regarding the acquisition of additional land for the Cemetery Service, the funding thereof, and the future scale of burial fees. The Chair asked for Councillors to sit on this committee, and Cllrs. Clayton, C. Michette, R. Michette and J. Watts volunteered their services. The Clerk was then asked to draft and submit for consideration terms of reference for the Cemetery Committee as soon as possible.

20/03-20 Police Presence in Long Melford (Previous Agenda Item **19/202**, brought forward from last month)

Cllr. Nunn wished to invite a senior area police officer to attend the Annual Parish Assembly, to give an overview of policing in the locality and answer parishioners' questions. Cllr. D. Watts said that he would liaise with Cllr. Malvisi to progress this. Cllrs. Nunn and Tipper said that they would contact the community PC and invite him to attend also.

Cllr. Kemp made his apologies and left the meeting at 9:05pm.

20/03-21 The Melford Green Working Group: Update

Cllrs. Ewbank and Nunn briefed the Council on the progress of a small working group, established at the request of Melford Green's trustee, to find solutions to the problems affecting it and in particular the parking issues. The Group was engaging with interested parties including local residents, the Church, and the management of an adjacent pub to seek their views. Thus far, suggested actions had been split into two phases.

Phase 1

- The Council to arrange for the strategic placement of large logs around The Green perimeter to control vehicular access.
- The adjacent Old Hospital Car Park to be resurfaced, with the cost to be split 50-50 between the Church and the Parish Council.

Phase 2

- The Church Warden to obtain advice from Babergh District Council and English Heritage regarding the legal and regulatory aspects of carrying out further works to The Green common land.
- The Working Group to explore with The Green's trustee the installation of low, wood-effect posts around The Green's perimeter as a more permanent solution to vehicular access control.

Cllr. D. Watts asked that if the post installation was actioned and successful, consideration be given to installing identical posts around other green areas in the village. The Councillors agreed in principle that this would be worth pursuing.

Resolved – That Cllr. Ewbank obtain from the Church and circulate to Councillors a quote for the resurfacing of the Old Hospital Car Park, and that the Council agree in principle to reimbursing the Church for 50% of the cost of the work.

20/03-22 Remembrance Sunday Parade Additional Funding Request

The Council considered the Chair's request, as previously circulated to Councillors and appended to these minutes. The Clerk advised that only one band appeared to be available and ready to perform in public at the event.

Resolved – The Council to provide additional funding of a maximum £200.00 to go towards the hire of a local band for the event.

20/03-23 Details of the Next Meeting

The Chair confirmed the time, date, and location of the next Full Parish Council Meeting as being 7:30pm, Thursday 2nd April 2020 at the United Reformed Church, Long Melford.

There being no further business, the Chair closed the meeting at 9:35pm.

Signed: _____

J. Nunn

Long Melford Parish Council Chair

Date: 04/06/2020 _____

Parish Report March 2020

Councillor

Richard Kemp

Tresco

New Road

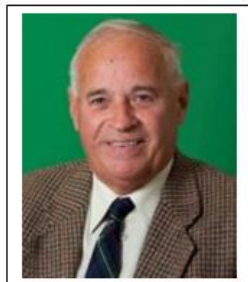
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Agenda Item 20/03-5

Children's Centres Consultation launched

On 10 January, Suffolk County Council launched a consultation looking at the future of Children's Centres in the county. Currently there are 38 Children's Centres in Suffolk, and the council is proposing to convert 16 of them into full-time Family Hubs and 11 into part-time Family Hubs. A Family Hub will provide a wider range of services for families with children aged 0-19. A further nine centres will be repurposed for nursery or SEND provision, and the remaining two centres will be closed permanently.

The proposals also include greater investment in outreach, with any savings from the closures or reduction in hours of centres being reinvested back into the outreach service. More details about the proposals and a link to the consultation are available at: www.suffolk.gov.uk/ccconsultation

Report into the Implementation of School Travel Policy Published

The report into the implementation of Suffolk County Council's School Travel Policy has been published. The report concludes the investigative phase of the review, which has been led by Chief Fire Officer Mark Hardingham.

The review analysed a wide range of evidence from stakeholders including staff, councillors, parents and schools about the implementation of the school travel policy. Written and verbal feedback was collected by the review team and the feedback was collated around what went well, what went wrong and what could be improved. This enabled the review team to determine the lessons to be learned and improvements that need to be made.

The report has been published ahead of the scrutiny committee meeting on 12 February where councillors will have the opportunity to scrutinise the report and its findings, ask questions and provide feedback and make recommendations

The report identified 19 key improvement findings that are informing this year's application process. These can all be read in the full report and many of these improvements are already underway. Three key themes are evident throughout the findings in the report: technology, processes and people.

The report found there were significant issues with the IT and systems used to process applications. Staff therefore were unable to process applications effectively, which resulted in some parents experiencing a prolonged application process. Improvements to enable automatic processing and more effective data extraction and analysis are already taking place and will be ready for this year's opt-in process. This will mean applications can be handled more efficiently and in turn this will improve the parents' journey through the process.

The appeals process is also being simplified and improved. The report identified various issues, including the complexity and time-consuming nature of the appeals process which will be addressed by SCC's legal team to ensure it is more efficient and effective for everyone involved. The report also found that the process of applying for spare seats caused frustration and became entwined with the school travel policy. In future, to prevent misunderstanding and to process applications more efficiently, families intending to apply for a spare seat will be asked to apply through a separate process.

For many parents the messages about the process of applying for travel were understood and action was taken however there were significant numbers of parents who found the information hard to understand. Work is continuing to ensure that messages and processes are simplified. There is also on-going work to ensure that communications between the council and schools are well managed, effective and reviewed regularly. It is evident from the report that there was also huge demand on staff who worked tirelessly to process 11,674 applications. This is a significant increase from ~2,000 in previous years. Despite this huge demand, 90.9% of bus

passes were issued by the start of term. To ensure there is adequate resource this year a full-time temporary member of staff in the entitlement team has been recruited to assist through the busy period. A full-time member of staff and an apprentice are also being recruited to help with the appeals work. To also ensure stronger leadership, the Travel Choices Board, led by Executive Director for Growth, Highways and Infrastructure Mark Ash, will have complete oversight of the continued implementation and improvements.

Introduction of permit scheme for roadworks

Cabinet has approved the introduction of a permit scheme, which will require utility companies to apply for a permit from Suffolk Highways before digging up roads in Suffolk.

Currently, utility companies only have to inform Suffolk County Council of their intention to conduct work on the highways. The introduction of a permit scheme will ensure that motorists have more notice of planned roadworks and will provide the council with more powers: the council can approve or refuse a request for a permit, and can also place conditions over the work carried out.

Any costs incurred by the council for running the scheme will be recovered through fee income from permit applications, so the scheme will be cost neutral.

Phase 3 of Superfast Broadband Programme

Cabinet has approved the roll-out of the third phase of Suffolk's superfast broadband programme with BT Openreach.

Currently, 96% of properties in Suffolk have access to superfast broadband. Phase 3 will aim to reach a further 2% of properties, who are amongst the hardest to reach. In order to fund this, the council will reinvest the £10m of 'gainshare funding' that it has received from the first two contracts with BT Openreach.

Ipswich Northern Route project recommended to cease

The Leader of Suffolk County Council has announced that he will be recommending to his Cabinet that the Ipswich Northern Route should not proceed to the next phase of development.

This follows an Interim Study, a Strategic Outline Business Case and a public consultation into the proposed bypass to the north of Ipswich. The public consultation found that 70% of respondents were against the bypass, and there has been a prominent anti-bypass campaign organised by local residents. Following the publication of the Strategic Outline Business Case on 28 January, Babergh District Council, Mid Suffolk District Council and East Suffolk District Council all withdrew their support.

Suffolk Council to issue School Crossing Patrol staff with body cameras in order to curb abuse from motorists and other road users.

Suffolk County Council is issuing body cameras to some of its crossing patrol officers after 'drive-through' incidents and verbal abuse at school crossings. In Suffolk we have 61 school crossing patrol officers. Increasingly, more officers have reported incidents and have said they feel abuse is becoming a regular occurrence with little respect for what they do.

In the past 6 months, 19 'drive-through' incidents have been recorded in Suffolk where drivers have ignored the crossing patrol officer and did not stop when the officer stood in the road to allow children to cross safely. The cameras have been purchased by Suffolk's Roadsafes partners Suffolk County Council, the Police and Crime Commissioner and Suffolk Constabulary with money from the Driver Diversionary Fund, which comes from motorists who have taken part in speed awareness courses. The aim of the group is to make the roads of Suffolk safer for all its users.

The 10 body cameras will be rotated around the county focusing in particular at sites where officers have reported an incident. This includes sites in Lowestoft, Ipswich and Bury St Edmunds.

The body cameras follow the work of the 'Stop Means Stop' campaign from the Eastern Region School Crossing Patrol Group which aims to remind drivers of the potential seriousness of their actions. Drivers are legally obliged

to obey the school crossing patrol sign under the Road Traffic Act 1988. Failure to stop can lead to a prosecution and a fine of up to £1,000 and three penalty points.

New website launched to promote apprenticeships in Suffolk

Suffolk County Council is celebrating Apprenticeship Week with the launch of a new website to support apprenticeship growth in the county.

The Apprenticeships Suffolk website now offers a one stop shop of information and advice for employers, apprentices, parents/carers, schools and careers advisors. Apprenticeships Suffolk aims to promote the growth of apprenticeships by providing links to impartial advice, information and guidance. The website will also provide regular news updates and details of the latest apprenticeship opportunities.

The new online hub has been made possible thanks to a successful bid for £500,000 from the European Social Fund. Along with match funding from Suffolk County Council, it will also support building a new team to help small and medium-sized businesses to navigate how apprenticeships work.

The new service will also work with local partners including New Anglia LEP, Norfolk County Council, and other local authorities, as well as providers of apprenticeships.

The thirteenth National Apprenticeship Week runs from 3 to 7 February 2020 and is a week-long celebration of apprenticeships across England to recognise and applaud apprenticeship success stories across the country. For more information and the latest apprenticeship opportunities in Suffolk visit [**apprenticeshipssuffolk.org**](https://apprenticeshipssuffolk.org).

LONG MELFORD PARISH COUNCIL

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Parish Clerk's Report 5th March 2020

Agenda Item 20/03-7

1. Cemetery Equipment

Quotations are currently being sought for a leaf blower and a wide-track mower, to be used by the Cemetery Manager.

2. Funding for Church Youth Group

Revd Matthew has advised that the church is undecided about approaching the Council in respect of a possible joint initiative. Consequently, there seem to be no need for the Council to make a provision for financial assistance to the Youth Group in its 2020-21 budget.

3. Village Caretakers New Cart

The Village Caretakers new cart has been purchased and is now in use. Disappointingly, it suffered a puncture on its second run. A tyre specialist has proposed a low-cost technical solution if this becomes a recurring problem.

4. Storm Damage

The Clerk has fielded a large number of requests for advice and assistance in the wake of storms Ciara and Dennis, primarily relating to damaged and felled trees. The Village Notice Board was damaged and has been removed for repair. Hopefully it will be reinstalled within the next few weeks.

5. Dog Fouling

Dog Fouling remains a major source of concern to parishioners, who call in to the Council Offices to complain about it on a regular basis. The most frequent request is for prohibition signs to be deployed around the village, which I am now bringing to the Council's attention. Additional dog-poo bins have also been requested.

6. Express Bus Routes

The Clerk has written to Chambers Buses, requesting that a direct service from Long Melford be routed to encompass the Sudbury Health Centre. Communication acknowledged by the company, who have passed it to their commercial team for comment. (Agenda Item 19/183)

7. Talk by BDC Head of Planning

The Clerk to write to the BDC Head of Planning regarding their offer of providing a talk for Councillors. Deferred pending obtaining advice from Councillors regarding their preferences for a date and venue. (Agenda Item 19/185)

8. Tree Work

The Clerk has written to Timberscape, accepting their estimate for tree work and asking them to proceed with this ASAP. (Agenda Item 19/198)

Long Melford Parish Council

To: Parish Councillors and Clerk of Long Melford Parish Council

From: Paul MacLachlan, RFO

Subject: RFO agenda items to be discussed at March Council meeting

Date: 19 February 2020

1. RFO business

In view of the likely volume of business to be conducted at the next meeting I am taking the opportunity to provide some background information on the following RFO items scheduled for discussion. Hopefully this will enable councillors to consider the matters in an informed and expeditious manner.

19/	Yes	To approve the Payment Schedule for March 2020 (Appendix 1)
19/		To note the accounts, budget and bank reconciliation for the period to 31 January 2020 (Appendix 2)
19/	Yes	To approve that the following reserve balances be carried forward to 2020/21 in addition to the Council's earmarked CIL and section 106 funds: <ul style="list-style-type: none">• £500: War Memorial repair• £500: Church drive repairs• £500: 2023 parish council elections• £7,500: Phase 3 street lighting
19/		To note the cashbook report for January 2020 (Appendix 3)
19/	Yes	To approve the RFO's proposed 2020/21 reporting schedule to the Council (Appendix 4)
19/		To receive the 2018/19 External Audit report at section 3 of the Annual Governance and Accountability Return and to note that no matters for action or concern were identified (Appendix 5)
19/	Yes	To approve the table of burial fees effective from 1 April 2020 (Appendix 6)
19/		To note the measures taken by the Council to ensure necessary and appropriate financial control during the current financial year (Appendix 7)
19/	Yes	To authorise the Clerk, RFO and Chairman to make appropriate arrangements for future payroll administration

2. March payment schedule

I will prepare this in the normal way. It will be distributed with the agenda and an update tabled at the meeting if further invoices are received.

3. Accounts, budget and bank reconciliation (see Appendix 2)

I have enclosed for information and consideration a copy of the income and expenditure statement for the year to 31 January 2020. You will also find a copy of this on the Council's website under *Parish Documentation/Council Finances*.

I draw your attention to the following activity in January:

- Phase 2 street lighting has now been paid;
- A VAT claim for £30,897.06 has been submitted for the period to 1 April 2019 to 31 January 2020;

If you have any questions on the accounts please do not hesitate to contact me.

Long Melford Parish Council

4. 2019/20 year-end provisions from the General Fund

In December 2019, the Council considered a budget paper in which it was suggested that the annual provisions indicated in the table at para 1 be made from the General Fund commencing in the 2019/20 financial year.

For audit purposes, it would be appropriate for the Council to evidence by way of formal resolution that these provisions be made.

The church drive and election provisions are already set up. The Council's approval will permit me to set up the war memorial and street lighting provision.

Making the street lighting provision will not prejudice any future decision of the Council regarding the funding of the phase 3 works.

5. Cashbook report (see Appendix 3)

I have enclosed for information and consideration a copy of the January cashbook report detailing the receipts and payment transactions for January 2020. This report can also be found on the Council's website under *Parish Documentation/Council Finances*.

The Council is only required to publish a public record of expenditure in excess of £500. However, in the interests of openness, I publish each month's full cashbook for one month. The benefit of this report, as opposed to the payment schedule, is that all transactions are declared.

6. 2020/21 reporting schedule (see Appendix 4)

The Clerk, RFO and councillors need to understand how finance-related matters will be considered in order to ensure that:

- the full Council undertakes its statutory duties;
- the Finance Committee considers issues such as budget, precept, insurance, risk assessment and asset management in detail and makes timely recommendations to the full Council;
- there is evidence of adequate financial supervision and control.

Appendix 4 sets out how, in 2020/21, the Council will undertake its statutory duties and evidence to the internal auditor that it is exercising appropriate control.

The Finance Committee dates are proposed so that recommendations can be presented, in a timely manner, to the following Council meeting.

7. 2018/19 External audit report (see Appendix 5)

Although the Finance Committee has reviewed this report there is no evidence that it has been considered by the full Council. The internal auditor will require evidence that the Council has reviewed this (even if somewhat later than it should). Mercifully, the External Audit report raises no issues for action or attention so the Council simply needs to receive the report and to note that no action is required.

8. 2020/21 burial fees (see Appendix 6)

The Council needs to undertake the annual review of burial fees so that the Cemetery Manager can give notice to local undertakers of the fees effective from 1 April 2020.

The 2020/21 figures shown in Appendix 6 are recommended by the Clerk, RFO and Cemetery Manager. Where increases were not applied in 2019/20 the increase is broadly 5%. Otherwise, the year on year increase is broadly 2.5%. For ease, the figures have been kept to denominations of £5.

9. Evidence of financial control for the year ending 31 March 2020 (see Appendix 7)

This document is the Council's evidence to the internal auditor that it is exercising adequate financial supervision and control.

10. Payroll administration

Payroll administration is currently undertaken by TA Accounts. It is recommended that the Clerk, RFO and Chair review the current arrangements and compare it to the service provided by the Suffolk Association of Local Councils.

Income and Expenditure for the year to 31 January 2020

Presented to Parish Council meeting dated 5 March 2020

2018/19 actual	Nominal Account	2019/20 budget	Actual to 31/01/20	Remaining budget
127,648	Precept	138,132	138,132.00	0
1,275	Locality Grant	0	0.00	0
523	Interest received	10	341.15	331
27,461	Burial Ground Revenue	23,000	19,140.00	-3,860
517	Recycling income	400	247.82	-152
381	Recovered office costs	300	20.16	-280
0	Donations	0	6,190.00	6,190
0	Advertising Income	0	165.00	165
0	NHP grant money	0	3,500.00	3,500
0	S106 Receipts	0	19,665.45	19,665
21,620	CIL Receipts	0	64,337.10	64,337
0	Reg 123 CIL Receipts	0	27,314.80	27,315
1,000	Neighbourhood Plan grants	0	0.00	0
1,201	Babergh Cleansing grant	0	2,881.71	2,882
6,640	Suffolk County Council Locality grant	0	0.00	0
188,266	Total Income	161,842	281,935.19	
40,067	Salaries	39,600	32,911.69	6,688
15,004	Employer's National Insurance	14,320	10,715.63	3,604
16,172	Employer's Pension	15,720	12,351.09	3,369
429	Staff Expenses	500	437.40	63
630	Staff Contingencies	1,000	0.00	1,000
300	Payroll Charges	340	285.00	55
0	Temporary staffing costs	0	4,618.75	-4,619
72,602	Employment Related Costs	71,480	61,319.56	
5,500	Rent	5,000	458.33	4,542
0	Rates	0	1,288.50	-1,289
1,895	Insurance	2,000	1,796.36	204
729	Gas	650	145.34	505
279	Electricity	180	395.60	-216
267	Water	250	121.58	128
1,122	Telephone and Broadband	550	1,129.72	-580
88	Website	120	177.00	-57
772	Office Supplies	500	653.75	-154
76	Postage	75	36.60	38
588	Software and Licences	600	396.00	204
119	IT Support	120	0.00	120
225	IT Hardware Purchases	200	70.71	129
700	Audit	950	900.00	50
290	Equipment and Furnishings	250	1,340.05	-1,090
468	Meeting Room Rental	400	434.00	-34
1,076	Subscriptions	1,500	1,175.84	324
625	Training - Councillors	1,500	172.00	1,328
417	Training - Staff	400	738.60	-339
0	Elections	3,500	2,713.56	786
0	Miscellaneous Expenses	150	136.00	14
15,236	Office Administration Costs	18,895	14,279.54	

Income and Expenditure for the year to 31 January 2020

Presented to Parish Council meeting dated 5 March 2020

2018/19 actual	Nominal Account	2019/20 budget	Actual to 31/01/20	Remaining budget
425	Rates	425	477.95	-53
130	Electricity	100	107.16	-7
112	Water	200	129.63	70
766	Servicing and Machinery	1,500	1,195.51	304
320	Fuel	350	284.79	65
332	General Expenditure	150	56.65	93
0	Church Drive	500	0.00	500
810	Bin Collection	825	292.00	533
1,257	Glebe Land Preparation	0	0.00	0
50	Operating Costs	100	100.00	0
4,202	Burial Services	4,150	2,643.69	
0	Street Lighting Maintenance	6,500	7,556.70	-1,057
0	New Street Lights - Phase 1	500	0.00	500
0	New Street Lights - Phase 2	0	70,634.74	-70,635
0	Street Lighting Maintenance	7,000	78,191.44	
467	Electricity	600	645.31	-45
544	Water	500	762.53	-263
5,000	LMOS Maintenance Contract	5,000	5,000.00	0
4,000	LMOS Tree Felling	4,000	1,900.00	2,100
3,728	Operating Costs	250	2,717.71	-2,468
13,739	Rodbridge Picnic Site	10,350	11,025.55	
0	Electricity	0	226.77	-227
646	Water	250	436.77	-187
7,399	Operating Costs	8,400	6,751.69	1,648
0	Grass Cutting and Paths Maintenance	0	197.52	-198
3,096	Cordell Road Toilets	25,000	23,491.66	1,508
11,141	Public Toilets	33,650	31,104.41	
382	Operating Costs	0	499.50	-500
0	Litter and Dog Bin Collection	2,000	1,206.27	794
1	Bus Shelter	1	1.25	-0
1,530	Notice Boards	200	36.79	163
0	LM Village Memorial Hall	0	30,440.39	-30,440
0	Heritage Centre	0	0.00	0
143	Old School Car Park Maintenance	300	0.00	300
3,100	War Memorial	0	0.00	0
1,275	SCC Locality Grant	0	0.00	0
6,431	Public Places	2,501	32,184.20	
3,429	Neighbourhood Plan	4,000	670.50	3,330
12,548	Community Grants	2,000	1,046.25	954
0	Youth Engagement	0	0.00	0
0	Miscellaneous Expenditure	200	0.00	200
15,977	Grants	6,200	1,716.75	

Income and Expenditure for the year to 31 January 2020

Presented to Parish Council meeting dated 5 March 2020

2018/19 actual	Nominal Account	2019/20 budget	Actual to 31/01/20	Remaining budget
285	Olde Christmas Donations	0	0.00	0
2,182	Christmas Lights	1,200	2,728.48	-1,528
1,214	Christmas Tree	1,000	695.00	305
565	Remembrance Sunday	650	803.06	-153
0	Melford in Bloom	10,000	759.75	9,240
4,246	Events	12,850	4,986.29	
5,533	Vehicle Activated Signage	100	526.00	-426
777	BT Phone Box	100	0.00	100
0	Policing	200	0.00	200
6,310	Projects	400	526.00	-126
0	Tfr From EMR	0	-35,472.00	
21,620	Tfr to EMR	0	111,317.35	
16,762.00	Year to date surplus/ (deficit)	-5,634	-31,887.59	
	VAT Control		30,897.06	
	Other Debtors		0.00	
	Lloyds Bank		180,592.59	
	Co-operative Bank		0.00	
	Ipswich BS		85,628.81	
			297,118.46	
	Creditors		0.00	
	Accruals		0.00	
	General Reserves		222,383.58	
	Phase 2 lighting reserve*		0.00	
	2019/19 Community Infrastructure Funds		21,619.92	
	2019/20 Community Infrastructure Funds		64,337.10	
	Section 106 monies		19,665.45	
	CIL Reg 123 Funds		0.00	
	Church Drive		500.00	
	Election		500.00	
	Year to date Surplus (Deficit)		-31,887.59	
			297,118.46	

Cashbook report showing all income received and and payments made in January 2020

Presented to the Parish Council meeting dated 5 March 2020

How received			VAT		
Payer	Description	Amount	Accrual	Net Payment	
Council receipts during January 2020					
500440	Co-op Funeral Services	Burial income Sec D: I5	£550.00	£0.00	£550.00
500440	Donor	Defibrillator donation	£100.00	£0.00	£100.00
500441	Various donors	Defibrillator donation	£195.00	£0.00	£195.00
500441	Various donors	Defibrillator donation	£2,600.00	£0.00	£2,600.00
BGC	Co-op Funeral Services	Crem 4:B10	£320.00	£0.00	£320.00
BGC	Babergh District Council	Cleansing grant	£960.57	£0.00	£960.57
FPI	Donor	Defibrillator donation	£1,500.00	£0.00	£1,500.00
FPI	H&AW Palmer Ltd	Burial income Sec D: W4	£1,000.00	£0.00	£1,000.00
FPI	H&AW Palmer Ltd	Burial income Sec D: Q15	£550.00	£0.00	£550.00
			£7,775.57	£0.00	£7,775.57
Council payments during January 2020					
DD	Eon	Electricity, Grave diggers building	£14.40	£0.69	£13.71
DD	British Telecom	Telephone, Council office	£28.80	£4.80	£24.00
DD	British Gas	Electricity, Country Park	£41.54	£1.97	£39.57
FPO	TA Accounts	January payroll	£3,882.92	£0.00	£3,882.92
DD	British Gas	Electricity, Cordell Road	£90.45	£4.30	£86.15
FPO	ID Verde	Public toilet maintenance	£874.08	£145.68	£728.40
FPO	United Redform Church	Room Hire to 31 December	£103.50	£0.00	£103.50
FPO	Dave.crimmin.co.uk	December Locum fees/expenses	£2,290.03	£0.00	£2,290.03
FPO	Rialtas Business Solutions	RFO training	£687.12	£114.52	£572.60
FPO	Sudbury Office Supplies	Office supplies	£220.36	£36.72	£183.64
FPO	Sudbury Town Council	Rememrance Parade traffic management	£698.47	£116.41	£582.06
FPO	Suffolk Fabrications Ltd	Supply and profile base plates	£371.70	£61.95	£309.75
000615	Suffolk County Council	Phase 2 street lighting costs	£84,761.69	£14,126.95	£70,634.74
DD	Eon	Electricity, Grave diggers building	£13.99	£0.67	£13.32
DD	British Telecom	Telephone, parish office	£195.60	£32.60	£163.00
			£94,274.65	£14,647.26	£79,627.39

2020/21 RFO business schedule

Presented to Parish Council meeting dated 5 March 2020

Type of meeting	Date of meeting	Payment schedule	Cashbook report	Statement of accounts	Bank reconciliation
Full Council	02 April 2020	April	February		
Full Council	07 May 2020	May	March	Apr to Mar	31-Mar
Full Council	04 June 2020	June	April		
Full Council	02 July 2020	July	May		
Full Council	06 August 2020	August	June	Apr to Jun	30-Jun
Full Council	03 September 2020	September	July		
Full Council	01 October 2020	October	August		
Full Council	05 November 2020	November	September	Apr to Sept	30-Sep
Full Council	03 December 2020	December	October		
Full Council	14 January 2020	January	November		
Full Council	04 February 2020	February	December	Apr to Dec	31-Dec
Full Council	04 March 2020	March	January		

Type of meeting	Proposed date of meeting	Set agenda items
Finance WG	30 April 2020	Year end accounts
Report to Council	07 May 2020	Annual Return
		Review internal audit report (if available)
		Financial Regulations
Finance WG	24 September 2020	Year to date accounts
Report to Council	01 October 2020	Review budget, consider virements
		Review risk register
		Asset register review
		Insurance review
		Review external Audit report
Finance WG	26 November 2020	Year to date accounts
Report to Council	03 December 2020	Review budget, consider virements
		Budget recommendations
		Precept recommendations
		Reserves policy
		Review burial and other fees

Type of meeting	Proposed date of meeting	Set agenda items
Councillor visit	15 April 2020	Quarterly accounting checks (Jan to Mar)
Councillor visit	22 July 2020	Quarterly accounting checks (Apr to Jun)
Councillor visit	21 October 2020	Quarterly accounting checks (Jul to Sept)
Councillor visit	20 January 2020	Quarterly accounting checks (Oct to Dec)

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Long Melford Parish Council – SF0258

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

31/07/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Appendix 6: BURIAL AUTHORITY FOR THE PARISH OF LONG MELFORD

TABLE OF FEES – PROPOSED INCREASES FOR APRIL 2020

Presented to Parish Council meeting dated 5 March 2020

PART 1 For the Interment in a Grave of:

	2019	2020
The body of an Infant up to one month old	£ 45.00	£50.00
The body of a Child more than one month old	£185.00	£195.00
The body of a person whose age at death exceeded 12 years	£550.00	£575.00
Cremation remains in Special Cremation Plot or existing grave (Headstones only will be permitted)	£400.00	£410.00

Note: Charges do not include digging. Undertakers must provide their own diggers unless by prior arrangement with this Authority where additional fees may be applicable.
The above charges apply irrespective of the EXCLUSIVE RIGHT OF BURIAL, which must be purchased on reserving a future interment and/or the right to erect a MEMORIAL.

PART 2 Exclusive Right of Burial:

For 75 years in an earthen Grave 9' x 4'	£450.00	£475.00
Ashes in special cremation plot or existing grave	£400.00	£410.00
Exhumation fee with return of exclusive rights	£ 75.00	£ 80.00
Exhumation fee without return of exclusive rights certificate	£450.00	£475.00

PART 3 Monuments, Grave Stones, Tablets & Inscriptions

Headstones not exceeding 32" H x 30" W	£350.00	£360.00
Kerbstones, Flat Stones or Border Stones (Enclosing space not exceeding 7'6" x 3'6")	£400.00	£410.00
Placement of a new flat Tablet that fits within an existing kerb set	£125.00	£130.00
Placement of a permanent cross on any grave space	£100.00	£105.00
Tablet - Cremation Plot not exceeding 18" x 12" (Flat Tablets only on Plots 1 and 2)	£300.00	£310.00
New Cremation Headstones not exceeding 24" H x 18" W (on plots 3 and 4)	£320.00	£330.00
Additional Inscriptions after first Inscription	£ 50.00	£ 50.00
Memorial Tablets i.e. at the foot of a memorial tree max 14" x 7"	£100.00	£100.00

All FEES are non-negotiable and reflect residents and non-residents alike.

Invoices will be issued on or around the date of the enquiry and will be applied at this point regardless of the funeral date or when the memorial is placed.

For all funeral enquiries in the first instance please contact the supervisor, Alan Sawyer with all details of the deceased by email. Stating date of death, age, where they died and any probable date for the funeral. A confirmation form will then be issued with a fee.

All memorial applications should be sent via email via a scanned submission if possible or a detailed description to the Cemetery Supervisor:

Alan Sawyer: longmelfordburials@gmail.com or Telephone 07970293003

**** A reminder that sec D is a lawn cemetery and any family requesting a headstone will have to agree in writing that all pots, ornaments, and fences will be removed, prior to any stone being placed. That the grave will remain free from the above after. That the supervisor will have the right to remove any of the mentioned at a later date.**

**For general enquiries contact the Parish Clerk, Long Melford Parish Council:
Parish Council Offices, Cordell Rd, CO10 9EH. Telephone 01787 378084**

Long Melford Parish Council
Appendix 7: Evidence of financial control for the year ending 31 March 2020
Presented to Parish Council meeting dated 5 March 2020

2018/19 Audit: evidence of control	
Approval of 2018/19 AGAR section 1 - Governance	9 May 2019: 19/012(1)
Approval of 2018/19 AGAR section 2 – Accounting statements	9 May 2019: 19/012 (2)
Approval of 2018/19 Community Infrastructure Levy report	19 May 2019: 19/013
Review of 2018/19 Internal Audit report	4 July 2019: 19/054
Review of 2018/19 External Audit report	Fin Comm 29 Aug 2019: 19/08 5 Mar 2020: 19/xxx

2019/20 budget/precept: evidence of control	
Budget meeting to set 2019/20 Precept	10 Jan 2019: 18/151
Formal setting of 2019/20 Budget	1 Nov 2018: 18/126
Budget meeting to set 2020/21 Precept	9 Jan 2020: 19/166(i)
Formal setting of 2020/21 Budget	9 Jan 2020: 19/166(ii)

2019/20 accounting: evidence of control	
Adoption of Power of Competency	9 May 2019: 19/009
Review of Standing Orders (on Council website)	9 May 2019: 19/010
Review of Financial Regulations (on Council website)	9 May 2019: 19/011 Fin Comm 28 Nov 2019: 19/20 9 Jan 2020: 19/169
Review of 2019/20 fees/charges	7 Mar 2019: 18/189
Review of 2019/20 salaries	7 Mar 2019: 18/190
Review of risk assessment	4 July 2019: 19/055
Review of asset register	4 July 2019: 19/056
Review of insurance requirements	1 Aug 2019: 19/068(e) 3 Oct 2019: 19/110
Review of reserves policy	9 Jan 2020: 19/165
Appointment of internal auditor	Fin Comm 29 Aug 2019: 19/06 6 Feb 2020: 19/190
Role of RFO and Clerk combined April to Oct 2019	Contractual
Separate RFO appointment made Oct 2019	3 Oct 2019: 19/113
Data Protection registration	£40 cheque 000578 Aug 19
2019/20 Budget virements	5 Sep 2019: 19/095

2019/20 councillor checks	
Monthly payment schedule	Invoices compared to schedule at meeting, signed for accuracy, approved for payment and published to website
Monthly cashbook report (from Oct 2019)	All items of income and expenditure reported in arrears Monthly cashbook report published to website in full for one month The schedule of expenditure >£100 is updated quarterly and published to website
Statement of income and Expenditure (from Dec 2019)	Statement is distributed monthly to councillors Statement is published monthly to website Quarterly accounts are presented to Council
Bank account reconciliations	Reconciliation is published monthly to website Quarterly bank account reconciliations are presented to Council
Individual councillor control checks	Quarterly checks are undertaken to enable examination of random receipt and payment vouchers against payment schedules, cashbook, RFO reports and bank statements

Section 106 Agreement Funding

(Previous Agenda Item 19/199, carried forward from last month)

Agenda Item 20/03-17

£12,290.91 available for work at the Country Park

Cllrs. Ewbank, Tipper, Bartlett

£3,687.22 for bins and £3,687.22 for Speed Indicator Devices near the land north of Roper's Lane

Cllrs. Nunn, Michette R, Tipper

Funds generated by planning application B/15/00180