

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 called for **7:30pm, Thursday 6th August 2020**
Location **Conducted by remote videoconferencing due to the COVID-19 pandemic.**
Councillors present **I. Bartlett, M. Clayton, R. Delderfield, J. Ewbank, R. Kemp, L. Malvisi, C. Michette, R. Michette (Acting Vice Chair), L. Tipper, D. Watts, J. Watts**
Councillors absent **J. Lines, J. Nunn (Chair)**
Also attending **D. Lovelock (Parish Clerk), Mr I. McDonald (Neighbourhood Plan non-Council steering group member)**

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

20/08-1 Apologies for Absence

The Clerk advised that apologies for absence had been received from Cllr. Nunn, and that Cllr. Lines remained on a leave of absence.

20/08-2 Declarations of Interest and Requests for Dispensation

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

20/08-3 Confirmation of the Accuracy of Minutes

Resolved – That the minutes for the Full Parish Council Meeting held on 2nd July 2020 be accepted as providing an accurate record, and that the Clerk be authorised to apply the Vice Chair's electronic signature to them.

20/08-4 Public Participation

No member of the public spoke during the public participation session.

20/08-5 County Councillor's Report

The Council received and noted the Councillor's Report.

20/08-6 District Councillor's Report

Cllr. Malvisi raised the following matters.

- One million pounds of unallocated discretionary grants remained available to provide assistance to businesses, and if Councillors knew of any businesses that might benefit from this then they should encourage them to apply via the Babergh District Council (BDC) website as soon as possible.
- BDC had launched a Sustainable Travel Action Plan to encourage cycling and walking in the district.
- BDC has won fifty percent match-funding for solar car charging ports to be located in Sudbury at the Station Road car park.
- Everyone should be encouraged to stick with the Government's COVID-19 control measures.
- During the school holidays local leisure centres would be open. Pre-attendance registration and session booking was required.

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

20/08-7 Parish Clerk's Report (Appendix 1)

In relation to the newly refurbished telephone boxes, Cllr. R. Michette confirmed that the defibrillator unit installation at Bridge Street had yet to be completed.

Cllrs. Ewbank and R. Michette stated that the funding source for the phone boxes and defibrillators appeared to have been misattributed in the accounts; the Clerk said he would take this up with the RFO.

The Clerk confirmed that the discrepancy in the sum he was reporting for a gift for Cllr. Lines, and that reported in the accounts, was due to the RFO not having a VAT invoice to hand and thus quoting the, higher, VAT inclusive full price paid.

The Council received and noted the Clerk's Report for July 2020.

20/08-8 Cash Book Report (Appendix 2)

The Council received and noted the Cash Book Report to June 2020.

20/08-9 Payments Schedule (Appendix 3)

The Council received and noted the Payments Schedule for July 2020.

20/08-10 Council Accounts (Appendix 4)

The Council agreed that the accounts prepared by the RFO were very clear and provided them with a good understanding of the Council's finances.

The Council received and noted the Statement of Accounts, Balance Sheet and Bank Reconciliations for the period 1 April to 30 June 2020

20/08-11 Section 4.1 & 4.5 Delegated Powers Expenditure (Appendix 5)

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

20/08-12 Motion: Adoption of Melford Country Park Committee Terms of Reference (Appendix 6)

Resolved, that the Council adopts Melford Country Park Committee Terms of Reference.

Resolved, that:

- 1. That the Council authorises the Melford Country Park Committee to implement the Park Management Plan 2020 in accordance with its Terms of Reference and to be the first point of contact with the Park Ranger, Park volunteers and any Park contractor on behalf of the Council.***
- 2. That, as confirmed in the Terms of Reference, the Committee reports to the Full Parish Council on a monthly basis as to progress with the adopted Management Plan 2020 (unless required otherwise by the Council).***
- 3. That where Councillors who are not members of the Committee have issues they wish to raise in relation to the Country Park, they do so via the Council Chair and the Clerk, with a view to such issues being considered at Full Parish Council monthly meetings or, at the discretion of the Chair, by the full Council between meetings, and that Councillors who are not part of the Committee do not make direct reference to the Park Ranger or to volunteers if they have issues they wish to communicate in relation to the Country Park Management Plan and/or the management of the Country Park.***
- 4. That the members of the Committee be confirmed as Cllrs Bartlett, Tipper and Ewbank, who worked to produce the Country Park Management Plan 2020.***
- 5. That the terms of reference of the Committee and appointments to the Committee be reviewed annually by the Council, Commencing the October 2021 Full Parish Council meeting.***



- 20/08-13 Motion: Adoption of the Melford Country Park Ranger Job Description** (Appendix 7)
Cllr. Ewbank clarified that as the Park Ranger would be a self-employed contractor to the Council, the term “job description” was incorrect and the document to be considered actually referred to “work duties and terms of reference”. The Clerk confirmed that he had reviewed the Park Ranger’s terms of engagement and spoken to her personally about the matter, and that Cllr. Ewbank’s information regarding her status as a self-employed contractor was correct. Councillors were generally in agreement that the Park Ranger did a superb job and would provide excellent value for money.
Resolved, that the Council adopts the Park Ranger Description of Duties/Terms of Reference document in preparation for the end of the LMOS contract on 30th September 2020.
- 20/08-14 Neighbourhood Plan Update** (Appendix 8)
Cllr. Ewbank summarised the Plan update document for Councillors. Mr Ian McDonald then provided a comprehensive review of various Neighbourhood Plan matters and of the Government’s proposed new planning process, for which Councillors thanked him. The Chair requested that both the Neighbourhood Plan Steering Group and the PIIP Working Group liaise to consider the matters raised and report back to the Council with their findings and recommendations as soon as possible.
- 20/08-15 Motion: Adoption of an Update Reporting Cycle by Key Council Groups**
Resolved, that the respective Chairs of the Finance Committee, the PIIP Working Group, and the Neighbourhood Plan Steering Group provide update reports to the Council at Full Parish Council Meetings by rotation, so that each group provides an update report in writing at least four times per year.
- 20/08-16 Motion: Agreement to Environment Agency Repainting of Gauging Station**
Resolved, that the Council accepts an offer by the Environment Agency to remediate graffiti vandalism to its riverside Gauging Station by painting it overall in dark green at the Agency's expense.
- 20/08-17 Motion: Agreement to Reviewing the Council Policy for Civic Awards**
Resolved, that the Civic Awards Committee be abolished and that the Clerk redraft the Civic Awards Policy on the basis that in future the Full Council will determine, in camera, the granting of Civic Awards and that more than one award per year should be permissible.
- 20/08-18 Motion: Cordell Place Play Area – Public Consultation**
Cllr. Malvisi expressed her disappointment that, as a Babergh District Councillor for the Ward, she hadn’t been made aware of the site meeting with BDC to discuss the issue, and that she had raised the matter with BDC, requiring an explanation.
Resolved, that the Council conducts a survey of local residents to establish how they would like to see the play area facilities at Cordell Place improved, using £12,000 of available S.106 funding. The survey distribution to include publishing it on the Parish Council website.
- 20/08-19 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 20/08-20 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 20/08-20 Motion: Investigation of a Complaint Regarding a Council Contractor** (Appendix 9)
Resolved, that the complaint was not a matter for the Council and that the complainant should be advised by the Clerk that if they wished to pursue it then they should do so directly with the contractor or its regulatory body.



Cllr. Kemp left the meeting at 9:34pm

20/08-21 Details of the Next Meeting

The time and date of the next Full Parish Council Meeting, to be held remotely, was confirmed as **7:30pm, Thursday 3rd September 2020.**

There being no further business, the Chair closed the Meeting at 9:36pm.



Signed:

J. Nunn

Chair, Long Melford Parish Council

Date:

03/09/2020

Long Melford Parish Council
Meeting of the Full Parish Council
7:30pm, Thursday 6th August 2020
Agenda Pack

AGENDA ITEM No.	DOCUMENT	-
20/08-3	Ordinary FPC Meeting Minutes, Dated 2nd July 2020	
20/08-7	Clerks Report July 2020 (Appendix 1)	
20/08-8	Cash Book Report June 2020 (Appendix 2)	
20/08-9	Payments Schedule (Appendix 3)	
20/08-10	Council Accounts (Appendix 4)	
20/08-11	Section 4.1 & 4.5 Delegated Powers Expenditure (Appendix 5)	
20/08-12	Melford Country Park Committee Terms of Reference (Appendix 6)	
20/08-13	Melford Country Park Ranger Job Description (Appendix 7)	
20/08-14	Neighbourhood Plan Update (Appendix 8)	
20/08-20	Complaint Regarding a Council Contractor (Appendix 9)	

NOTES

LONG MELFORD PARISH COUNCIL

Parish Clerk's Report 6th August 2020

Appendix 1 Agenda Item 20/08-7

1. **Replacement Cemetery Equipment** (Agenda Item 20/06-11)
Equipment delivered and now being used by the Cemetery Manager.
2. **New Litter and Dog Waste Bins** (Agenda Item 20/03-17)
New bins delivered and deployed by Sudbury Community Wardens. Obtaining bin placement agreement from Babergh District Council (BDC) has proven difficult due to BDC staffing issues – resolution ongoing.
3. **New Grit Bin** (Agenda Item 20/06-11)
New grit bin delivered, ready for installation near the old police station pending grit delivery.
4. **Cemetery Security System** (Agenda Item 20/06-14)
The new security system has been installed at the Cemetery store.
5. **Country Park CCTV System** (Agenda Item 20/06-15)
The new CCTV system has been installed at Melford Country Park.
6. **Primary School Poly-Tunnel** (Agenda Item 19/174)
The school poly-tunnel has been delivered.
7. **Traffic Calming**
The VAS signs have been redeployed.
8. **Playing Field Lease** (Agenda Item 19/194)
The Cricket Club has paid £1,100 towards the Council's legal costs regarding the lease, which brings to a close the agreed financial arrangements regarding the matter.
9. **Gifts for Councillor**
A floral bouquet and fruit bowl were sent to Cllr. Lines to welcome her home from hospital.
10. **Telephone Box Refurbishment**
The refurbishment of two ex-BT telephone kiosks has been completed and, it's understood, defibrillator units installed.
11. **Complaint Against Councillors**
The BDC Monitoring Officer has advised that a member of the public has made a Code of Conduct complaint regarding Cllrs. Nunn and Ewbank. The Officer will advise the Council of their findings and recommendations in due course.
12. **Quiet Lanes Suffolk Scheme**
An expression of interest has been submitted regarding creation of a Quiet Lane running from Mills Lane to Newmans Green. Representatives from adjacent parish councils have been invited to attend a meeting to discuss the matter.
13. **Fly Posting**
Two requests to remove fly posters from the Village Green have been complied with.

14. **Melford Walk Information Signs** (Agenda Item 20/07-14)
Signs ordered – delivery expected w/c 10/08/2020.
15. **Removal of Christmas Lights**
Christmas lights have been removed from a number of trees in the village which are either dead, diseased, or where substantial safety work is to be undertaken.
16. **Environmental Complaint Regarding Melford Country Park**
BDC Environmental Protection received a complaint from a member of the public regarding a claimed rat infestation and accumulation of dog waste at the Park. Following an investigation BDC-EP have stated that no evidence was found to support the complaint, and the matter is closed.
17. **Melford Country Park Sewage Management**
The two sewage pumps have been serviced. Various fittings and equipment in the foul water pump chamber were found to be seriously corroded and in need of replacement. Estimates for the work are currently being sought.
18. **Civic Awards**
Civic Award nominations have been collated and submitted to the Civic Awards Committee for consideration. Notification of awards made is pending.
19. **Fly Tipping of Hedge Trimmings on Melford Walk**
BDC-EP have identified and contacted the tipper, who has agreed to have the material removed on 22/08/2020 (the earliest their contractor can attend).
20. **Freedom of Information Act Request**
The Clerk is dealing with a FoIA request for the provision of a CCTV recording of an alleged incident which occurred at the Country Park.
21. **Long Melford Cemetery**
Due to the increased number of interments due to COVID-19 related deaths, the Cemetery Manager predicts that the current Cemetery will be full within the next few months. Consequently, he has started work to prepare the New Cemetery area (formally the Glebe Land) to accept further burials.
22. **Council Offices Reopening**
Further to the request by Councillors to reopen the Council Offices, a consultant has been commissioned to conduct a COVID-19 risk assessment of the premises. The result is pending. In the interim, quotes have been requested from suppliers/contractors for services and improvement work to raise the premises to a COVID Secure standard.
23. **Upper Green Toilet Block Reopening**
As requested by Councillors, the Upper Green toilet block has been cleaned and refurbished to an acceptable standard and made COVID-Compliant by the new contractor, and reopened for public use.

Long Melford Parish Council
Cashbook report showing all income received and payments made in June 2020

22/07/2020: 12:41

Appendix 2
Agenda Item 20/08-8

How paid received	Payer	Description	Amount	VAT	Net Payment
Council receipts during June 2020					
BGC	Co-operative Funeral Services	Burial income Crem 4: A11	820.00		820.00
BGC	HMRC	VAT refund to 31/3/20	3,800.11		3,800.11
500450	Burial Income	Burial income Crem 4:B11	820.00		820.00
500450	Donor names withheld	Defibrillator donations	220.00		220.00
500451	Donor names withheld	Defibrillator donations	800.00		800.00
500452	Co-operative Funeral Services	John Bean Sec D: X7	1,050.00		1,050.00
500452	Donor names withheld	Defibrillator donations	100.00		100.00
500453	Donor names withheld	Defibrillator donations	500.00		500.00
500454	Budgens	Defibrillator donation box	48.03		48.03
500454	Donor names withheld	Defibrillator donations	100.00		100.00
FPI	H&AW Palmer Ltd	Burial income Sec D: Q15	55.00		55.00
FPI	LM Cricket Club	Donation towards legal costs	1,100.00		1,100.00
			9,413.14	0.00	9,413.14
Council payments during June 2020					
DD	EOn	Electricity to14/5/20	9.47	0.45	9.02
DD	British Gas	Electricity to 12/5/20	33.05	1.57	31.48
DD	British Telecom	Cemetery mobile	16.91	2.82	14.09
DDR	Zoom	Zoom subscription	143.88	23.98	119.90
DDR	X2 Connect	Payphone kiosk door straps	43.92	7.32	36.60
FPO	Alan Sawyer	May expenses	128.96	5.12	123.84
FPO	Dial a Tyre	Barrow puncture repair	18.00	3.00	15.00
FPO	Grown in Suffolk	MIB planting and installation	2,060.00		2,060.00
FPO	Karen Cunliffe	Covid 19 volunteer costs	87.72		87.72
FPO	LMOS	Maintenance agreement to 30/9/20	2,500.00		2,500.00
FPO	Holy Trinity PCC	50% of upper car park repair cost	1,428.00		1,428.00
FPO	Long Melford United Reform Ch	Room hire Jan to March 2020	121.50		121.50
FPO	MMC	Notice board lock replacement	50.00		50.00
FPO	SBW & T Poole	Reinstate side greens on Hall St	492.99		492.99
FPO	Susanne Dixon	Country Park hygiene sundries	194.35	19.52	174.83
FPO	Sudbury Office Supplies	Office sundries	66.98	11.17	55.81
FPO	Sudbury Town Council	Making Xmas lights safe	52.06	8.68	43.38
FPO	Tony Read Carpentry	Make and fit cemetery building door	962.00		962.00
616	VR Electricals Ltd	Defibrillator installations x 2	440.00		440.00
FPO	TA Accounts	June payroll	6,196.06	6.80	6,189.26
DDR	SLCC	Clerk membership fee	217.00		217.00
DD	Lloyds Bank Chargecard	Annual chargecard fee	32.00		32.00
DDR	PVC Safety Signs	Litter bin signage	19.62	3.27	16.35
DD	British Gas	Electricity to 30 May 2020	82.23	3.91	78.32
DD	EOn	Electricity to 14 June 2020	10.19	0.49	9.70
transfer	Nationwide Building Society	FPO tfr Lloyds to Nationwide BS	85,000.00		85,000.00
			100,406.89	98.10	100,308.79

Long Melford Parish Council

August 2020 payment schedule

Presented to the Parish Council meeting dated 6 August 2020

29/07/2020: 14:28

Appendix 3
Agenda Item 20/08-9

Payments approved by Cllrs since the last meeting		Amount	VAT Accrual	Net Payment
Best Host	Hosting package - longmelford-pc.gov.uk	£102.00	£0.00	£102.00
4i Pumping Services Ltd	Service of Pump at Country Park	£180.00	£30.00	£150.00
W & J Haldane	MIB plants and plant food	£23.54	£0.00	£23.54
VR Electrical	2 x defibrillator installations	£400.00	£0.00	£400.00
Gryphon First Aid	2 x G5 Auto AED defibrillator and kit	£2,010.00	£335.00	£1,675.00
		£2,715.54	£365.00	£2,350.54

Approval of new direct debits

Babergh District Council	Business rates for Cemetery Building - monthly collection
Information Commissioners Office	Data Protection fee - annual collection

Payments authorised by the Clerk since last meeting under Financial Regulations		Amount	VAT Accrual	Net Payment
Prestige Flowers	Fruit, flowers and card - Cllr Lines	£82.58	£0.00	£82.58
Elizabeth Oakley	Refund on Exclusive burial rights	£110.00	£0.00	£110.00
First Tunnels Ltd	Polytunnel for school financed by Locality Grant	£504.00	£84.00	£420.00
		£696.58	£84.00	£612.58

August 2020 payments for authorisation

Payee	Description	Amount	VAT Accrual	Net Payment
Rialtas	Annual support and maintenance licence (1 user)	£148.80	£24.80	£124.00
Alan Sawyer	July expenses	£87.16	£7.03	£80.13
Susie Dixon	Country park supplies - VAT to be confirmed	£137.96	£23.00	£114.96
		£373.92	£54.83	£319.09

Payments due prior to next meeting

Direct debit and standing orders approved by the Council in March 2020
 August 2020 salary, pension and HMRC payments
 Contractual payments arising from prior decisions of the Council
 Payments arising from decisions of the Council on 6 August 2020

The payments above were authorised at the Parish Council meeting dated 6 August 2020

Councillor Signature:

Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation
for the year to 30 June 2020

Appendix 4
Agenda Item 20/08-10

Actual to 31 March 2020	Nominal Account	Actual to 30 June 2020	2020/21 budget	Budget variance
138,132.00	Precept	72,500.00	145,000.00	-72,500.00
0.00	Locality Grant	0.00	0.00	0.00
400.58	Interest received	0.00	500.00	-500.00
25,490.00	Burial Ground Revenue	6,400.00	25,000.00	-18,600.00
558.44	Recycling income	0.00	500.00	-500.00
20.16	Recovered office costs	0.00	0.00	0.00
9,102.39	Donations	3,460.20	0.00	3,460.20
165.00	Advertising Income	0.00	0.00	0.00
1,462.50	Neighbourhood Plan grant	0.00	0.00	0.00
19,665.45	S106 Receipts	0.00	0.00	0.00
64,337.10	CIL Receipts	23,124.92	0.00	23,124.92
27,314.80	Reg 123 CIL Receipts	0.00	0.00	0.00
3,842.28	Babergh Cleansing grant	0.00	2,000.00	-2,000.00
1,500.00	Suffolk County Council Locality grant	0.00	0.00	0.00
291,990.70	Total Income	105,485.12	173,000.00	-67,514.88
41,255.72	Salaries	11,233.89	42,000.00	30,766.11
12,793.74	Employer's National Insurance	3,067.17	15,000.00	11,932.83
15,300.01	Employer's Pension	3,929.00	17,000.00	13,071.00
721.73	Staff Expenses	121.20	500.00	378.80
70,071.20	Staff costs	18,351.26	74,500.00	56,148.74
0.00	Staff Contingencies	0.00	1,500.00	1,500.00
352.00	Payroll Charges	102.00	400.00	298.00
7,806.25	Temporary staffing costs	0.00	0.00	0.00
8,158.25	Other Employment Related Costs	102.00	1,900.00	1,798.00
458.33	Rent	0.00	0.00	0.00
1,288.50	Rates	0.00	0.00	0.00
1,864.55	Insurance	0.00	1,900.00	1,900.00
145.34	Gas	0.00	0.00	0.00
555.20	Electricity	165.45	220.00	54.55
136.49	Water	0.00	270.00	270.00
1,208.54	Telephone and Broadband	194.09	550.00	355.91
177.00	Website	0.00	120.00	120.00
806.54	Office Supplies	69.81	500.00	430.19
48.12	Postage	0.00	60.00	60.00
396.00	Software and Licences	535.47	0.00	-535.47
0.00	IT Support	0.00	1,120.00	1,120.00
70.71	IT Hardware Purchases	0.00	0.00	0.00
900.00	Audit	300.00	980.00	680.00
2,460.00	Legal Fees	1,600.00	0.00	-1,600.00
1,421.59	Equipment and Furnishings	0.00	800.00	800.00
434.00	Meeting Room Rental	121.50	400.00	278.50
1,175.84	Subscriptions	1,317.00	1,500.00	183.00
172.00	Training - Councillors	0.00	800.00	800.00
778.60	Training - Staff	0.00	500.00	500.00
2,713.56	Elections	0.00	500.00	500.00
226.83	Miscellaneous Expenses	119.72	0.00	-119.72
0.00	Discretionary Spending	0.00	2,500.00	2,500.00
17,437.74	Office Administration Costs	4,423.04	12,720.00	8,296.96

Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation
for the year to 30 June 2020

Actual to 31 March 2020	Nominal Account	Actual to 30 June 2020	2020/21 budget	Budget variance
477.95	Rates	0.00	500.00	500.00
132.66	Electricity	32.04	100.00	67.96
141.70	Water	12.11	200.00	187.89
1,535.51	Servicing and Machinery	1,316.00	2,200.00	884.00
330.60	Fuel	69.44	350.00	280.56
56.65	General Expenditure	80.00	50.00	-30.00
0.00	Church Drive	0.00	500.00	500.00
292.00	Bin Collection	0.00	850.00	850.00
1,350.00	Glebe Land Preparation	0.00	0.00	0.00
100.00	Operating Costs	1,008.68	100.00	-908.68
4,417.07	Burial Services	2,518.27	4,850.00	2,331.73
9,540.03	Street Lighting Maintenance	0.00	8,500.00	8,500.00
73,250.72	New Street Lights - Phase 2	0.00	0.00	0.00
0.00	New Street Lights - Phase 3	0.00	7,500.00	7,500.00
82,790.75	Street Lighting Maintenance	0.00	16,000.00	16,000.00
738.83	Electricity	119.30	600.00	480.70
948.15	Water	83.96	600.00	516.04
5,000.00	LMOS Maintenance Contract	2,500.00	5,000.00	2,500.00
3,200.00	LMOS Tree Felling	0.00	9,000.00	9,000.00
2,717.71	Operating Costs	174.83	2,000.00	1,825.17
12,604.69	Long Melford Country Park	2,878.09	17,200.00	14,321.91
328.90	Electricity	104.82	350.00	245.18
520.16	Water	48.90	550.00	501.10
9,425.60	Operating Costs	0.00	9,180.00	9,180.00
197.52	Grass Cutting and Paths Maintenance	0.00	200.00	200.00
23,101.66	Cordell Road Toilets	0.00	0.00	0.00
33,573.84	Public Toilets	153.72	10,280.00	10,126.28
1,220.66	Operating Costs	15.00	700.00	685.00
2,217.27	Litter and Dog Bin Collection	16.35	2,000.00	1,983.65
1.25	Bus Shelter	0.00	1.00	1.00
126.79	Notice Boards	50.00	0.00	-50.00
30,440.39	LM Village Memorial Hall	0.00	0.00	0.00
0.00	Heritage Centre	0.00	0.00	0.00
0.00	Old School Car Park Maintenance	125.64	0.00	-125.64
0.00	War Memorial	0.00	10,500.00	10,500.00
0.00	SCC Locality Grant	0.00	0.00	0.00
34,006.36	Public Places	206.99	13,201.00	12,994.01
1,535.00	Neighbourhood Plan	0.00	2,000.00	2,000.00
1,046.25	Community Grants	1,428.00	3,000.00	1,572.00
0.00	Youth Engagement	0.00	0.00	0.00
0.00	Miscellaneous Expenditure	0.00	0.00	0.00
2,581.25	Grants	1,428.00	5,000.00	3,572.00
3,026.22	Christmas Lights	43.38	2,000.00	1,956.62
695.00	Christmas Tree	0.00	1,200.00	1,200.00
803.06	Remembrance Sunday	0.00	850.00	850.00
7,623.90	Melford in Bloom	3,570.11	7,500.00	3,929.89
0.00	Music on the Green	0.00	750.00	750.00
12,148.18	Events	3,613.49	12,300.00	8,686.51

Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation
for the year to 30 June 2020

Actual to 31 March 2020	Nominal Account	Actual to 30 June 2020	2020/21 budget	Budget variance
3,458.05	Defibrillator installations	476.60	2,500.00	2,023.40
595.00	Vehicle Activated Signage	0.00	0.00	0.00
0.00	BT Phone Box	0.00	0.00	0.00
0.00	Policing	0.00	0.00	0.00
4,053.05	Projects	476.60	2,500.00	2,023.40
10,148.32	Year to date surplus/ (deficit)	71,333.66	2,549.00	68,784.66

Balance sheet as at:

31-Mar-20		30-Jun-20	
3,800.11	VAT Control	1,046.30	
0.00	Other Debtors	0.00	
177,955.14	Lloyds Bank (See reconciliation below)	162,908.14	
85,688.24	Ipswich BS (See reconciliation below)	85,688.24	
	Nationwide BB (See reconciliation below)	85,000.00	
267,443.49	Total current assets	334,642.68	
746.97	Creditors	0.00	
1,350.00	Accruals	0.00	
2,037.50	Neighbourhood Plan Grant recoverable	0.00	
4,134.47	Total current liabilities	0.00	
263,309.02	Total assets less current liabilities	334,642.68	

Represented by:

31-Mar-20		30-Jun-20	Movement
142,192.21	General Funds	152,017.35	9,825.14
7,500.00	Phase 3 Street Lights Fund	90,000.00	82,500.00
21,619.92	2018/19 Community Infrastructure Levy Fund	0.00	-21,619.92
64,337.10	2019/20 Community Infrastructure Levy Fund	0.00	-64,337.10
0.00	2020/21 Community Infrastructure Levy Fund	6,081.94	6,081.94
500.00	Church Drive Fund	1,000.00	500.00
500.00	2023 Election Fund	1,000.00	500.00
500.00	War Memorial Repair Fund	1,000.00	500.00
19,665.45	Earmarked Section 106 monies	19,665.45	0.00
0.00	Old School Car Park	28,000.00	28,000.00
0.00	Upper Green Improvement	10,000.00	10,000.00
0.00	Cemetery Expansion	5,000.00	5,000.00
5,494.34	Defibrillator Fund	7,377.94	1,883.60
500.00	Neighbourhood Plan Projects Fund	500.00	0.00
500.00	Melford in Bloom Fund	500.00	0.00
0.00	Village centre seating	5,000.00	5,000.00
0.00	Highway improvements	7,500.00	7,500.00
263,309.02	Total General and Earmarked Funds	334,642.68	71,333.66

Bank reconciliations at 30 June 2020

Lloyds Bank	162,908.14	
Less outstanding cheques	0.00	
Plus receipts not cleared	0.00	
Net balance at 30 June 2020	105,692.21	162,908.14

Actual to 31 March 2020	Nominal Account	Actual to 30 June 2020	2020/21 budget	Budget variance
	Ipswich Building Society	85,688.24		
	Net balance at 30 June 2020		85,688.24	
	Nationwide Building Society	85,000.00		
	Net balance at 30 June 2020		85,000.00	

Long Melford Parish Council

Financial Regulations Delegated Powers Expenditure

Appendix 5
Agenda Item 20/08-11



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/>

Date Authorised	Category	PO No.	Goods / Service	Supplier / Contractor	Invoiced Cost Ex VAT	Explanatory Notes
15/06/2020	S4.1	PTCR017	10 x Litter Bin Custom Safety Signs "Dog Waste Accepted in This Bin"	PVC Safety Signs	£16.35	1no. for bin by cricket ground entrance, others for stock
01/07/2020	S4.1	PTCR018	Flowers & Fruit bowl for Cllr. Lines	Prestige Flowers	£70.98	Welcome home gift after serious illness
06/07/2020	S4.1	PTCR019	Old School Car Park hedge maintenance	Mr Crawford	£150.00	Biannual scheduled maintenance.

Terms of Reference

Long Melford Parish Council Country Park Committee

Date of Establishment: Winter 2019/20

Initial Role: To produce a Management Plan for Melford Country Park

Initial and Continuing Members (subject to annual appointment by LMPC):
Cllrs Bartlett, Tipper and Ewbank

Reporting to: Cllr Nunn (as Chair of LMPC)

Copies of relevant correspondence to: Cllr Nunn (as Chair of LMPC) and, should there be a breach to report of the Management Plan, to The Clerk as well as the Chair.

Continuing Role:

- To help implement the Melford Country Park Management Plan 2020 (MCPMP 2020).
- To work with the Park Ranger, Susie Dixon in implementation of the MCPMP 2020, acting as her first point of call for streamlined decision making on:
 - Operational matters applicable to the day to day running of the Park and in accordance with the Management Plan. (The three committee members to consider these matters with decisions to be based on agreement of any two from the three).
 - Spending in relation to operational matters and repairs to existing buildings and structures in the range of £50 - £200. (The three committee members to consider these matters with decisions to be based on agreement of any two from the three). (The Chair will be notified with regard to all expenditure within this range which is sanctioned by the Committee).

Note 1: Items up to £50 are at the discretion of the Park Ranger and items over £200 must be sanctioned by LMPC through The Chair.

Note 2: In instances where the sub-group of three is not quorate when it comes to decision making, it will refer those decisions with a recommendation to The Chair who will make the final decision.

- To act as a liaison for the Park Ranger where letters, emails or (reasonable) verbal complaints from visitors/residents require action prior to the quarterly reporting of same to The Chair.
- To support the Park Ranger in managing a team of volunteers who are to operate in accordance with the MCPMP 2020.
- To work with any contractor appointed by LMPC towards implementation of the MCPMP 2020.
- To deal promptly with any breaches of the MCPMP 2020 and to report such breaches to the Chair and/or the Clerk in a timely fashion.
- To meet with the Park Ranger on a quarterly basis, on site at the Park, to review the implementation of the MCPMP 2020.
- To arrange and attend an annual review of the contract with the Park Ranger, along with the Chair and the Clerk.
- To identify potential grant application opportunities and to refer these for approval to the Chair before arranging for their completion and submission to the relevant grant-making body.
- To provide a monthly update to LMPC at its full council meetings, on implementation of the MCPMP 2020 and all other matters relevant to the Park. The PC can amend the regularity of these updates as it sees fit.
- At that annual update each October, to seek re-election by LMPC for a further year.

Park Ranger Description of Duties/Terms of Reference

Melford Country Park

Principal Duties

- Agree to work to the Management Plan and liaise with the volunteers regarding works being carried out by them and ensure they adhere to the Management Plan
- Ensure the Dog Policy is being adhered to by users of the Country Park – report any issues or concerns to the LMPC Clerk or LMPC Country Park Committee
- Wear distinctive clothing in keeping with the position of Ranger (to be supplied by LMPC) and maintain a visible presence to Park visitors when working
- Open the car park and public toilets in the morning and close the car park and public toilets in the evening every day except Christmas Day [add in winter and summer times]
- Clean the public toilets daily
- Empty rubbish bins throughout the park and litter picking on a regular basis. Place rubbish in the large bins by car park ready for collection
- Replenish the free dog waste bags dispenser when running low
- Ensure signage is in good order and appropriate
- Keep the Facebook site up to date
- Regularly empty the donations box in the car park and pass the donations to the RFO or in his absence to the Clerk on a monthly basis
- Ensure pathways are kept clear
- Check on the wildlife and report any issues
- Inform, explain and where necessary enforce the common and access land byelaws
- Report any antisocial behaviour to the LMPC Clerk or Country Park Committee and alert the emergency services, if required
- Manage the CCTV system in the Country Park
- Ensure that users of the Country Park are complying with the Country Park rules
- Liaise with wildlife groups carrying out surveys
- Notify the LMPC Chair of any written complaints or letters of thanks on a quarterly basis

Remuneration & Expenses

The Park Ranger will maintain a self-employed status and will invoice LMPC at the end of every calendar month for £550 and LMPC will reimburse the Park Ranger within 7 days of receipt of invoice.

The Park Ranger will submit any expenses incurred in order to carry out the job to a good standard. These will be submitted with receipts and explanation. Items up to £50 require no prior authorisation. If any one item costs in excess of £50 but less than £200 then authorisation from minimum two of the three LMPC Country Park Committee will be sought (all three to be consulted each time, or the Chair in the absence of any member). Any item costing £200 or more will require prior approval for purchase from the LMPC through the Chair.

Expenses will be reimbursed to the Park Ranger within 30 days of submitting them.

LMPC/Park Ranger Contract

This Description of contract duties should be viewed alongside the Agreement between LMPC and the Park Ranger

Reporting Lines

The Park Ranger will report directly to the LMPC Country Park Committee. This will be a two-way reporting line, so any communications that need to be directed to the Park Ranger will come via the LMPC Country Park Committee.

The Park Ranger will advise the Park Volunteers of works that need to be carried out, in accordance with the Management Plan, and will also raise any issues regarding any of the Volunteers directly to the LMPC Country Park Committee and, where appropriate in her opinion, to the PC Chair and/or Clerk..

The Park Ranger will attend an annual appraisal of performance with representatives of the Country Park Committee, along with the PC Chair and the Clerk.

Long Melford Neighbourhood Plan (NP)

Parish Council Update

July 2020

After several months of hard work, dealing with the feedback from our 2019 Public Consultation, from an independent Strategic Environmental Assessment of the Draft Plan and with the impact of the Station Road/Gladman result, the intention of the Steering Group is to lodge the next iteration of the NP with the Parish Council before Christmas. This will be in advance of it being passed to Babergh District Council for the next round of consultation and for examination by an external examiner.

That stage of the process is known as Regulation 15 and it is at that point that the NP will be given greater weight in planning decisions. It should then be of some help in the context of speculative development applications affecting the village. A further Gladman-type application cannot be discounted.

There has also been a recent announcement that contracts have been exchanged for the development of 1000+ houses at Chilton Wood on the edge of Sudbury. That application therefore takes another step forward and a small percentage of the proposed development will be within the parish of Long Melford. However, it is understood that the Melford element will comprise commercial buildings, so this development is unlikely to count towards our housing numbers. We are seeking clarification of this from Babergh's planning department.

In the light of the Station Road decision and as part of its emerging Joint Local Plan, Babergh has revised the housing need figure for Long Melford to 367 units over the NP period (to 2036). The commitments we have (mainly Elms Croft, Weavers Tye, Orchard Brook and the probable Station Road development) total 318 units leaving a shortfall that we need to address of 49 units. There may be some 'windfall' development over the plan period so we have been guided by Babergh to a net shortfall of 30 units.

It should be noted that the National Planning Policy Framework defines this net housing need number as a *minimum*, something that Babergh has underlined to us.

In addition the Station Road result has shown how Babergh's Joint Local Plan is open to attack although that threat should lessen as time goes on. Thus a NP with the existing set of allocated sites remains the unanimous and preferred option of the Steering Group. This should provide the village with an extra line of defence against speculative applications, albeit the planning system is so fickle that no defence is fool-proof.

There is also evidence of particular local housing requirements in Melford, thus the NP allocated sites focus very much on local need in the village. Much of this was highlighted in the 2018 Residents Survey which was completed by some 2000 local residents:

- Affordable housing (including social rented housing) e.g. the Hamilton land on High Street.
- Housing reserved for local people.
- Market housing that is less expensive (e.g. two bedroom housing and terraced houses).
- Housing that fits with the demographic of the village e.g. bungalows and central development where possible, to provide housing suitable for the over 55's.
- Brownfield site development e.g. two sites on Cordell Road and one on Borley Road.
- Housing that fits the profile of the village e.g. on a linear basis and with a green frontage which follows a similar principle to the frontages of Roman Way and Harefield.

The NP has provisionally allocated sites to provide 77 units, so this points to a surplus of 47 units over the period to 2036. That will help address the 'minimum' requirement of NPPF and will allow for some sites possibly failing to come to fruition. It should also show that the village has its own carefully worked out plan for dealing with housing demand and supply over the next 16 years. Thus the case will be made for us not depending on external developers when it comes to the shaping of Long Melford's housing agenda through to 2036.

The Steering Group is working with a separate Traffic & Parking Group in relation to its policies on those topics and with Paul MacLachlan in terms of aligning our Village Services policies (and Community Objectives) with the Parish Infrastructure Investment Plan.

Jonathan Ewbank (28th July 2020)

Appendix redacted on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the information it contains.

