



Full Parish Council Minutes of Meeting

Meeting called for: **7:30pm, Thursday 4th February 2021**

Location: **Conducted by remote videoconferencing due to the COVID-19 pandemic.**

Councillors present: **I. Bartlett, R. Delderfield, J. Ewbank, R. Kemp, L. Malvisi (Chairman), L. Tipper, D. Watts, J. Watts**

Councillors absent: **J. Lines (on an authorised leave of absence), C. Michette, R. Michette**

Also attending: **D. Lovelock (Parish Clerk), 4 members of the public**

If not attached to these Minutes then associated documents referred to in it are available online at www.longmelford-pc.gov.uk, or from the Parish Clerk on request.

The Chair opened the meeting at 7:33pm. The following Agenda Items were addressed.

21/02-1 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs C. Michette and R. Michette.

21/02-2 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATION

No declarations of interest were made by Councillors.

No requests for dispensation were received from Councillors.

21/02-3 MOTION: ACCURACY OF MINUTES

Cllr D. Watts requested that Minute 21/01-10(5) should be amended to refer to the Walk in question as 'Melford Walk' and not 'Melford Valley Walk'. This was agreed by the Council.

Resolved, that subject to the amendment being made to item 21/01-10(5), the Council confirms the accuracy of the Minutes for the Full Parish Council Meeting held 14/01/2021, and that the Chairman authorises the Clerk to apply the Chairman's signature to them electronically.

21/02-4 PUBLIC PARTICIPATION

A member of the public spoke regarding Clerk's Report Item 3, noting that Cllr Carole Michette had been sanctioned again by the Babergh District Council Monitoring Officer for a Code of Conduct breach, this being the fourth separate occasion when such action had been taken regarding her in as many months. He reminded Councillors that when he had been speaking in the public participation session at the January Council meeting, a Councillor had attempted to interrupt him, requiring the Chairman to intervene to restore order. He encouraged the Council to deal with the longstanding problems that appeared to exist within it.

21/02-5 COUNTY COUNCILLOR'S REPORT (Appendix 11)

The Council received and noted Cllr Kemp's report.

21/02-6 DISTRICT COUNCILLORS REPORTS

(1) The Council received and noted Cllr Malvisi's report. (Appendix 12)

Cllr Malvisi then led the Council in thanking and congratulating Cllr John Nunn for his organisation of a community volunteer group to assist with the local COVID-19 vaccination programme, including providing transport to and from Lavenham surgery and various other duties.

(2) The Council received and noted Cllr Nunn's report. (Appendix 13)

21/02-7 PARISH CLERK'S REPORT (Appendix 1)

In response to questions from Cllr D. Watts regarding Report Item 3, the Clerk advised that, in recent months four Code of Conduct breach complaints in respect of Cllr Carole Michette had been upheld by the Monitoring Officer. He further advised that where the Monitoring Officer had applied a sanction that Cllr Michette should apologise for her behaviour to the complainants, he was not aware of any apologies having been made.

The Council then received and noted the Clerk's Report.

21/02-8 COUNCIL ACTION PLAN REVIEW (Appendix 2)

The Council received and noted the updated Action Plan.

21/02-9 COUNCIL FINANCES

The Council received the following financial items.

(1) MOTION: Payments Schedule (Appendix 3)

The Council agreed the Payment Schedule for February 2021 as revised.

(2) Cash Book Report (Appendix 4)

The Council received and noted the cashbook report for December 2020.

(3) Statement of Accounts, Balance Sheet, & Bank Reconciliations (Appendix 5)

The Council received and noted the Statement of Accounts, Balance Sheet, and Bank Reconciliations for the period 1st April to 31st December 2020.

21/02-10 OTHER BUSINESS TO BE TRANSACTED

(1) MOTION: Appointment of Parish Council Acting Vice Chairman

Cllr Malvisi withdrew the motion, stating that she now believed it would be best to carry the matter over to the Full Council meeting to be held in May 2021, when the election to all Councillor offices was scheduled.

(2) MOTION: Confirmation of Choice of the Council's Solicitors

Cllr Kemp expressed reservations about engaging solicitors when legal advice was available from other sources such as SALC, BDC, and the Council's insurers. The Chairman replied that both the Monitoring Officer and SALC had advised that the Council should have access to its own legal representation if required. She added that putting this contingency in place was what the Council was now being asked to agree. She further stated that the cost of making a mistake regarding legal issues was likely to outweigh the cost of obtaining professional advice to help prevent them.

Cllr D. Watts commented that he understood another reason why the Council felt it necessary to nominate a firm of solicitors was that the Council had twice acted upon legal advice obtained from SALC recently, only for SALC to change its position immediately afterwards. The Clerk confirmed this was the case. Most of the Councillors present agreed that by default advice should be obtained from SALC, BDC and the insurers, but the Council needed a fall-back position if that advice proved to be incomplete, contradictory, or unsatisfactory.

Cllr Nunn also voiced his reservations regarding using Council funds on solicitors if free legal advice could be obtained elsewhere. The Clerk clarified that the motion was to nominate a firm of solicitors who would be the Council's first choice if it became necessary to obtain independent legal advice other than from SALC, BDC, or the insurers, obviating the need to obtain quotes if an occasion arose. He further advised that there was absolutely no question of Birketts being placed on a retainer; they would only be approached if the necessity arose and the only fees would be for work actually undertaken on the Council's behalf. Cllr J Watts said he thought the Council needed this measure in place and viewed it as having a 'safety net'. The Council then moved to a vote, with Cllr Kemp asking for it to be recorded that he was voting against the motion.

Resolved, that the Council confirms Birketts LLP to provide it and/or the Clerk with expert legal advice on matters pertaining directly to the Council's business and actions where legal advice needs to be sought.

(3) MOTION: Personal Data Working Group (Appendix 10)

Cllr Tipper explained that the need to create a Personal Data Working Group was driven by the Council having to deal with data protection and GDPR legislation, it was as recommended by SALC, and it would bring the Council into line with other councils and local government organisations. The Council then moved to a vote, with Cllr Kemp wishing it to be noted that he was abstaining.

Resolved, that the Council appoints a Personal Data Working Group with delegated powers to determine compliance or otherwise with Data Subject Access Requests and Freedom of Information Act requests for the disclosure of personal data relating to Councillors or Council employees.

It was agreed that the members of the Group would be as set out in Appendix 10, with Cllr J. Watts substituting for Cllr Ewbank due to Cllr Ewbank's current heavy workload.

(4) MOTION: Village Volunteers Group (Appendix 6)

i. Resolved, that the Council agrees upon the members of the Village Volunteers Group Committee, to serve until May 2022, to be Cllr Nunn, Cllr Ewbank, and Mr E. Keogh.

It was agreed that the Terms of Reference would be amended to open the group's membership to 'Long Melford parishioners', rather than 'Long Melford residents'.

ii. Resolved, that the Council agrees the Terms of Reference for the Village Volunteers Group.

The Clerk confirmed that the Council's current insurance included cover for volunteers as long as the tasks they were asked to undertake were properly risk assessed and they didn't engage in any high-risk activities.

iii. Resolved, that the Council receives and notes the Clerk's advice regarding the insurance situation regarding the volunteers.

Cllr Nunn thanked Cllr Tipper for creating the Groups draft Terms of Reference.

(5) MOTION: Community Self Help Scheme (Appendix 7)

Resolved, that the newly established LMPC Village Volunteers Group should join the Suffolk County Council Community Self-Help Scheme.

The Clerk confirmed that he would make the necessary arrangements for this.

(6) MOTION: Unreasonable & Vexatious Behaviour Policy (Appendix 8)

In response to a question from Cllr D. Watts, Cllr Malvisi confirmed that the Policy was based upon one created by another Council, had been passed by BDC, and that the absence of a right of appeal under it was standard across the country. The Council then moved to a vote.

Resolved, that the Council adopts the Unreasonable & Vexatious Behaviour Policy as set out at Appendix 8.

Cllr Delderfield proposed that the Council should use its best endeavours to deal with any outstanding queries or correspondence that might potentially fall within the scope of the Policy before invoking it, which was agreed. It was also agreed that the Policy should be used as a last resort when other measures to deal with unreasonable and vexatious behaviour had failed.

(7) MOTION: Annual Tree Survey (Appendix 9)

Resolved, that the Council accepts the estimate from Suffolk Tree Services Ltd to carry out the annual survey of trees located on land under LMPC management and engages the contractor to carry out the work.

(8) MOTION: Work to Melford Walk Sloped Entrances

Resolved, that the Council obtains quotes for work to the three sloped entrances to the Melford Walk, comprising at each location the installation of a robust, rustic wooden grab-rail, supported along its length by three vertical wooden posts.

21/02-11 REPORTS

To receive and note the following reports and consider any matters arising from them.

(1) Country Park Committee Report

In his report Cllr Bartlett mentioned that the Park Ranger had asked members of the public to post photographs taken in the Park on a Facebook page, and some excellent examples had been received. He proposed that it might be worth considering holding an annual competition to find the best images. He advised that Eastern Electricity had been working to clear branches and foliage from near the power lines running across the Park, which they were legally entitled to do. It was planned to place additional bird feeders in the Park soon.

The Council received and noted the Country Park Report presented by Cllr Bartlett.

Cllr Bartlett left the meeting at 9:13pm.

The Chairman then advised the Council that Cllr Bartlett would be stepping down from his involvement in the Village Seating and the Quiet Lanes projects. She asked the Clerk to put the nomination of other Councillors to fill these positions on the Agenda for the March 2021 meeting.

(2) Neighbourhood Plan Steering Group Report

Cllr Ewbank advised the Council that the Neighbourhood Plan was nearing completion and he would be asking for an Extraordinary Meeting to be held in the near future for the Council to consider the Plan, and hopefully authorise it preparatory to submission to Babergh District Council.

Cllr Kemp led the Council in expressing its thanks and gratitude to everybody who had been involved with the Plan, acknowledging the enormous amount of hard work that had gone into its creation.

The Council received and noted the NPSG Report presented by Cllr Ewbank.

21/02-12 DETAILS OF THE NEXT MEETING

It was confirmed that the next full Parish Council Meeting would be held remotely by videoconferencing at 7:30pm, Thursday 4th March 2021.

There being no further business, the Chairman closed the Meeting at 9:20pm

Signed: _____



L. Malvisi

Chairman, Long Melford Parish Council

Date: 04/03/2021

Long Melford Parish Council
Meeting of the Full Parish Council
7:30pm, Thursday 4th February 2021
Meeting Pack



Members of the public can find copies of the documents listed below on the Parish Council's website at <http://www.longmelford-pc.gov.uk>

Agenda Item	Appendix
21/02-7	1 Parish Clerk's Report
21/02-8	2 Action Plan
21/02-9(1)	3 Payments schedule
21/02-9(2)	4 Cashbook report
21/02-9(3)	5 Accounts to 31 December 2020
21/02-10(4)	6 Village Volunteer Group - DRAFT ToRs & Policy
21/02-10(5)	7 SCC Community Self Help Scheme
21/02-10(6)	8 Unreasonable or Vexatious Behaviour Policy
21/02-10(7)	9 Annual Tree Survey - Estimate
21/02-10(3)	10 Personal Data Working Group Proposal
21/02-5	11 County Councillor's Report
21/02-6(1)	12 District Councillor's Report - LM
21/02-6(2)	13 District Councillor's Report - JN

NOTES

LONG MELFORD PARISH COUNCIL

Parish Clerk's Report for January 2020

Appendix 1

1. Cemetery Risk Assessment

The Cemetery Manager has completed a new risk assessment for the Cemetery. No further action is required as it was found that all risks identified were already being managed properly, including COVID-19 safety measures.

2. Action re Collapsed Wall

Cllr Nunn has arranged for Babergh District Council to take action regarding a collapsed wall adjacent to Woollards Gardens.

3. Code of Conduct Complaint

The District Monitoring Officer has written to advise that they have upheld a Code of Conduct complaint made against Cllr Carole Michette, having found that her behaviour towards the Parish Clerk brought into dispute his honesty relating to the production of a recording of a Council meeting. The Monitoring Officer further stated that there are employment laws that protect the Clerk and by calling into question his honesty, Cllr C. Michette may find herself in breach of them which would bring the Council into disrepute. As a Councillor of Long Melford Parish Council she is considered to be part of that Council and therefore has a duty of care towards an employee.

The Monitoring Officer has recommended that the following sanctions be applied to Cllr Carole Michette.

- a) That she apologises to the Clerk within two months of 26th January 2021 and a copy of the apology is sent to the Monitoring Officer.
- b) That she undertakes training on her responsibilities as an employer within three months of 26th January 2021.

4. Flood Preparations

Cllr Nunn acquired a stock of sand to be stored locally, to be used for flood defence sand bags should the need arise.

Actions Arising from Meetings

as at 28/01/2021

Appendix 2

Item	Agenda Reference	Action Arising	Action By	Current Status	Next Review	Completion Status
1	19/171	Complete a land registry search to ascertain the ownership of the Hills Charity Land.	Cllr Delderfield	In the hands of the Land Registry and likely to take 6-12 months to complete.	Feb-21	Outstanding
2	19/187	Resolve Melford Green access and parking issues.	Cllr Ewbank Cllr Nunn	Investigating funding options for remedial work. Working Group planning to meet to discuss public consultation phase of the project.	Apr-21	Outstanding
3	19/194	Council to instruct solicitors to conduct a Land Registry Search regarding the cricket playing field.	Cllr Delderfield	In the hands of the Land Registry and likely to take 12-18 months to complete.	Aug-21	Outstanding
4	20/03-17	Purchase additional VAS devices using over £3,600 of allocated S.106 money.	The Clerk	Information for purchase assembled and funds available.	Feb-21	Outstanding
5	20/03-18	Ascertain the status of a four-acre parcel of charity land at Back Lane and report back to the Council.	Cllr R. Michette Cllr Kemp	Cllr Kemp to provide a map of the charity land to the Council.	Apr-21	Outstanding
6	20/06-E10 (9.5)	Sites and costs for additional Village seating to be identified.	Cllr Bartlett Cllr C. Michette	14 potential sites for additional seating identified. To make a recommendation to the PIIP Group to spend £1,200 p.a. over a 5 year period on seating acquisition and refurbishment.	Feb-21	Outstanding
8	20/07-15	Investigate the cost of proposed improvement works to the Village centre and report to the Council.	Cllr Bartlett Cllr Ewbank	Investigating the use of protective posts around mini-greens.	Mar-21	Outstanding
9	20/08-17	Redraft the Civic Awards Policy.	The Clerk	Pending	May-21	Outstanding
10	20/08-18	Progress Cordell Place Play Area improvement bid with BDC, to supplement £12,000 of S.106 funding allocated by the Parish Council.	Cllr C. Michette Cllr R. Michette	Cllrs C. and R. Michette progressing grant application with BDC and sourcing additional funds.	Feb-21	Outstanding
11	20/09-14	Purchase new office printer.	The Clerk	Pending	Mar-21	Outstanding
12	PCOM Mtg Sep 2020	Report on the cost of a sign identifying the Green public toilet, which can be seen from some distance away.	The Clerk	Quotes requested.	Feb-21	Outstanding
14	20/10-16	Employ an external contractor to revamp the Council website	The Clerk	Pending	Apr-21	Outstanding
16	20/10-20	IT systems review.	The Clerk	Pending	Apr-21	Outstanding
17	20/11-11 (c)i	Review the Council's arrangements for data control and management, and make changes to improve security if required	The Clerk	Pending	Apr-21	Outstanding
18	20/11-11 (c)ii	Make arrangements for Councillors, staff and contractors to undergo data protection and GDPR training.	The Clerk	Pending	Feb-21	Outstanding
19	20/11-11 (c)iii	Create and adopt a policy for the use of social media by Councillors and Council staff.	The Clerk	Pending	Mar-21	Outstanding
20	20/11-11 (e)	Progress the Old School Car Park Resurfacing project.	Cllr Ewbank Cllr Delderfield	In progress.	Mar-21	Outstanding
21	20/11-15 iii.	Make Code of Conduct training available for Councillors.	The Clerk	Pending	Feb-21	Outstanding
22	20/12-10 (1)	Pursue with the County Council the option of constructing a central pedestrian refuge in Hall Street to facilitate safe crossing of the road.	Cllr Kemp	Pending	Apr-21	Outstanding
23	20/12-10 (3)	Implements a recommendation by the Monitoring Officer that Councillors and staff should receive training in conflict resolution.	The Clerk	Pending	Feb-21	Outstanding
24	20/12-10 (5)1	Purchase new signage for the Country Park up to a maximum of £3,550.	Country Park Committee	Pending	Feb-21	Outstanding
25	20/12-10 (5)2	Improvement the cafe/educational area of the Country Park, up to a maximum of £550 for materials.	Country Park Committee	Pending	Mar-21	Outstanding
26	20/12-10 (5)3	Purchase new bins for the Park's car park area, up to a maximum of £600.	Country Park Committee	Pending	Feb-21	Outstanding
27	20/12-10 (5)4	Purchase timber and materials to repair and make safe the area near the spillway and river, up to a maximum of £180.	Country Park Committee	Pending	Mar-21	Outstanding
28	21/01-9 (4)	Sign Precept Setting Form and returned it to Babergh District Council.	The Clerk Cllr Malvisi	Done	Feb-21	Completed
29	21/01-9 (6)	Arrange for commercial shredding of financial papers dated prior to FY 2014-15.	The RFO	Pending	Mar-21	Outstanding
30	21/01-10 (2)	Sign and return Sudbury Community Wardens SLA for the period 01/04/2021 –31/03/2022.	The Clerk	Done	Feb-21	Completed
34	21/01-10 (3)	Send a letter to SCC, requesting that it conducts an urgent safety audit on the A134 bypass including the Bull Lane junction and produces recommendations for additional traffic controls identified as a result.	The Clerk	Done	Feb-21	Completed
31	21/01-10 (5)i	All Councillors to should read the Railway Walk lease and discuss its implications.	All Councillors	Pending	Feb-21	Outstanding
32	21/01-10 (5)ii	Arrange for a risk assessment regarding cycling along the Railway walk to be conducted.	The Clerk	Have asked if Sudbury TC and Lavenham PC have risk assessment forms they could share. They do not.	Feb-21	Outstanding
33	21/01-10 (5)iii	Confirm the insurance position regarding cycling along the Railway Walk	The Clerk	Insurers confirm that accidents involving cyclists and/or pedestrians are included under the Council's existing insurance cover .	Feb-21	Completed
35	21/01-10 (6)	Make a joint submission with Acton Parish Council to SCC to designate Mills Lane as a Quiet Lane.	Cllr Bartlett	Pending	Feb-21	Outstanding
38	21/01-10 (7)	Make representations to SCC to implement safety measures on the sloped entrances to Melford Walk.	Cllr Kemp	Done	Feb-21	Completed
36	21/01-10 (9)i	Appoint a Councillor as volunteer group lead and liaison, and the create Tors for the Group.	tba	Pending	Mar-21	Outstanding
37	21/01-10 (9)ii	Recruit and train volunteers to assist the village community	tba	Pending	Mar-21	Outstanding

Long Melford Parish Council
February 2021 payment schedule
Presented to the Parish Council meeting dated 4 February 2021

03/02/2021: 15:09

Appendix 3

Contractual and other payments approved by Cllrs since the last meeting

None

Payments authorised by the Clerk

None

February 2021 payments for authorisation		Amount	VAT Accrual	Net Payment
Acton Sand and Soil	Sandbags used by Emergency Plan Group	£88.80	£14.80	£74.00
Lee Phillips	Covid-19 mobile phone top-up	£30.00	£0.00	£30.00
Maps4Planners Ltd	Maps for Neighbourhood Plan	£100.00	£0.00	£100.00
Alan Sawyer	January expenses	£17.48	£0.00	£17.48
Susanne Dixon	January CP Ranger duties	£550.00	£0.00	£550.00
		£786.28	£14.80	£771.48

Payments due prior to next meeting

Direct debit and standing orders approved by the Council in March 2020 and August 2020

February 2021 salary, pension and HMRC payments

Contractual payments arising from prior decisions of the Council

Payments arising from decisions of the Council on 4 February 2021

The payments above were authorised at the Parish Council meeting dated 4 February 2021

Councillor Signature:

Appendix 4

How paid received	Payer	Description	Amount	VAT	Net
Council receipts during December 2020					
Int	Ipswich Building Society	Interest to 31/11/20	£249.34	£0.00	249.34
Int	Nationwide Building Society	November interest	27.94	0.00	27.94
500465	Donor name withheld	Melford in Bloom donation	100.00	0.00	100.00
500465	Donor name withheld	Melford in Bloom donation	100.00	0.00	100.00
500465	JS Munro	Country Park Café - Dec 2020	100.00	0.00	100.00
500465	Hunnaball Funeral Directors	Burial income Sec A: O11	575.00	0.00	575.00
500466	Budgens	Defibrillator collection box	69.27	0.00	69.27
500466	Edwards Funeral Directors	Burial income Sec 4: B12	410.00	0.00	410.00
500466	Edwards Funeral Directors	Burial income Sec 4: B12	410.00	0.00	410.00
500466	Co-op Funeral Directors	Burial income Sec D: G2	575.00	0.00	575.00
FPI	H&AW Palmer Funeral Directors	Burial income Sec A: C2	55.00	0.00	55.00
Cntry Pk	General Public	Country Park donations Sept to Nov	£283.65	£0.00	283.65
			2,955.20	0.00	2,955.20
Council payments during December 2020					
DD	Wave	Burial Ground: water to 14/11/20	11.97	0.00	11.97
DD	Wave	The Green toilets: water to 14/11/20	107.47	0.00	107.47
DD	Wave	CP toilets: water to 14/11/20	197.83	0.00	197.83
DD	British Gas	Country Park: electricity to 12/11/20	85.07	4.05	81.02
DD	British Telecom	Cemetery Manager mobile	33.60	5.60	28.00
DD	NPower	The Green toilets: electricity to 31/10/20e	46.02	2.19	43.83
FPO	4i Pumping Services Ltd	Repairs to CP sewage pump	2,382.00	397.00	1,985.00
FPO	Alan Sawyer	Alan Sawyer Nov expenses	274.62	4.16	270.46
FPO	Babergh District Council	Litter/Dog bin service 2020/21	1,249.60	208.27	1,041.33
FPO	ETF Ltd	Public toilets cleaning - Cordell Rd	206.00	0.00	206.00
FPO	ETF Ltd	Public toilets cleaning - The Green	2,881.00	0.00	2,881.00
FPO	Grown in Suffolk	MIB Winter planting	1,194.50	0.00	1,194.50
FPO	Institute of Cemetery & Cremat	Alan Sawyer enrolment & module	829.60	54.60	775.00
FPO	Indigo Ross	Long Melford Walks board / label	80.40	13.40	67.00
FPO	Susanne Dixon	Nov contract hours	550.00	0.00	550.00
FPO	Society of Local Council Clerk	PM training - accessible documents	36.00	6.00	30.00
FPO	Sudbury Town Council	Install Covid 19 signage	43.32	7.22	36.10
FPO	TA Accounts	Dec payroll	6,485.29	6.80	6,478.49
FPO	VR Electricals Ltd	Defib installation - Southgate St	240.00	0.00	240.00
FPO	KHA Survey & Design	Car park planning application	420.00	70.00	350.00
DD	Wave	Burial Ground: water to 14/11/20	77.52	0.00	77.52
DD	Lloyds Bank Chargecard	Christmas lights	655.83	109.31	546.52
Cntry Pk	V Safety	Vests, gloves, 1st Aid	109.57	18.26	91.31
Cntry Pk	Tradepoint	Flashing for café roof	20.60	3.43	17.17
			18,217.81	910.29	17,307.52

Appendix 5

Actual to 31 March 2020	Nominal Account	Actual to 31 Dec 2020	2020/21 budget	Budget variance
138,132.00	Precept	145,000.00	145,000.00	0.00
0.00	Locality Grant	0.00	0.00	0.00
400.58	Interest received	392.79	500.00	-107.21
25,490.00	Burial Ground Revenue	21,310.00	25,000.00	-3,690.00
558.44	Recycling income	356.18	500.00	-143.82
20.16	Recovered office costs	300.00	0.00	300.00
9,102.39	Donations	10,103.89	0.00	10,103.89
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
0.00	Grants received	10,000.00	10,000.00	0.00
3,842.28	Babergh Cleansing grant	2,040.48	2,000.00	40.48
0.00	Insurance claim payment	4,781.40	0.00	4,781.40
1,500.00	Suffolk County Council Locality grant	0.00	0.00	0.00
291,990.70	Total Income	217,409.66	183,000.00	34,409.66
41,255.72	Salaries	34,848.29	42,000.00	7,151.71
12,793.74	Employer's National Insurance	9,966.99	15,000.00	5,033.01
15,300.01	Employer's Pension	12,291.74	17,000.00	4,708.26
721.73	Staff Expenses	299.90	500.00	200.10
70,071.20	Staff costs	57,406.92	74,500.00	17,093.08
0.00	Staff Contingencies	0.00	1,500.00	1,500.00
352.00	Payroll Charges	306.00	400.00	94.00
7,806.25	Temporary staffing costs	0.00	0.00	0.00
8,158.25	Other Employment Related Costs	306.00	1,900.00	1,594.00
458.33	Rent	0.00	0.00	0.00
1,288.50	Rates	0.00	0.00	0.00
1,864.55	Insurance	2,404.28	2,300.00	-104.28
145.34	Gas	0.00	0.00	0.00
555.20	Electricity	319.21	920.00	600.79
136.49	Water	0.00	270.00	270.00
1,208.54	Telephone and Broadband	657.32	850.00	192.68
177.00	Website	102.00	120.00	18.00
806.54	Office Supplies	106.55	500.00	393.45
48.12	Postage	0.00	60.00	60.00
396.00	Software and Licences	659.47	750.00	90.53
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	900.00	980.00	80.00
2,460.00	Legal Fees	2,500.00	4,500.00	2,000.00
1,421.59	Equipment and Furnishings	54.00	800.00	746.00
434.00	Meeting Room Rental	121.50	400.00	278.50
1,175.84	Subscriptions	1,492.00	1,500.00	8.00
172.00	Training - Councillors	58.70	800.00	741.30
778.60	Training - Staff	915.00	500.00	-415.00
2,713.56	Elections	0.00	500.00	500.00
226.83	Miscellaneous Expenses	354.59	300.00	-54.59
0.00	Discretionary Spending	0.00	1,550.00	1,550.00
17,437.74	Office Administration Costs	10,644.62	18,720.00	8,075.38

Long Melford Parish Council
Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation
for the year to 31 December 2020

28/01/2021: 14:50

Actual to 31 March 2020	Nominal Account	Actual to 31 Dec 2020	2020/21 budget	Budget variance
477.95	Rates	558.43	550.00	-8.43
132.66	Electricity	249.68	400.00	150.32
141.70	Water	111.83	200.00	88.17
1,535.51	Servicing and Machinery	4,255.02	2,200.00	-2,055.02
330.60	Fuel	227.94	350.00	122.06
56.65	General Expenditure	80.00	50.00	-30.00
0.00	Church Drive	0.00	500.00	500.00
292.00	Bin Collection	295.00	850.00	555.00
1,350.00	Glebe Land Preparation	0.00	0.00	0.00
100.00	Operating Costs	2,949.17	500.00	-2,449.17
4,417.07	Burial Services	8,727.07	5,600.00	-3,127.07
				0.00
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	480.75	600.00	119.25
948.15	Water	523.49	600.00	76.51
5,000.00	LMOS Maintenance Contract/ Ranger	3,600.00	5,800.00	2,200.00
3,200.00	LMOS Tree Felling	0.00	5,000.00	5,000.00
2,717.71	Operating Costs	9,551.58	4,750.00	-4,801.58
12,604.69	Long Melford Country Park	14,155.82	16,750.00	2,594.18
328.90	Electricity	208.92	350.00	141.08
520.16	Water	440.27	550.00	109.73
9,425.60	Operating Costs	3,493.98	6,180.00	2,686.02
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	4,143.17	7,280.00	3,136.83
1,220.66	Operating Costs	588.30	700.00	111.70
2,217.27	Litter and Dog Bin Collection	5,125.03	2,000.00	-3,125.03
1.25	Bus Shelter	1.25	1.00	-0.25
126.79	Notice Boards	50.00	50.00	0.00
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	726.28	250.00	-476.28
0.00	Melford Walk	1,107.00	0.00	-1,107.00
0.00	War Memorial	0.00	10,500.00	10,500.00
0.00	Walkers are Welcome	715.25	0.00	-715.25
0.00	SCC Locality Grant	0.00	0.00	0.00
34,006.36	Public Places	8,313.11	13,501.00	5,187.89
1,535.00	Neighbourhood Plan	440.00	2,000.00	1,560.00
1,046.25	Community Grants	4,928.00	3,000.00	-1,928.00
0.00	Youth Engagement	0.00	0.00	0.00
0.00	Miscellaneous Expenditure	0.00	0.00	0.00
2,581.25	Grants	5,368.00	5,000.00	-368.00
3,026.22	Christmas Lights	674.58	2,000.00	1,325.42
695.00	Christmas Tree	0.00	1,200.00	1,200.00
803.06	Remembrance Sunday	71.00	50.00	-21.00
7,623.90	Melford in Bloom	7,878.13	7,500.00	-378.13
0.00	Music on the Green	0.00	0.00	0.00
12,148.18	Events	8,623.71	10,750.00	2,126.29
3,458.05	Defibrillator installations	9,768.88	2,500.00	-7,268.88
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	9,768.88	2,500.00	-7,268.88
10,148.32	Year to date surplus/ (deficit)	89,952.36	10,499.00	79,453.36

Long Melford Parish Council
Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation
for the year to 31 December 2020

28/01/2021: 14:50

Actual to 31 March 2020	Nominal Account	Actual to 31 Dec 2020	2020/21 budget	Budget variance
Balance sheet as at:				
31-Mar-20		31-Dec-20		
3,800.11	VAT Control	3,392.13		
0.00	Other Debtors	0.00		
177,955.14	Lloyds Bank (See reconciliation below)	178,880.74		
85,688.24	Ipswich BS (See reconciliation below)	85,937.58		
	Nationwide BB (See reconciliation below)	85,000.93		
	Country Park Petty Cash	50.00		
267,443.49	Total current assets		353,261.38	
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		353,261.38	
Represented by:				
31-Mar-20		31-Dec-20	Movement	
142,192.21	General Funds	187,267.76	45,075.55	
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	8,205.98	-11,459.47	
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	3,205.70	-2,288.64	
500.00	Neighbourhood Plan Projects Fund	0.00	-500.00	
500.00	Melford in Bloom Fund	0.00	-500.00	
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	353,261.38	89,952.36	
Bank reconciliations at 31 December 2020				
	Lloyds Bank	178,880.74		
	Less outstanding cheques	0.00		
	Plus receipts not cleared	0.00		
	Net balance at 31 December 2020		178,880.74	0.00
	Ipswich Building Society	85,937.58		
	Net balance at 31 December 2020		85,937.58	0.00
	Nationwide Building Society	85,000.93		
	Net balance at 31 December 2020		85,000.93	0.00
	Country Park Petty Cash account	50.00		
	Net balance at 31 December 2020		50.00	0.00

Long Melford Parish Council Village Volunteers Group Terms of Reference and Policy

Date of Establishment: February 2021

Overview

The Long Melford Parish Council Village Volunteers Group is to be formed from residents of Long Melford to carry out projects within the village on behalf of Long Melford Parish Council (LMPC). The group will carry out works and projects that have been agreed by the LMPC Village Volunteers Committee.

Committee Members (subject to annual appointment by LMPC):

- Cllr John Nunn (Group Leader)
- Cllr xxxxxx
- Mr E. Keogh
- [plus one more from the volunteers?]

Reporting to:

Long Melford Parish Council, with updates to be provided by a Committee member at Full Parish Council meetings as required.

Copies of all relevant correspondence to be sent to the LMPC Clerk to be kept on record.

Following its creation, the Committee membership will be reviewed and voted upon at the Parish Council's Annual General Meeting held in May each year.

Role and Requirements of the Group and Volunteers

- The role of the group is to carry out works or projects within Long Melford on behalf of LMPC and in a voluntary capacity. Works could include, but not be restricted to:
 - Cleaning graffiti
 - Clearing paths of overgrowth
 - Clearing rubbish and debris
 - Supporting & helping with the Village Emergency Plan
 - Cleaning road signs
 - Carrying out maintenance works
 - Stewarding and helping on events run by the Parish Council
 - Helping with Melford in Bloom projects
 - Helping with Country Park and Melford Walk projects
 - Delivering leaflets
- Any work to be carried out by the Group must be agreed and authorised by the Committee before it commences.
- Volunteers must note that only voluntary work that has been authorised by the Committee will be covered by the Parish Council's insurance.
- The Committee will ensure it has the contact details of all volunteers and signed consent forms on file to confirm that the volunteers have received appropriate training and that they are covered under LMPC's insurance when carrying out authorised work.
- A record of any work intended to be carried must be sent via e-mail to the Parish Clerk and a record of it will be retained.

- Volunteers must be adequately trained to carry out the role or activity they are undertaking. The Committee must arrange to provide HSE and COSHH training to all volunteers.
- For each type of work to be undertaken a risk assessment will be completed by the Committee in order to identify any risks that might be faced and how they will be managed. The risk assessment will have regard to any safeguarding arrangements.
- A copy of each risk assessment must be emailed to the Parish Clerk prior to the work commencing, to be held on file.
- Visual inspections of each work area must be carried out and recorded prior to work commencing.
- The risk assessment must include as a minimum
 - The job or activity
 - The existing competency of volunteers
 - The circumstances of the work (e.g. the degree of supervision)
 - The tools and/or equipment being used
- Training provided must be of a sufficient standard and quality to ensure the health and safety of volunteers and any other people who might be affected by the work. Volunteers must be informed about the task and its purpose, and health, safety and supervision arrangements. Responsibility for this rests with the Committee, to whom authority for it has been delegated by the Parish Council.
- All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteers will not be authorised to carry out work that the Parish Council considers hazardous, or would contravene the principles of the Health & Safety at Work Act 1974, taking into account the competence of the volunteer(s) carrying out the proposed work.
- All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Long Melford Parish Council and as such are representing the Parish Council, both in the quality of work and possible interactions with the public.
- A copy of this Terms of Reference and & Policy document will be provided to each volunteer.
- All volunteers are required to abide by the Parish Council's Equal Opportunities Policy, and in particular they must:
 - Not discriminate in the course of their duties, nor induce or attempt to induce others to do so
 - Not victimise, harass, bully or intimidate others, or induce others to do so
 - Inform the Group Leader or Parish Clerk if they suspect that discrimination is taking place in their volunteering work environment
 - Accept responsibility for keeping themselves safe in their volunteer activities and not act in a way that would endanger themselves or others

Expenditure

- The Committee will be allowed to spend up to £50 on items pertaining directly to carrying out tasks. VAT receipts must be obtained and presented to the Parish Council offices for reimbursement.
- Any purchases over £50 will need to be approved by the Parish Council.
- The Committee can identify potential grant application opportunities and must refer these for approval by the Parish Council before arranging for their completion and submission to the relevant grant-making body.

Suffolk County Council Community Self-Help Scheme

Empowering town and parish councils to deliver minor maintenance works within their communities.

Launched by Suffolk Highways in May 2019, the newly developed scheme aims to empower and support town and parish councils that wish to carry out minor highway maintenance within their communities.

Community Self-Help has been developed in partnership with town and parish councils across the county in response to their demands to be allowed to do more to improve the look and feel of their communities by undertaking minor maintenance activities that Suffolk Highways are no longer able to deliver.

The limitations on local authority budgets means that Suffolk County Council must prioritise its funding and focus on maintaining a safe network for all users. As a results, we are not able to carry out the extra work which town and parish councils would like in order to maintain and improve the aesthetic value of their areas.

Our aim is to be clear about the services which Suffolk Highways can and cannot provide and to enable communities to make informed decisions regarding whether they would like to get involved in Community Self-Help.

The range of works that town and parish councils will be able to undertake via Suffolk's Community Self-Help Scheme include:

- Grass cutting
- Tree pruning
- Weed clearance
- Siding out of footpaths
- Cleaning around gullies
- Sign cleaning
- Painting street furniture

Town and parish councils can utilise community volunteers to undertake work on the highway. Town and parish councils will be responsible for ensuring there is somebody suitable trained and qualified to supervise volunteers and ensure that work is undertaken in accordance with the legal requirements of working on the highway. Suffolk County Council will provide the relevant training for 'lead' volunteers.

As a town or parish council, consider the types of work you'd like to carry out and whether you wish to utilize either a private contractor, your own trained employees, community volunteers or Suffolk Highways operatives. Submit the relevant application form to communityselfhelp@suffolkhighways.org along with any helpful supplementary documentation such as location plans, certification of contractor/employee competence (e.g. NRSWA qualifications) etc.

We will aim to acknowledge any email requests/submissions within 2 working days of receipt. This may be with a proposed 'way forward', or to request further information. Once you've expressed an interest in getting involved with Community Self-Help, we will happily work with you to ensure your application is signed off and plan your chosen maintenance activities appropriately. This will include making decisions regarding volunteer training, the provision of PPE and equipment.

When carrying out work on the highway (i.e. roads, footways, verges) and traffic management is required, at least one volunteer/operative onsite must be trained in signing, lighting and guarding and hold a current Street Works Qualifications Register (SWQR) card. This card certifies that the holder can competently install traffic management (e.g. signs, cones and barriers) in line with both Safety at Street Works and Road Works: A Code of Practice (PDF, 5.4MB), otherwise known as The Red Book, and the New Roads and Street Works Act 1991 (NRSWA).

Should you wish to put volunteers forward for signing, lighting and guarding training (Suffolk County Council currently offer a day course, free of charge) please send a request to communityselfhelp@suffolkhighways.org and we will update you as soon as a session becomes available.

There is no limit to the number of spaces you can request, however please remember that volunteers qualified in signing, lighting and guarding must be present onsite at all times when traffic management systems are in place, as they are responsible for installing, maintaining and removing equipment such as signage, cones and barriers safely.

As part of managing the health and safety of both your own workers and members of the public, you must control the risks involved with your chosen minor highway maintenance activities. To do this, you need to think about what might cause harm to people and decide whether you are taking reasonable preventive action. This is known as risk assessment and it is something you are required by law to carry out.

A risk assessment is not about creating huge amounts of paperwork, but rather identifying sensible control measures.

When thinking about your risk assessment, remember:

A hazard is anything that may cause harm, such as chemicals, electricity, working at height etc.
The risk is the chance of harm, together with an indication of how serious the harm could be.

As part of Community Self-Help, we currently offer the following items of PPE, free of charge, to all community volunteers:

- Standard peak helmets
- Clear lens safety spectacles
- Orange latex palm coated gloves
- Orange high visibility breathable waterproof jackets
- Orange high visibility long sleeve waistcoats
- Yellow high visibility combat trousers

Should you require any of the above items, please send a request to communityselfhelp@suffolkhighways.org.

Town and parish councils may be able to issue notices directly to property owners/occupiers whose vegetation is overgrown and encroaching on the highway. If you would like to discuss your options with a member of our team, please contact highways.enforcement@suffolk.gov.uk.

Suffolk's Roadside Nature Reserves (RNRs) serve to protect species-rich plants and plants of national or county importance. They are marked onsite with white posts, to ensure they're only cut at certain times of year. For more information on Suffolk's RNRs, please visit our landscape and wildlife page. You can also view Suffolk's RNR interactive map, which includes site specific fact sheets.

Many RNRs benefit from volunteers who help to look after them. If the thought of becoming a volunteer interests you, please contact RNRs@suffolk.gov.uk for further information.

Long Melford Parish Council



Unreasonable or Vexatious Behaviour Policy

Long Melford Parish Council does not tolerate bullying, harassment or intimidation, in any form, of any of its employees or Councillors. This applies to such behaviour from members of the public, and Parish Council employees and Councillors alike.

A small percentage of people may correspond with, or complain to, Long Melford Parish Council in a way that could reasonably be described as obsessive, harassing, bullying, intimidating, offensive, or abusive.

Harassment

Under the Protection from Harassment Act 1997:

A person must not pursue a course of conduct which

- a) amounts to harassment of another, and
- b) he knows or ought to know amounts to harassment of the other.

Such actions can be:

- Physical conduct,
- Verbal conduct, and
- Non-verbal conduct.

Bullying

The Council defines bullying as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour intended to undermine an individual or group and as a consequence erode their confidence and capability, possibly with the intention to force them to resign. This will not be tolerated.

Such behaviour may also be designed to annoy and/or create an extreme workload for the Parish Council which then detracts from the purpose of the Council while at the same time incurring extra costs.

Such behaviour might also be designed to cause distress.

Such behaviour might also be repetitive.

Such behaviour can take up a disproportionate amount of the Parish Council's limited resources, and can affect its ability to carry out its work in providing a service to the community, and can result in unacceptable stress for the Council's staff and Councillors.

This procedure is designed to address unreasonable or vexatious behaviour, including that expressed through correspondence and complaints. It should assist the Council to manage inappropriately demanding or unreasonable behaviour that requires a response.

1. Defining unreasonable or vexatious behaviour

Unreasonable or vexatious behaviour can be characterised in the following ways:

- Behaviour which is obsessive, persistent, harassing, prolific, repetitious, and/or
- Behaviour which is designed to cause distress, bully, humiliate or intimidate specific individuals and the Corporate Body (the Council), and/or
- Frequent correspondence timed to cause the Council maximum disruption and workload, and/or
- Pursuing unmeritorious issues, trivial points and/or unrealistic outcomes, and/or
- Pursuing complaints or issues in an unreasonable and abusive manner, and/or
- Repeated and/or frequent and/or simultaneous requests for information, whether or not those requests are made under the access to information legislation, and/or
- Behaviour where individuals are contacted to try to undermine Councillors and/or the Council's staff, and or
- Behaviour which has the effect of hindering the Council's ability to undertake its democratic business due to the extreme workload generated, and/or
- Actions or correspondence that seeks to denigrate or humiliate a Councillor or the Council's staff, or call their character or repute into question.

2. Using the procedure

If Councillors or the Council's staff identifies what they believe to be unreasonable or vexatious behaviour, they should refer it to the Full Council under closed session.

If the Council agrees with the assessment, it should prepare a brief statement of why it considers the behaviour to be unreasonable or vexatious, including its effect upon the Councillors, the Council's staff and/or the local community. This should be accompanied by a report for the Council showing the workload effects and resource impact and, if resources allow, information about the related correspondence via email, telephone and letter, including information about whom the correspondence was addressed to, who it was copied to, and a brief description of each piece of correspondence. Correspondence and emails will be redacted if necessary to comply with data protection regulations.

3. Handling correspondence and complaints that have been assessed as vexatious

The Clerk/Council will write to the correspondent advising them that their correspondence and/or complaint has been determined as vexatious and giving the reason for that decision.

For Local Residents

If the complainant is a resident of the Parish, the letter should state that unless a substantive new issue is raised, any future correspondence will not receive a response. They should also be advised that the decision will be reviewed in six months from the date of the letter advising them that their complaint / correspondence has been determined to be vexatious. There is no route of appeal against the decision that a complaint and/or correspondence is vexatious.

If any future correspondence is received then it should be passed to the Council for consideration in closed session. If the Council decides that it raises **no genuinely new and substantive issues**, no response will be made.

If future correspondence does raise significant new issues, it should be responded to.

Review of a Decision

At the first Full Parish Council meeting which occurs six months after the correspondent has been advised that their complaint and/or correspondence is vexatious, the decision should be reviewed. The Council should consider whether there has been **any improvement** in the vexatious behaviour over that time. The Clerk should write to the correspondent advising them of the outcome of the review. If the behaviour has improved, future correspondence can be treated in the normal way. If there has **not been a significant improvement**, the correspondence will continue to be treated as vexatious and the situation will be reviewed annually thereafter.

For Non-Residents

If a complainant does not reside in the Parish, they will be advised that all future correspondence will be ignored and left unread. There is no route of appeal against the decision that a complaint and/or correspondence is vexatious.

4. Further advice and guidance

Defining behaviour, correspondence, or complaints as unreasonable or vexatious is a very serious step, and will only be undertaken as a last resort. For that reason, the decision regarding this matter will be evidence based and, for local residents, will always be subject to an annual Council review process.



SUFFOLK TREE SERVICES LTD
THE WOODYARD
BRENT ELEIGH ROAD
LAVENHAM
SUFFOLK CO10 9PE
TEL: 01787 319200

info@suffolktreeservices.co.uk
www.suffolktreeservices.co.uk

Lisa Tipper
Long Melford Parish Council
The Parish Offices
Cordell Road
Long Melford
Suffolk CO10 9EH

21st January 2021

Dear Lisa

ESTIMATE

TO CARRY OUT TREE CONSULTANCY WORKS WITHIN THE PARISH AS FOLLOWS:

To carry out a Tree Survey at the Country Park, The Churchyard (inc Woodland to the East of the Churchyard), Melford Walk as follows:

Preparation of Tree Survey Report and Plan(s)

Preparation of Schedule of Trees and Schedule of Required Tree Works

Recommendations for Future Management

£1080.00

ALL THE ABOVE PRICES ARE SUBJECT TO V.A.T AT 20%

For any stump grinding operations please refer to section 6 Sub-surface Structures in our terms and conditions overleaf regarding utility services below the ground

The price for this work is valid for 3 months from the date above. Please see overleaf for our terms and conditions

All Suffolk Tree Services Limited tree works are carried out to BS 3998: 2010 Standard Recommendations for tree works

Suffolk Tree Services Ltd are pleased to submit an application to the relevant Council Authority where the work is in a Conservation Area or the tree is subject to a Tree Preservation Order. This service is free of charge if the job is completed by Suffolk Tree Services Ltd or else a fee of £100.00 plus value added tax will be charged

SUFFOLK TREE SERVICES LIMITED ARE FULLY INSURED AGAINST THIRD PARTY AND PROPERTY DAMAGE

TERMS AND CONDITIONS

Terminology. The contractor refers to Suffolk Tree Services Limited. The client refers to any person, company or institution commissioning the Contractor.

1 Acceptance.

The acceptance of a quotation or estimate or the placing of an order will be held as acceptance of the conditions stated hereon.

2 Settlement.

Unless otherwise stated, all quoted prices are due for settlement either a) on completion of the specified work, or b) within 14 days of the invoice date, as specified in the quotation. Late settlement will incur interest added to the full invoice amount of 5% per 28 days from the overdue date.

3 Recovery of Debts.

After 60 days, an unpaid account will be subject to a £50.00 administration of charge and passed to an appointed financial collection service for recovery and/or litigation proceedings.

4 Hazards.

It is the responsibility of the client to warn the contractor of site hazards that may not be obvious during the contractors risk assessment. Costs to the contractor resulting from a lack of such warning may be billed to the client.

5 Access.

a) the contractor will take reasonable precautions to prevent ground damage but bears no responsibility for that arising from operationally necessary vehicle passage or pedestrian passage.

b) Working area All small plants and shrubs which are to be saved are to be lifted prior to work commencing. All containers, ornaments, patio and garden furniture to be removed. (Any heavy items we will be happy to assist with). Please cover ornamental ponds. Clear passage will be required to remove arisings from site to our vehicles.

c) Where trees overhang neighbouring property/land it will be necessary for us to have permission from the land/property owner to gain access to carry out works. Our terms and conditions will apply to neighbouring property and land.

6 Sub-Surface Structures.

The contractor accepts no liability for damage to any sub surface structures if the client or their agent does not make the contractor aware of their presence. Injury or damage occurring to plant, equipment or staff will be the responsibility of the client should information not be

disclosed. The location of any underground utilities are particularly relevant when carrying out stump grinding operations.

7 Statutory Protection.

The contractor cannot be commissioned to carry out work to any tree or trees that falls outside Planning Permission specifications or that in any way contravenes the Tree Preservation Order and Conservation Area Order legislation as defined in the Town and Country Planning Act 1990. Proof of consent to carry out work will be required prior to the commencement of any work.

8 Good Practice.

The contractor cannot be commissioned to carry out pruning work, which is harmful to the tree or trees in question as defined by the relevant British Standard and industry codes of practice. In applying these standards, the Contractor reserves the right to use his judgement.

9 Cancellation.

The client will be liable for any costs arising from work cancelled, postponed or prevented by the client resulting in a crew or crews being turned away on the appointed day of work. These will typically be assessed at hourly rates with the elapsed time taken from the start of vehicle loading at the contractors yard, plus a vehicle mileage charge of 30 pence per mile for light vehicles and 50 pence per mile for heavy vehicles.

10 Site Conditions.

The client will be liable for extra costs incurred by the contractor due to changes in site conditions between the time of the contractors initial quotation and commencement of work on the acceptance of that quotation. This will apply if changes are apparent to or under the control of the client.

11 Changes to appointments.

The contractor reserves the right to make changes to appointments and timings of work where adverse weather conditions, unforeseen circumstances or priority works may take precedence. All efforts will be made to notify the client to avoid disruption however; no compensation will be made available.

12 Changes to specified work.

The contractor will only carry out a visual inspection from the ground when quoting unless otherwise specified. If any further works are required or any dead or dangerous areas of the canopy are found when the trees are climbed then the client will be informed and a decision made before climbing.

Personal Data Working Group

To assist the Council in meeting its obligations under current data control and protection legislation, it's proposed that it appoints a Personal Data Working Group with delegated powers to determine compliance or otherwise with Data Subject Access requests, and Freedom of Information Act requests, for the disclosure of personal data relating to Councillors, and Council employees.

It's suggested that the Working Group's Terms of Reference would include the following key points.

1. In accordance with s94(6)-(10) of the Data Protection Act 2018, third party personal data will not be disclosed in relation to a subject access request made to the Parish Council unless the other individual has consented to the disclosure or it is reasonable to comply with the request without that individual's consent.
2. The standing members of the Working Group will be the Council Chairman, the Chairman of the LMPC Finance Committee, and the Chairman of the LMPC Personnel Committee (or Acting Chairman as required).
3. If one of the Working Group Members is involved in a personal data request as an applicant or the subject of an application, then they will have to recuse themselves and be replaced by another, uninvolved Councillor.
4. Among the Working Group's duties will be the conduct of balancing tests, where the data subject's right of access must be balanced against rights of any other individual's personal data that might also be involved. In carrying out balancing tests, in accordance with the Data Protection Act 2018 consideration must include the following matters:
 - a) the type and context of the information for which disclosure is requested;
 - b) any duty of confidentiality owed to the involved parties;
 - c) any steps taken by the Working Group to obtain the involved parties consent to disclosure;
 - d) whether the involved parties are capable of giving consent to disclosure; and
 - e) any stated refusal of consent to disclosure by the involved parties.

Where required the Working Group will be empowered obtain professional legal advice to assist with the discharge of its responsibilities up to a limit of £500 per occasion and no more than £2,000 in any financial year, after which the approval of the Full Council will be required.

Parish Report February 2021

Councillor

Richard Kemp

Tresco



COVID-19 UPDATE - Summary

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

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

Useful resources for parish councils to be aware of include the [Suffolk Advice & Support Service](#), and the [Local Welfare Assistance Scheme](#).

Suffolk County Council Budget

The Suffolk County Council Budget has now been presented to Scrutiny and to Cabinet, and will be presented to Full Council on February 11th. Questions from the public must be submitted by 12 noon on Friday 5th February. Key points include:

- This year's budget strategy focuses on responding to COVID-19, delivering transformation savings, making use of the risk reserve for this year only to deal with one-off pressures, and looking ahead while continuing to adapt.
- The net expenditure budget is £597.877m.
- Basic council tax will be raised by 1.99%, the maximum amount allowable without a referendum.
- The Social Care Precept will be raised by 2%, rather than the full 3% allowed.
- £16.702m from risk reserves will be used to balance the budget.

Table 5: Recommended Council Tax 2021-22

Band	General Council Tax	Social Care Precept
	£	£
A	834.25	97.19
B	973.30	113.38
C	1,112.34	129.58
D	1,251.38	145.78
E	1,529.46	178.18
F	1,807.55	210.57
G	2,085.63	242.97
H	2,502.76	291.56

The full detail can be found in the Cabinet papers from January 26th 2021. Link:

[https://committeeminutes.suffolk.gov.uk/DocSetPage.aspx?MeetingTitle=\(26-01-2021\),%20The%20Cabinet](https://committeeminutes.suffolk.gov.uk/DocSetPage.aspx?MeetingTitle=(26-01-2021),%20The%20Cabinet)

LGDI Group Budget Amendment

The LDGI Group has constructed a Budget Amendment which will be submitted to Full Council on February 11th alongside the administration's Budget. The key change proposed by the LDGI Group would be to authorise the use of the full 3% social care precept, unlocking the maximum available funding without impacting SCC's reserves. This would generate an extra £3.452m for social care at a cost of only £13.41 per year to a Band D household, freeing up general council tax funds to be spent on other projects and investments including:

- £700k for establishing a COVID-19 grant scheme for Suffolk charities and arts & culture venues.
- £500k for a solar energy scheme for Suffolk businesses.
- £200k for creating an electric bike rental scheme for Ipswich and Lowestoft.

- £500k to re-enable the use of concessionary bus passes on community transport and demand responsive transport across Suffolk.
- £1m for a 30mph scheme to convert residential 30mph zones to a default speed limit of 20mph over four years.
- £15k for a citizen's assembly on how Suffolk can build back better while recovering from the pandemic.
- £75k to enable community reviews of highways signage in the local area.
- £50k to expand the flood management team to ensure SCC is applying for all flooding grants it is eligible for.
- A demand-scoping exercise on where demand is for bus routes, a priority list for where future routes need to be, and a feasibility study on establishing an SCC-owned bus company to serve rural areas if commercial bus companies cannot.

By opting not to take the full 3% social care precept, the administration is voluntarily giving up £3.452m of funding for adult social care that must be made up from the general council tax fund, meaning that worthwhile projects such as those above cannot be pursued.

Suffolk Fire and Rescue Service praised for its work throughout the pandemic

Suffolk Fire and Rescue Service has been recognised nationally for its response to the COVID-19 pandemic.

In particular Suffolk Fire and Rescue Service (SFRS) was praised for its positive contributions to the local community and commitment to the welfare of its staff.

In August 2020, Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) was commissioned by the Home Secretary to examine how fire and rescue services are responding to the pandemic. SFRS has continued to respond to emergency calls since the beginning of the pandemic, with over 4,500 emergency calls since the first lockdown was announced in March 2020.

In addition to this, staff across SFRS have been redeployed to support other departments in Suffolk County Council, in response to the pandemic.

These include:

- Providing additional resource to colleagues in the Coroner's Office
- Setting up and administering the first booking system and phonenumber for testing key workers
- In April 2020, around 30 firefighters volunteered and trained to work alongside paramedics to drive frontline emergency NHS ambulances, in turn freeing up paramedics to care for patients
- Teams have also helped deliver food, essential items and medicine as part of the Home But Not Alone scheme

[Read the COVID-19 inspection report at justiceinspectorates.gov.uk](https://www.justiceinspectorates.gov.uk/crji/crji-reports/covid-19-inspection-report/)

New home schooling resource 'a godsend'

A new digital resource has been launched to help parents and carers build exercise into the daily routines of children being home schooled during lockdown. Providing information about, and access to, a host of curriculum-based and other popular resources, the resource brings together, in one place, everything parents could need to bring exercise into the home in a fun and engaging way.

Produced as part of the popular Keep Moving Suffolk campaign, it responds to data showing that activity levels of children and young people have fallen significantly during lockdown prompting fears of a long-term impact on their physical and mental health and wellbeing.

The new resource can be found at **www.KeepMovingSuffolk.com/home-schooling**.

Streets Guide Consultation

Suffolk County Council is currently running a consultation on a new Streets Guide, which will assist designing streets for new residential developments especially by promoting walking and cycling. The consultation closes at 5pm on 10th February 2020. Parish Councils can submit responses at the link below:

<https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/suffolk-design-streets-guide/>

Rapid Testing Centre to Open in Bury St Edmunds

A new Covid-19 rapid testing centre targeting people who unwittingly have the virus and do not show symptoms is open. It will begin operating at West Suffolk College in Out Risbygate, Bury St Edmunds, from Monday February 1 2021.

The centres use lateral flow testing to identify people who may have coronavirus but who are asymptomatic – crucial in arresting the spread of the virus.

The Bury St Edmunds centre will be available to anyone living or working in the town and surrounding area who is unable to work from home. Employers are also being urged to book their staff in for testing. The centres are operated on behalf of Suffolk County Council.

The Bury St Edmunds launch follows the opening of the first centre at the University of Suffolk in Ipswich at the start of January. Lateral flow testing involves taking a swab from the throat and nose to see whether coronavirus is present in the body. The person tested will then receive a text message giving the result within an hour.

Anyone giving a positive test will be told to self-isolate and advised on what to do next.

People are being asked to get tested twice a week, three to four days apart, as part of their weekly routine. Anyone receiving a negative result needs to continue to follow the social distancing guidance as they may only be at the early stages of developing the virus. This is in case levels of the virus in a person at the earlier test were too low to be detected at that time.

Testing is being run by contractors Commisceo on behalf of SCC through government funding seven days a week between 7am and 7pm.

Tests are by **appointment only and can be made through a booking website** or calling 0333 772 6144. The centres are only for people not showing symptoms of Covid-19.

Anyone who is showing symptoms, or who may have been in close contact with someone who has, should not visit the centre. Instead, they should ring 119 or go to the **NHS website** to book a test at one of the 12 symptomatic testing sites in Suffolk.

New recycling campaign aims to get Suffolk's recycling right

A new campaign has been launched in Suffolk to help people get their recycling right.

Each year more than 10,000 tonnes (about 20%) of recycling from Suffolk homes is rejected due to the wrong items being placed in Suffolk's recycling bins. This is the same as 1 in 5 lorries full of recycling going to waste. The cost of sorting and disposing this spoiled recycling is more than £1million.

The new awareness campaign, launched by the Suffolk Waste Partnership is called Together We Can Get Our Recycling Right. It includes a **leaflet to all households** (PDF, 944KB) with the do's and don'ts of what can easily be recycled at home, plus tips on how to recycle other items not accepted in home recycling bins. The campaign will be supported on the Suffolk Recycling website and social media channels.

There are three simple steps that householders can take to improve the quality of their recycling. These include:

- Put glass in a bottle bank, not in your wheelie bin
- No bagged items. Keep your recycling empty, clean and dry
- Keep all food out of your recycling bin. Put any food you cannot eat or compost in your rubbish bin.

You can recycle the following items in your recycling bin at home: plastic bottles, pots, tubs and trays, metal cans, aerosols and foil and paper, card and books. The worst offending items incorrectly found in recycling bins include glass, black sacks, food waste, cartons and nappies.

More information about what you can and can't recycle can be found at suffolkrecycling.org.uk

Automatic Number Plate Recognition to help improve visits to Suffolk's recycling centres

Suffolk County Council has announced it will install Automatic Number Plate Recognition (ANPR) cameras at its recycling centres. Alongside the installation of an automatic entry system at its recycling centres, these measures are intended to improve customer experience and plan for future demand.

Suffolk has long held ambitions to Create the Greenest County and the Suffolk 2020 fund, which is a programme of work all about investing in community projects, aims to support the council's climate emergency declaration and improve Suffolk for all residents in years to come.

A booking system was introduced at Suffolk's recycling centres in May 2020 when sites reopened following closure at the start of the first Covid-19 lockdown and saw 14,000 visits per week during the summer. This can rise up to 27,000 per week in normal times, without current social distancing rules.

The project announced today is part of the Suffolk 2020 programme and aims to improve the efficiency at the recycling centres by linking the online booking system with automatic number plate recognition (ANPR) technology and automated entry barriers.

Each of Suffolk County Council's 11 recycling centres had the ANPR technology installed as part of its contract with FCC, who manage and run the sites in Suffolk. The council is now looking to use the technology to further improve the current booking system for residents wishing to visit the centres and make the most of the technological opportunities.

The cameras give an accurate count of vehicle numbers and also record how much time each vehicle is on site. This will allow Suffolk County Council to maximise site availability and to develop new and existing sites to better meet the needs of the increasing population of Suffolk.

Data from the system could also assist in identifying rogue traders fraudulently using the free household waste service to dispose of trade waste. The system also has the facility to link to the DVLA database and identify the type of vehicle and registered keeper details if necessary.

The council will also be working on upgrades to the booking system software to improve the customer experience by making it quicker and easier to make and amend bookings.

People can book their visit to their local recycling centre up to one week in advance. While on site, visitors are asked to maintain social distancing and it is advised that sensible footwear, gloves and face coverings are worn.

<https://suffolkrecycling.org.uk/where-to-recycle/recycling-centres/suffolk-recycling-centres-booking-page>

Supermarket shoppers asked to shelve COVID-19 by sticking to the basics

Suffolk needs supermarket customers to follow basic safety guidelines to stop COVID-19 from spreading.

Shoppers are being reassured that supermarkets are safe to visit, but shopping must be for essential items, the number of shopping trips should be minimised, and you must shop alone wherever possible. Supermarkets have been, with other retailers, at the forefront of putting in safety measures to reduce infection rates.

Suffolk's councils have been working with local stores, to ensure that staff and customers are doing what they can to prevent the virus moving from person to person. Supermarkets have received written advice and guidance, and council teams have been carrying out visits to talk with workers and shoppers.

If you are planning a trip to a supermarket or shop it is important to follow these steps, even if you have received a vaccination:

- Wash/sanitise your hands at the store entrance
- Wear a facemask, unless medically exempt
- Enter the shop alone unless you are assisting or caring for another
- Follow the signage and rules provided by the supermarket
- Only touch products that you are intending to purchase
- Keep your distance from other shoppers in the aisles and when in queues
- Wash/sanitise your hands at the store exit

The Safer Places Working group of the Suffolk Resilience Forum, has been helping co-ordinate support for supermarkets.

Help us shape ambitious new Dementia therapy initiative using virtual reality experiences

We're launching an exciting new initiative to develop virtual reality content, helping people recall and access positive memories that they hold dearly.

As part of its work in supporting local care home providers and the ongoing care of residents with Dementia, Suffolk County Council is launching an exciting new initiative to develop virtual reality content, helping people recall and access positive memories that they hold dearly. Such experiences help to complement the support offered on a day to day basis, providing a variety of positive stimulus to those using the equipment and valuable respite for their carers.

In recent years, a number of international academic studies have demonstrated proven successes in using such technology as a reminiscence and therapeutic aid to help people access memories and positive emotions, despite facing the effects of experiencing Dementia. Some care providers already use theme rooms in their settings and show archive films to residents with positive effect. Developing the use of virtual reality will support and complement the great experiences that local care providers use.

The intention is to produce a range of local, Suffolk-based films and interactive materials that people can enjoy and experience whilst sat in comfort in their usual care setting, with the support and input of their carers or family members. A set of equipment, each consisting of a headset and connecting equipment will be made available to support different areas of the county, supported by the Council's Adult Social Work Teams. A budget of £80,000 has been granted for this project through Suffolk County Council's Suffolk 2020 Fund, which is all about developing a range of community-focussed initiatives to support residents across the county. This money covers the cost of developing the films and materials, carrying out supporting academic research, the purchase of the equipment and the management and resourcing required to deliver the project in coming months.

As part of getting the ball rolling, the council would like to hear from people who have ideas about what kinds of films and experiences they may like to see produced.

The project team would also love to hear from care providers, service users and their family carers across Suffolk that may be potentially interested in helping to trial and take part in using the technology in months to come and take part in a service user group to drive the success of this project.

Those who are interested in taking part and/or sharing the ideas for possible content should contact the team in the first instance by emailing: [**suffolk2020vr@suffolk.gov.uk**](mailto:suffolk2020vr@suffolk.gov.uk)

February 2021

What's been happening in Babergh

An update on Covid-19 in Suffolk

Regular bulletins are being produced to give a snapshot of the current Covid-19 situation in Suffolk - along with updates on the work being carried out as part of Suffolk's Local Outbreak Control Plan. You can find the bulletins through existing updates for councillors, or [via the Suffolk County Council website](#). An update on the vaccine rollout can be found on the [SNEE NHS COVID-19 Vaccination Service website](#).

Additional Restrictions Grant reopens for businesses in Babergh

Business owners in Babergh and Mid Suffolk are being urged to explore the range of Covid-19 support grants open to support them through the current national lockdown. [Read the full story](#) (Ctrl+Click)

For support for individuals and businesses, [visit our Covid-19 page](#)

Babergh parking decision deferred to February cabinet meeting

Babergh District Council's Cabinet deferred making a decision in January over the future of parking provision across the district, to allow the fullest possible scrutiny and further debate. It will now be taken to the February meeting. [Read the full story](#) (Ctrl+Click)

New home for customer access point at Sudbury Library

Babergh District Council, in partnership with Suffolk Libraries, has announced its customer access point will move to Sudbury Library. The access point, co-designed by Suffolk Libraries, will provide digital support and face-to-face services. [Read the full story](#) (Ctrl+Click)

Business centre boosts councils' income

Property investment company CIFCO Capital Ltd has invested £5.7m in a Basingstoke business centre, so future rental income can be invested back into Babergh and Mid Suffolk's council services. [Read the full story](#) (Ctrl+Click)

New Year, New Homes

Babergh and Mid Suffolk District Councils have invested more than £40m buying 250 new homes for low-income house-hunters. This multi-million-pound investment in social housing will see new properties added to their

existing council house stock of more than 6,000 homes, or made available to buy as shared ownership homes – helping low-income families onto the first rung of the property ladder. [Read the full story](#) (Ctrl+Click)

Garden waste collections suspended until further notice

Our garden waste (brown bin) collections have been suspended from Monday 11 January 2021 until further notice. This is to enable our crews to prioritise essential waste collections, such as the collection of refuse, recycling and clinical waste. Future invoices will be adjusted to compensate for this period of non-collection. [Read the full story](#) (Ctrl+Click)

Go ahead for emission-cutting fuel plans

Babergh and Mid Suffolk District Councils will cut their fleet's carbon emissions by up to 90% – supporting the councils' carbon neutral aims.

[Read the full story](#) (Ctrl+Click)

New service to support residents to live independently and safely in their homes

Babergh and Mid Suffolk District Councils' 'Independent Living Service' has been developed to help improve the quality of life of the districts' most vulnerable adults, young people and children. [Read the full story](#) (Ctrl+Click)

Chatbot technology to support customers

We've now started our year-long pilot of chatbot and automated phone technology on our phonenumber and website. This widely used technology is there to support customers with their queries at a time to suit them, 24/7 - even when our offices are closed. [Read the full story](#) (Ctrl+Click)

Housing Delivery Test 2020

The recently published Housing Delivery Test 2020 (an annual measurement of housing delivery in the area of relevant plan-making authorities) confirms that both councils met the Government's housing delivery requirement over the past three years. [Find out more](#) (Ctrl+Click)

Pledge to tackle anti-semitism

The nation recently marked Holocaust Memorial Day – and our councils have strengthened their commitment to tackling anti-semitism. Babergh Councillors agreed to support the International Holocaust Remembrance Alliance (IHRA) guidelines, providing reassurance to the district's Jewish

community that this form of crime is taken very seriously, and we will do everything in our power to tackle it. [Read the full story](#) (Ctrl+Click)

Census 2021 will provide a snapshot of modern society

Households across Babergh and Mid Suffolk will soon be asked to take part in Census 2021. The census is a once-in-a-decade survey that gives the Office for National Statistics the most accurate estimate of all the people and households in England and Wales. It has been carried out every decade since 1801 (except for 1941). [Read the full story](#) (Ctrl+Click)

New recycling campaign aims to get Suffolk's recycling right

Every year, more than 10,000 tonnes (1 in 5 lorries worth) of recycling from Suffolk homes is rejected. This is due to residents placing the wrong items in their recycling bins. A new campaign 'Together we can get our recycling right' has been launched by the Suffolk Waste Partnership to tackle the problem. [Read the full story](#) (Ctrl+Click)

Vehicle banners encourage Suffolk to be food and freezer savvy

Waste and recycling vehicles in Suffolk are now displaying new artwork to help deliver the food savvy message and cut food waste across the county. Over 50,000 tonnes of food, the equivalent of around £730 per household on average, gets thrown away in Suffolk every year.

[Read the full story](#) (Ctrl+Click)

District Councillor John Nunn's Report to Council

Vaccination Rollout at Lavenham Surgery

The Parish Council led COVID-19 volunteer group was formed in February 2020 and was led by Cllr Jane Lines and myself. Since Cllr Lines fell ill in June it has been led by Mr Lee Philips as coordinator, and myself. It consists of approximately 40 volunteers.

Since the start of the vaccination roll out, the COVID-19 volunteer group has formed a sub-group for transport requests to the Lavenham vaccination centre. This sub-group now consists of up to 20 volunteer private car owners, and Cooks Private Hire Cars, all giving their services free of charge to get elderly people to Lavenham for their vaccinations from Long Melford and surrounding villages.

As Chairman of the Long Melford surgery PPG (Patient Participation Group), I was asked by the surgery if I could provide volunteers for various duties at the Lavenham vaccination centre. To date approximately 150 people have offered their services as volunteers at Lavenham surgery. Those volunteering have come from Long Melford, Lavenham and many surrounding villages. Secretary of the PPG, Lavenham Parish Councillor Irene Mitchell, has been busy coordinating the volunteers. The vaccination program continues and it is recognised that the volunteers are making a very valuable contribution to the smooth running of the vaccination program.

Cllr John Nunn

02/02/2021