

LONG MELFORD PARISH COUNCIL

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



MINUTES OF Meeting of the Full Parish Council

Meeting called for: **7:30pm, Thursday 3rd June 2021**

Location: **The Community Centre, Old School, Long Melford, Suffolk CO10 9DX**

Councillors present: **R. Delderfield, J. Ewbank, R. Kemp, L. Malvisi (Chair), J. Nunn, S. Powell, D. Watts, J. Watts**

Councillors absent: **I. Bartlett, J. Lines, C. Michette, R. Michette, L. Tipper**

Also attending: **D. Crimmin (Locum Parish Clerk)**

If not attached to this Agenda 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.

PROCEDURAL MATTERS

21/06-1 Apologies for Absence

Apologies were received from Cllrs Bartlett, C. Michette, R. Michette, and Tipper.

21/06-2 Declarations of Interest & Requests for Dispensation

No declarations of interest were received. No requests for dispensation were received.

21/06-3 MOTION: Accuracy of Minutes – The Chairman

Resolved, that the Council confirms the accuracy of the Minutes for the Full Parish Council Meeting held 6th May 2021, and that the Chairman authorises the Clerk to apply the Chairman's signature to them electronically.

21/06-4 Public Participation

No members of the public were present.

COUNTY AND DISTRICT COUNCILLORS REPORTS

The following reports were received and noted.

21/06-5 County Councillor's Report (Appendix 15) – Cllr Kemp

21/06-6 District Councillors' Report (Appendix 14) – Cllrs Malvisi and Nunn

PARISH CLERK'S REPORTS

The following reports were received and noted.

21/06-7 Parish Clerk's Report (Appendix 1)

The Council agreed that an extraordinary meeting of the Full Council should be held ahead of the July meeting in order to appoint members of the Cordell Place Working Group and to set its Terms of Reference, and to appoint Cllr Powell to appropriate committees and working groups.

21/06-8 Council Action Plan Review (Appendix 2)

Cllr Delderfield reported no progress with the Land Registry, the charities meetings are to be arranged, and that the Old School car park should be completed by the 11th June 2021.

Cllr Ewbank reported that due to restrictions imposed by the National Trust, the lighting in the Old School car park will be subdued.

Cllr Kemp reported on contacts regarding the charity farm land, Suffolk County Council (SCC) are now stating that the proposed position of the traffic island in Melford Road unsafe, yellow lines for Orchard Road were ordered on 21st April 2021, bollards and signage are still outstanding at the Black Lion, and the Stop Sign for the Green is in progress.

It was agreed that Parish Council representatives would join Cllr Kemp at a meeting with SCC regarding the Melford Road Island position.

COUNCIL FINANCIAL MATTERS AS LISTED

The following financial items were received and agreed.

21/06-9 (1) MOTION: Payments Schedule (Appendix 3)

Resolved, that the Council agrees the Payment Schedule for June 2021.

21/06-9 (2) Cashbook Report (Appendix 4)

The Cashbook Report for April 2021 was received and noted.

21/06-9 (3) MOTION: Direct Debits (Appendix 5)

Resolved, that the Council agrees the Schedule of Direct Debits.

OTHER BUSINESS TO BE TRANSACTED

21/06-10 (1) MOTION: Quiet Lanes Project (Appendix 6)

Resolved, that the Council receives and notes a report regarding progress with the Quiet Lanes Project, and agrees to the extension of the original proposal to include support for the designation of the lane from Newman's Green to Cuckoo Tye, and Cuckoo Tye Lane, as Quiet Lanes.

21/06-10 (2) MOTION: Handrails – Melford Walk (Appendix 7)

Resolved, that the Council accepts an estimate from BW Fencing & Landscaping in the sum of £700 ex VAT for the fabrication and installation of a handrail at each of three sloped entrances to the Melford Walk.

21/06-10 (3) MOTION: Tree Work (Appendix 8)

The Council agreed that it will be necessary to define the boundary of the Cemetery to ensure that the trees under the Council's duty of care are identified.

Resolved, that the Council accepts the estimate from Suffolk Tree Services at £3,350.00 ex VAT for remedial tree work as recommended in the Annual Health & Safety Tree Survey Report submitted in April 2021.

21/06-10 (4) MOTION: Country Park Toilet Plumbing Refurbishment (Appendix 9)

Resolved, that the Council accepts a quotation from AGHS at £538.33 ex VAT for the refurbishment of the Country Park public conveniences plumbing system.

Cllr Ewbank reported that over Christmas there had been an emergency callout in relation to the pumps at the toilet. The charged price for the work is currently being discussed with the supplier and it is anticipated that a revised invoice will be presented to Council at the next meeting.

21/06-10 (5) MOTION: Nomination of a Council Representative to an External Body (Appendix 10)

Resolved, that the Council nominates Mr Graham Wegg to be its representative as a trustee of the Holy Trinity Hospital Charity, to serve for a term of 4 years.

21/06-10 (6) MOTION: Appointment of Volunteer Administration Assistant (Appendix 11)

Resolved, that the Council appoints a Volunteer Administration Assistant, reporting to the Clerk, to provide up to 4 hours per week of unpaid, short term, part time administrative support.

The Councillors agreed that the Clerk will need to review what long term measures may need to be implemented to ensure that a backlog of work does not occur in the future.

REPORTS

The following reports were received and noted.

21/06-11 (1) Country Park Committee Report (Appendix 13)



MEETING SCHEDULE

21/06-12 Details of the Next Meeting

It was confirmed that the next Full Parish Council Meeting would be held at The Community Centre, Long Melford at 7:30pm Thursday 1st July 2021.

ITEMS RELATING TO A CLOSED SESSION

21/06-13 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 21/06-14 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

21/06-14 MOTION: Mediation Offer (Appendix 12)

Resolved, that in response to a complaint made to the ICO regarding the Council's handling of data:

- (i) Cllrs Malvisi and D. Watts will prepare a response to be sent to the complainant and the ICO stating that following the Council's review, it does not consider that the issue complained of constitutes a breach of the General Data Protection Regulation.
- (ii) As the result of Point (i) and as the complainant has refused to engage in mediation, the Council currently intends to take no further action regarding the matter.

There being no further business the Chair closed the meeting at 9:30pm.

Signed:



L. Malvisi

Chair, Long Melford Parish Council

Date: 01/07/2021

Long Melford Parish Council
Meeting of the Full Parish Council
Thursday 3rd June 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
21/06-7	1 Parish Clerk's Report
21/06-8	2 LMPC Action Plan
21/06-9 (1)	3 June 2021 Payments Schedule
21/06-9 (2)	4 April 2021 Cashbook Report
21/06-9 (3)	5 Schedule of Direct Debits
21/06-10 (1)	6 Quiet Lanes Update June 2021
21/06-10 (2)	7 Entrance Handrails - Melford Walk
21/06-10 (3)	8 Remedial Tree Work
21/06-10 (4)	9 Country Park Toilets Plumbing
21/06-10 (5)	10 Council Representative to an External Body
21/06-10 (6)	11 Volunteer Administration Assistant - Report
21/06-14	12 Mediation Offer Correspondence
21/06-11 (1)	13 Country Park Report June 2021
21/06-6	14 District Council Report - Cllr Nunn
21/06-5	15 County Councillor's Report

NOTES

Parish Clerk's Report for the FPC Meeting June 2021

1. Public Consultation Exercise

A public consultation in respect of the Neighbourhood Plan Rural Gap Spaces has closed and several responses were received. They are being considered by the NP Steering Group.

2. Cordell Place Play Equipment Refurbishment

Paint has been obtained and provided to Village Volunteers for the refurbishment of the play equipment.

4. Public Seating

Three benches have been ordered, to be located in Hall Street. SCW have been commissioned to install them. The Hyde Parker Estate has granted permission to install a further two benches by the wall of the Trinity Hospital.

6. Upper Green Ladies Toilet – Hand Dryer

The cleaners have reported that the hand dryer has stopped working. An electrician has been asked to investigate and report back. Dependent upon their findings, quotes for repair or replacement will be obtained as indicated.

Actions Arising from Meetings

Agenda Reference	Action Arising	For Action By	Status	Review Due
19/171 (Jan 2020)	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	Jun-21
19/187 (Feb 2020)	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	Aug-21
19/194 (Feb 2020)	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
20/03-17	Purchase additional VAS devices using over £3,600 of allocated S106 money	The Clerk	Information for purchase assembled and funds available	Aug-21
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	Jul-21
20/08-17	Redraft the Civic Awards Policy	The Clerk	Pending	Jul-21
20/10-16	Employ an external contractor to revamp the Council website	The Clerk	Pending	Jul-21
20/10-20	IT systems review	The Clerk	Pending	Jul-21
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	Sep-21
20/11-11 (c)ii	Make arrangements for Councillors, staff and contractors to undergo data protection and GDPR training	The Clerk	Pending	Jul-21
20/11-11 (c)iii	Create and adopt a policy for the use of social media by Councillors and Council staff	The Clerk	Pending	Jul-21
20/11-11 (e)	Progress the Old School Car Park Resurfacing project	CLlr Ewbank CLlr Delderfield	In progress	Jul-21
20/11-15 iii	Make Code of Conduct training available for Councillors	The Clerk	Pending	Jul-21
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	Being progressed with SCC	Apr-21
20/12-10 (3)	Implement a recommendation by the Monitoring Officer that Councillors and staff should receive training in conflict resolution	The Clerk	Pending	Jul-21
20/12-10 (5)1	Purchase new signage for the Country Park up to a maximum of £3,550	Country Park Committee	Pending	May-21
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	May-21
21/01-10 (5)ii	Arrange for a risk assessment regarding cycling along the Melford Walk to be conducted	The Clerk	Liaising with assessor regarding requirements	Jun-21
21/03-10 (2)	Obtain further quotes for renovating the War Memorial and quotes/tenders for replacing the Memorial with a new item to the original design	The Clerk	In progress	Jun-21
21/04-10 (4)	Hold a meeting of the charity trustees to decide immediate and future actions required	CLlr Delderfield	Pending	Jun-21
21/04-13	Ascertain the legal position regarding an alleged misuse of Council stationery	The Clerk	In progress	Jun-21
21/04-E4	Redraft the revised Standing Orders for the Council's further consideration	The Clerk	In progress	Jun-21
21/05-12 (4)	Progress the Cordell Place Play Area improvement Project	The Council	In progress	Jul-21

Appendix 3

Contractual and other payments approved by Cllrs email since the last meeting		Amount	VAT Accrual	Net Payment
TA Accounts	May payroll	£6,423.40	£6.80	£6,416.60
ETF Ltd	Cleaning office and Cordell Rd toilets - April	£112.00	£0.00	£112.00
ETF Ltd	Cleaning Upper Green toilets - April	£803.60	£0.00	£803.60
		£7,339.00	£6.80	£7,332.20
 Chargecard payments authorised by the Clerk				
Amazon	Epson Ecotank ET-15000 A3 printer, copier	£584.98	£97.50	£487.48
My Commerce	PDF Xchange	£23.11	£0.00	£23.11
Andrews Coatings Ltd	Gloss paint - 4 x 2.5l tins	£196.80	£32.80	£164.00
		£804.89	£130.30	£674.59
 June 2021 payments for authorisation				
Gryphon First Aid Unit	Defibrillator and cabinet	£1,350.00	£0.00	£1,350.00
Babergh District Council	Litter and dog emptying service to March 2022	£1,331.52	£221.92	£1,109.60
Babergh District Council	See retrospective payment note below	£402.89	£2.01	£400.88
ISF Fire Protection	Office fire appliance testing	£67.20	£11.20	£56.00
Indigo Ross	Pardon the weeds signage - Neighbourhood Plan	£72.00	£12.00	£60.00
Lee Phillips	Top up Covid-19 mobile	£10.00	£0.00	£10.00
Auto Innovations (Sudbury) Ltd	Signage for Old School car park	£343.20	£57.20	£286.00
Birketts	licence agreements - parking at the Green and MIB planters	£607.20	£101.20	£506.00
Ernest Doe	Hazard tape for Country Park and MIB (50/50 split)	£23.88	£3.98	£19.90
Paul Wilson Handyman	Gloss paint and woodstain for CP picnic benches	£87.27	£8.71	£78.56
Richard Delderfield	Materials for donations box and signage at Old Sch car park	£390.91	£63.49	£327.42
Richard Delderfield	Materials for donations box and signage at Old Sch car park	£98.47	£11.51	£86.96
WJ Green	Repair to cemetery mower	£59.75	£9.96	£49.79
Susanne Dixon	May Ranger contract	£500.00	£0.00	£500.00
Bob Ambrose	Old Sch car park - donations pillar, work for charging stations	£799.50	£14.74	£784.76
Alan Sawyer	May expenses	£132.28	£11.74	£120.54
Perryfields	Melford in Bloom plants	£384.61	£64.13	£320.48
		£6,660.68	£593.79	£6,066.89

Retrospective payment

Babergh District Council failed to pass on the following utility charges for the Cordell Road building when transferred to LMPC

(a) Electricity standing charges for the period September 2018 to May 2019 in the sum of £40.24

(b) Water rates for the period September 2018 to November 2020 in the sum of £360.64

The invoice above clears all electricity liabilities. Anglia Water will bill the Council directly for water rates from December 2020.

While the delay in billing these items is regrettable, responsibility for the building does rest with LMPC from September 2018

Payments due prior to next meeting

Direct debit and standing orders approved by the Council in June 2021

June 2021 salary, pension and HMRC payments

Contractual payments arising from prior decisions of the Council

Payments arising from decisions of the Council on 3 June 2021

The payments above were authorised at the Parish Council meeting dated 3 June 2021

Councillor Signature:

Appendix 4

How paid received	Payer	Description	Amount	VAT	Net
Council receipts during April 2021					
500473	JS Munro	Apr country park cafe	120.00	0.00	120.00
500472	General public	March CP car park	62.25	0.00	62.25
FPI	Jade Crouch	Burial income Crem 4: A15	820.00	0.00	820.00
BGC	Babergh District Council	2021/22 Gen Fund precept	72,500.00	0.00	72,500.00
FPI	Luxstone Memorials	Burial income Crem 4: A12	330.00	0.00	330.00
BGC	Babergh District Council	2021/22 Precept Comp	2,037.00	0.00	2,037.00
500474	Donor name withheld	MIB donation	100.00	0.00	100.00
FPI	Palmers	Burial income Sec D: P17	55.00	0.00	55.00
Int	Nationwide Building Society	April NWBS interest	27.94	0.00	27.94
			76,052.19	0.00	76,052.19
Council payments during April 2021					
DD	EOn	Grave Diggers bld to 14/3/21	10.19	0.49	9.70
DD	British Gas	Country Park to 12/3/21	51.30	2.44	48.86
FPO	Cllr Jonathan Ewbank	Melford in Bloom plants	334.75	55.80	278.95
FPO	Alan Sawyer	Commonwealth War Graves	80.00	0.00	80.00
FPO	ETF Ltd	March cleaning Cordell Rd toilets/office	140.00	0.00	140.00
FPO	ETF Ltd	March cleaning - Upper Green toilets	838.40	0.00	838.40
FPO	Maps4Planners	Neighbourhood Plan maps	262.50	0.00	262.50
FPO	Paul Wilson Handyman Services	Planter materials, MIB	37.33	6.22	31.11
FPO	Paul Wilson Handyman Services	Planter materials, MIB	690.00	115.00	575.00
FPO	Suffolk Tree Service Limited	Tree survey	1,296.00	216.00	1,080.00
FPO	Tomlinson Groundcare Ltd	Trailer / barrow for Country Park	249.00	41.50	207.50
DD	British Telecom	Cemetery Manager mobile	21.60	3.60	18.00
FPO	Cllr J Nunn	Community Volunteer materials	19.00	3.17	15.83
FPO	Lee Phillips	Covid-19 mobile top-up	20.00	0.00	20.00
FPO	Susanne Dixon	March Ranger contract	550.00	0.00	550.00
FPO	SBW & T Poole	Covid-19 signage	88.10	14.68	73.42
FPO	TA Accounts	April payroll	6,350.41	6.80	6,343.61
FPO	UK Power Networks Ltd	Connect elec, Old School Car Park	2,373.60	395.60	1,978.00
CHG	Best Host	SSL Licence to 10/3/22	24.00	0.00	24.00
CHG	Amazon	Epson Eco tank ET15000 printer	584.98	97.50	487.48
DD	Babergh District Council	2021/22 Cemetery Council Tax	642.20	0.00	642.20
DD	British Gas	Office to 20/3/21	76.26	3.63	72.63
DD	EOn	Cemetery toilets to 8/4/21	208.38	1.25	207.13
DD	EOn	Grave Diggers bld to 14/4/21	14.98	0.71	14.27
DD	British Telecom	Office telephony	222.42	37.07	185.35
			15,185.40	1,001.46	14,183.94

**Schedule of direct debit mandates for annual approval by the Council
Presented to the Council on 3 June 2021**

Appendix 5

Schedule of Direct Debits

Company	Purpose	Location	Account No	Periodicity
Babergh District Council	Rates	Cemetery	740004800	Annual
Anglian Water (Wave)	Water rates	Burial ground	355983001	Quarterly
Anglian Water (Wave)	Water rates	Burial ground	310024701	Quarterly
Anglian Water (Wave)	Water rates	Cemetery toilets	336194201	Quarterly
Anglian Water (Wave)	Water rates	Country Park, LNR	310281001	Quarterly
British Gas	Electricity	Country Park, LNR	600996947	Monthly
Eon Ltd	Electricity	Upper Green toilets	16719408960	Monthly
Eon Ltd	Electricity	Old School car park	tba	Quarterly
Eon Ltd	Electricity	Gravediggers building	8606527082	Monthly
Eon Ltd	Electricity	Office	16758267960	Monthly
British telecom	Mobile phone	Cemetery Manager	7970293003	Monthly
British telecom	Telephony / broadband	Office	EA4085 4550	Quarterly
Lloyds Bank plc	Business chargecard	Clerk	ending 2271	Monthly
Information Commissioner	Data Protection	n/a	Z3274651	Annual

QUIET LANES DESIGNATION UPDATE

I took over responsibility for the Quiet Lanes project from Cllr Bartlett at the March 2021 Council meeting. The Council had already approved at its January 2021 meeting making a joint submission with Acton Parish Council to Suffolk County Council to have Mills Lane designated as a Quiet Lane.

I now attach a consultation leaflet which has been distributed to all properties affected by the proposed designation, the majority of which are in Acton but some of which are in Long Melford. As you will see, there will be a Joint Parish public consultation meeting held by Zoom at 6.30pm on 21 June 2021 (the link is on the consultation document).

This will be followed on 19 July (time and location to be advised) by a Joint Parish council meeting in Acton to sign off approval of the designation.

I will attend both meetings on behalf of Long Melford Parish Council. It is not necessary for other councillors to attend but you are all, of course, welcome to do so.

I asked why Mills Lane between the A134 and the B1064 had not included and was told that it did not meet the very strict requirements of what can be designated a Quiet Lane. Submissions had to be made nominating the lanes to be designated by 31 January 2021.

Dave Watts
24 May 2021

Quiet Lanes Project in our Village

Dear Resident/Business Owner

Acton and Long Melford parish councils are exploring opportunities to designate certain rural lanes in the village as “Quiet Lanes” as part of a county wide project.

Quiet Lanes are a nationally recognised designation for narrow, rural roads which are shared by walkers, horse riders, cyclists and other road users. They encourage drivers to ‘**Expect and Respect**’ more vulnerable road users and so allow non-motorised users to enjoy rural lanes in greater safety.

These types of lanes do not impose traffic restrictions and are not enforced. Advisory signs (like the one opposite) are placed at either end of Quiet Lanes to show motorised users clearly that the road is a shared space.

We feel that this would be of real benefit to the villages and those who visit. The lanes being considered are already used by walkers, cyclists and horse riders and link with existing footpaths and bridleways in the village.

We have identified, in conjunction with Suffolk County Council (Highways), Mills Lane from Acton Lane to the A134, the lane from Newmans Green to Cuckoo Tye and Cuckoo Tye Lane as being suitable for designation – see lanes marked in blue on the map overleaf.

With the current limited nature of parish council public meetings this letter seeks to inform you as the first stage of a full public consultation process.

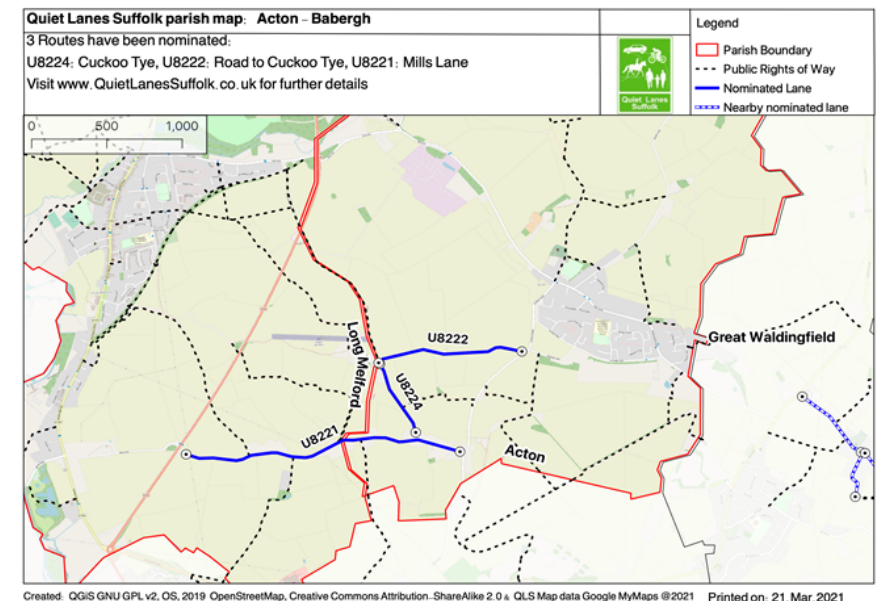
If you wish to make any comments about these proposals at this initial stage, we would welcome these in writing either by email to the Acton Parish Council Clerk actonparishcouncil@gmail.com or by post to



Proposed Quiet Lanes in Acton and Long Melford (in blue)

Acton Parish Council, Old Hall, Rectory Hill, East Bergholt, CO7 6TG
by Friday 2nd July 2021.

As part of the formal public consultation process there will be a Joint Parish public consultation meeting on 21st June 2021 at 6:30pm to discuss these proposals, to be held via zoom. <https://us02web.zoom.us/j/81693125800>. The link will be posted on Facebook @actonparishcouncil and on the parish council website <http://acton.onesuffolk.net/>



This project is being funded by the Suffolk County Council Suffolk 2020 Fund, East Suffolk Community Partnerships and Greenprint Forum.

For more information about this project see the Quiet Lanes Suffolk website - www.quietlanessuffolk.co.uk

Nick Antill - Acton Parish Council
Dave Watts – Long Melford Parish Council

Handrails for the Three Sloped Entrances to the Melford Walk

21/02-10 (8)

Four contractors were approached to quote for provision of handrails at the three, sloped entrances to the Melford Walk, Long Melford, Suffolk.

The specification was for the fabrication and installation at each entrance of a robust, rustic wooden grab-rail, supported along its length by three vertical wooden posts sunk into the ground. The image Figure 1 below was used as a guide as to the type of installation desired.

- One contractor failed to respond.
- One contractor was unable to quote due to being too busy.
- One contractor expressed interest but didn't follow up with a quote.
- One contractor provided an estimate for the work in the sum of £700 ex VAT, which is attached for the Council's consideration.



D. Lovelock

Clerk to Long Melford Parish Council

25/05/2021

**B W Fencing & Landscaping**

2 Poplar Villa

Diss Road

Wattisfield

Diss

Suffolk IP22 1NG

bradley@bwfencinglandscaping.co.uk

www.bwfencinglandscaping.co.uk

07487 581069

VAT: 306251928

Don Lovelock
Long Melford Parish Council

ESTIMATE 390**13 April 2021**

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
Service	To supply and install a handrail to 3 entrances to Melford Walk as per pics submitted. 3 posts per handrail x 3 Price subject to site visit	700.00	20%	700.00
Net Total				700.00
VAT				140.00
GBP Total				£840.00

A deposit for materials will be payable upon acceptance of quotation.

Please note: All timber used in installations, whether it's posts, panels or boards may fade or twist over time and possibly produce sap. This is not a reflection of the quality of the materials it is due to timber being a natural product which is open to the elements.

BW Fencing and Landscaping



Contact Information

Name: Mr Bradley Whitfield
Address: Wattisfield, Diss, Norfolk, IP22 1NG
Telephone:
Mobile: 07487581069
Email: bradley@BWfencinglandscaping.co.uk
Web: www.checkatrade.com/BWFencingandLandscaping

Checkatrade Monitoring

Member Since: **23 March 2018**
Membership Number: **466266**

About this Tradesperson

Limited Company: **No**
Public Liability insurance: **Current - verified 4 August 2020**
Insured by: **Direct Line**

🕒 Reliability & timekeeping	9.85
🧼 Tidiness	9.95
👤 Courtesy	10
🔧 Workmanship	9.95

Overall Rating	Total Reports
9.94	47

VAT registered: **No. 306 2519 28**
Cover Amount: **5,000,000**

Recent Customer Feedback

New Industrial Fence 10 / 10
Good job, great guys to work with and well organised. **Customer in Wellingborough, July 2020**

Fencing 10 / 10
Great quality, fast, according to agreed budget. Fab experience **Customer in Cambridge, July 2020**

Post and rail fence 10 / 10
Good understanding of what we wanted. Good communication. Happy with fence. **Customer in Diss, June 2020**

Fitting of small front gate 9.5 / 10
A very professional installation. A very pleasant and knowledgeable person. Would recommend this person to my friends. **Customer in Cambridge, May 2020**

New Fence and Gate, some sleeper border work 10 / 10
Took the time to look at the job before quoting and excellent communications for start-date. Job completed to high standard - no hesitation in using again. **Customer in Norwich, May 2020**

🌐 Check the latest information at: www.checkatrade.com/BWFencingandLandscaping

☎ Consumer Hotline: 0333 0146 190

Remedial Tree Work as Recommended in the Annual Health & Safety Tree Survey Report

Six contractors were approached to quote for tree work to be conducted in accordance with the findings of the Annual Health & Safety Tree Survey Report submitted in April 2021.

The specification was for the quote to be broken down into two separate sections, being a price for the work identified under:

1. Report Clause 3.5/Appendix 1 (As soon as possible/Priority 1)
2. Report Clause 3.5/Appendix 1 (Within six months/Priority 2)

- Three contractors failed to respond.
- One contractor expressed interest but didn't follow up with a quote.
- Two contractors provided estimates for the work as follows:

Suffolk Tree Services

Total £3,350 ex VAT (Priority 1 £1,480 ex VAT / Priority 2 £1,870 ex VAT)

Timberscape

The Contractor failed to follow the quote specification, providing only an overall price for the work.

Total £3,450 ex VAT

The quotations are attached for the Council's consideration.

D. Lovelock

Clerk to Long Melford Parish Council

25/05/2021



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

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

Don Lovelock
Long Melford Parish Council

4th May 2021

Dear Mr Lovelock

ESTIMATE

TO CARRY OUT TREE SURGERY WORKS AT THE CHURCHYARD, RAILWAY WALK AND LONG MELFORD COUNTRY PARK AS FOLLOWS:

As soon as possible as follows:

- T023 Fell to ground level – to stack timber on site
- T026 Fell to ground level – please see note 1
- T028 Fell to ground level – please see note 1
- T030 Fell to ground level – please see note 1
- T049 Fell to ground level – please see note 1
- T053 Remove hanging branch – to stack timber on site
- T054 Fell to ground level – to stack timber on site
- T055 Pollard at 3 metres and remove secondary stem, to allow retention of stem for habitat – woodchips to be left on site, to also stack timber on site
- T056 Remove dead branch – to stack timber on site
- T057 Coppice – to spray the woodchips on site, to stack timber on site

Total £1480.00 plus vat for Priority 1

Within six months as follows:

- A001 Remove dead trees – to stack timber on site
- T001 Fell to ground level – to stack timber on the bottom of the slope, nesting birds
- T005 Fell to ground level – woodchips to be left on site, to stack timber on site
- T007 Fell to ground level – now fallen, woodchips to be left on site
- T016 Fell to ground level – to stack timber on site
- T018 Fell to ground level – to stack timber on site

T025 Fell to ground level – please see note 1
T029 Fell to ground level – please see note 1
T050 Fell to ground level – to stack timber on site
T051 Fell to ground level – to stack timber on site
T052 Remove hanging branch – to stack timber on site
T058 Fell to ground level. Remove hanging branch from neighbouring tree – to stack the timber on site, or leave woodchips of the brushwood on site, nesting birds
T059 Fell to ground level – to stack timber on site

Total £1870.00 plus vat for Priority 2

Note 1 – We can remove the timber if required but the gate would need to be opened, alternatively the timber can be stacked on site in habitat piles

Some of the trees will have nesting birds within their crowns so the works would need to be carried out after the nesting season as finished

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

TIMBERSCAPE

15
Clarence Rd
Sudbury
SU
CO10 1NJ
0775 - 740 9455
info@timberscape.org
<http://www.timberscape.org>
VAT Registration No.:
131031460



Estimate

ADDRESS

Long Melford Parish Council
Long Melford PC Offices
High St
Long Melford
Sudbury
CO10 9EH

ESTIMATE NO. 1120**DATE 05/05/2021****EXPIRATION DATE 05/05/2021**

ACTIVITY	QTY	RATE	VAT	AMOUNT
Sub Contracted Tree Work To carry out all works necessary to complete schedule of maintenance within PTI report.	1	3,450.00	Exempt	3,450.00

Thank you for giving us the opportunity to quote for your tree work. I
attach a copy of our estimate for your perusal.

SUBTOTAL	3,450.00
VAT TOTAL	0.00
TOTAL	£3,450.00

If you need any further clarification or information regarding any aspect
of the quotation, please do not hesitate to contact me and I will be
happy to go through any points you may wish to discuss.

All of our work is carried out to BS 3998, which is the recommended
British Standard for tree-work, and all tree waste arising from our work
will be removed from site, unless otherwise stated in our quotation and
recycled as part of our price (except some stump grindings may be left
on site to reinstate hole).

The quotation attached is valid for two months from the date of this
letter.

If you would like to go ahead with this work, please contact our office
and we will be happy to book the work in at a time that is convenient
for you.

--

Country Park Toilets Plumbing Refurbishment

In late April 2021 the Park Ranger and the Country Park Committee reported that the plumbing system serving the public conveniences at the Melford Country Park, Rodbridge was leaking, unable to supply sufficient water to provide regular, hygienic flushing, and appeared to be nearing the end of its service life.

Four plumbing contractors were approached to quote for refurbishing the plumbing system to the required standard.

The specification was to quote for:

Repairing or replacing the leaking central cistern.

Separating the water feeds and providing a faster refill system to resolve a problem with inadequate water volumes being available for flushing.

- Three contractors failed to respond.
- One contractor provided a quote for the work as follows:

AGHS

Total £538.33 ex VAT

The quotation is attached for the Council's consideration.

D. Lovelock

Clerk to Long Melford Parish Council

25/05/2021

From: AGHS LTD James Robinson [mailto:agandhs@btinternet.com]
Sent: 05 May 2021 18:44
To: clerk@longmelford-pc.gov.uk
Subject: Melford Park - WCs

Hi Mr Lovelock

The costs to:

Remove and dispose of the current high level toilet cisterns.
Empty and cap off main water tank that is currently leaking.
Supply and fit 3 x heavy duty high level WC cisterns (pull cord type)
Modify pipework to put the new cisterns onto mains pressure
Supply and fit 3 isolators (1 to each cistern)

Total costs £646 inc VAT.

If you have any questions then feel free to email or call.

Kind regards

James Robinson
AGHS Ltd
375600

**Hospital of the Holy and Blessed Trinity
Long Melford**

(Founded by Sir William Cordell in 1573)

A.C. MEAD
Clerk to the Trustees
of Long Melford Hospital

Tel. Sudbury (01787) 373387

Address for correspondence:-
6, GAINSBOROUGH STREET,
SUDBURY, SUFFOLK
CO10 2ET

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

also by e-mail to clerk@longmelford-pc.gov.uk

Our Ref: ACM

11 May 2021

Your Ref:

Dear Sirs

Parish Council Nominated Trustees

I refer to my letter of 15th March in connection with the Parish Council's nominations of two Trustees for the forthcoming term of four years.

As you are already no doubt aware, Carolyn Spraggon, one of the previously nominated Trustees has expressed a wish to stand down now that her term of office has expired.

Accordingly the remaining Trustees would very much like to suggest Graham Wegg as a Nominated Trustee in place of Mrs Spraggon. Mr Wegg has extensive building experience and knowledge which he can apply to the discussions and decisions concerning the various Hospital building projects. He has already been a Trustee by virtue of his previous post as Churchwarden, and proven to be a valuable member of the Board of Trustees.

I look forward to hearing from you after the next Parish Council meeting with your nomination. In the meantime I understand that John Nunn has already been nominated for a further term, and I would be pleased to receive your confirmation of this in due course.

Yours faithfully



Andrew Mead
Clerk to the Trustees

Appendix 11

Long Melford Parish Council – Personnel Committee

A meeting of the Personnel Committee was held on Friday 14th May 2021 during which a discussion was held with Don Lovelock – Clerk to LMPC regarding the current back log of actions required by the clerk. It is clear from the actions list that it requires some extra support to action the many outstanding issues.

The committee recognised that with the ever-growing number of electorate and the significant increase in other matters requiring the clerk's attention, that it is not practical to expect the clerk to materially reduce the back log.

Accordingly, the committee wish to recommend to Full Council that we seek costings from local recruitment agencies for some short term, part time administrative assistance to clear the back log list and through that hopefully short-term activity, use the opportunity to ascertain the need for more long-term administrative support for the clerk.

Subsequently the council has been offered some voluntary administrative assistance from a retired parish clerk of significant experience. This retired clerk has been employed elsewhere within the Mid Suffolk District Council and has been a Trustee on Police Boards. A draft Role Requirement document has been drawn up as a discussion document.

The Personnel Committee now seeks council's approval to take advantage of this kind offer of half to one day per week in a voluntary capacity to operate under the Clerk's instruction and in accordance with the Role Requirement document as below and to be finalised?

VOLUNTEER ADMINISTRATION ASSISTANT - LMPC

Role Requirement

The position of Administration Assistant is an official position, within local government, whether paid or unpaid.

The Volunteer Administration Assistant (VAA) to the Parish Council Clerk's main responsibility is to provide support to the Clerk in his/her duties of the Proper Officer of the Council to ensure the smooth running of the Parish Council. The VAA is expected to comply with and promote the Code of Conduct.

Specific duties and tasks

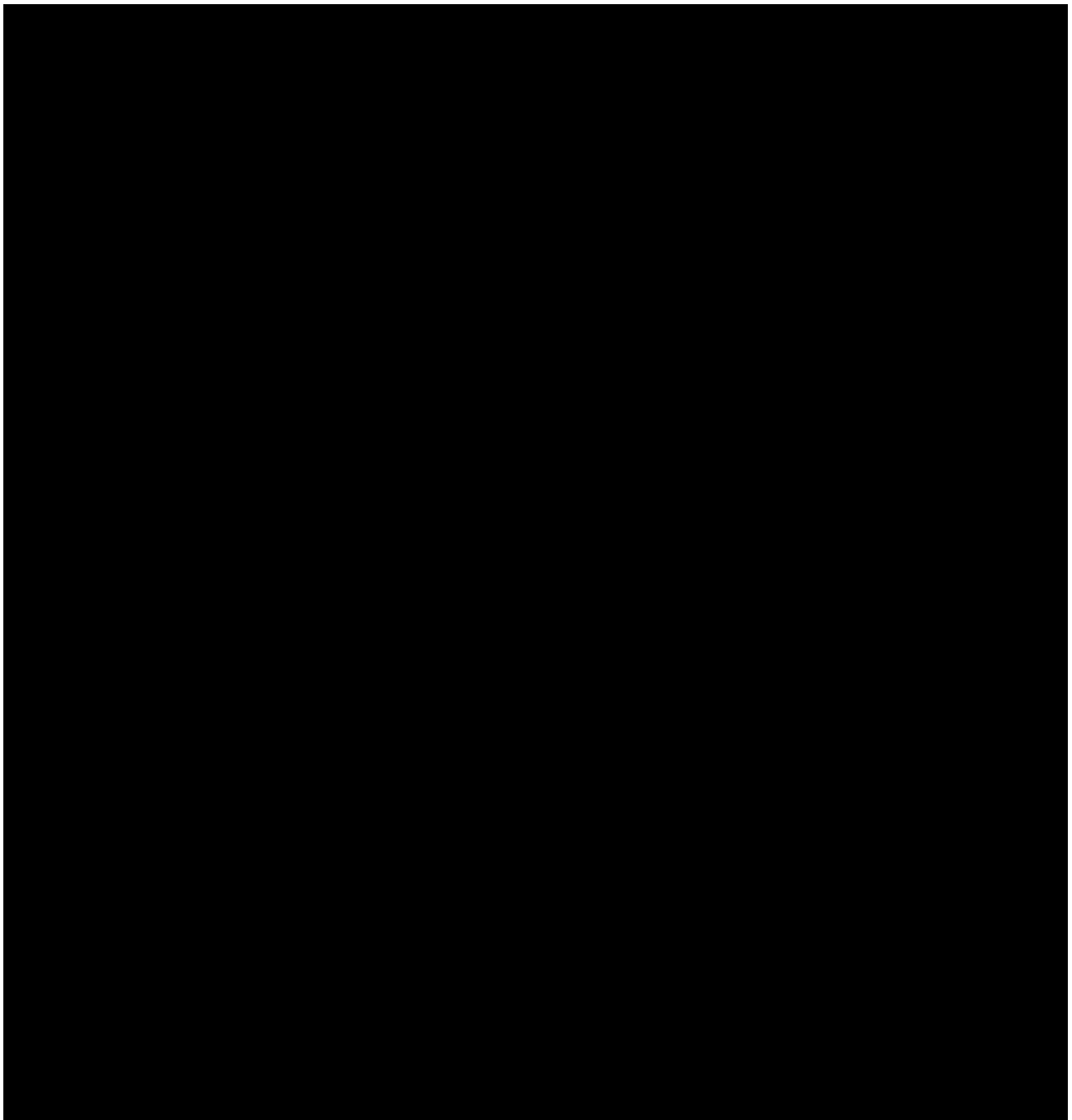
1. To assist the Parish Clerk with general administration of the Parish Council.
2. To assist the Parish Clerk in preparing records.
3. To assist the Parish Clerk by completing project work under direction

4. To assist the Parish Clerk researching and costing proposals
5. To assist the Parish Clerk to prepare specifications for work undertaken by contractors to the Council and to monitor the progress and quality of the work.
6. To assist the Parish Clerk in maintaining the Parish website and social media platforms.
7. To assist the Chair and other Parish Councillors with grant funding applications.
8. To carry out and document risk assessments according to recognised models and good practice.
9. To draft and revise policy documents in line with SALC and NALC guidance.
10. To purchase and maintain equipment and materials of the Council as required by the Clerk.
11. To carry out other related duties as required by the Clerk or Parish Council
12. Use their own IT equipment in line with GDPR principles including assigned official PC email address only.

Mediation Offer

Correspondence received regarding an offer to enter independent mediation regarding a disputed matter.

Details redacted on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature.



Appendix 13

Country Park Report

We are so pleased that 8 of the 11 birdboxes (made by one of our volunteers from reconditioned pallets) have either birds nesting or signs of nesting. There are definitely 4 blue tit and 3 great tit families in situ. Number 9 just over the bridge has the seat nearby where people can sit and watch the comings and goings of the great tits. We also hope the owl box may be being used as an owl has been spotted flying over the back of the fields.

Some of the grassy areas had their first mow of the year this week, but this was limited just to the centre of the 'picnic bowl' and besides that, just the re-definition of pathways. All the rain last week and then sunshine caused a very large growth spurt so this limited cut was necessary, but the setting was kept high and lots of longer grass areas have been left and the wildflowers are beautiful. The area next to the entrance that we have left to grow wild is looking wonderful and thistles are starting to bud along with long grasses and wildflowers. There is now much bird activity in this area of the park.

The Park Committee and Ranger did a walk round with Jane Burch, chair of the Village Biodiversity Group, to go through the tree work that has been suggested in the survey and all was in order and we agreed on some areas that could benefit from new trees to be planted and requests will be logged with BDC for their scheme.

We would like to also purchase two more established oak trees that will be commemorative – one for the Duke of Edinburgh and the other for the Queen's Platinum Jubilee. The Park Committee will look into costs etc.

On Sunday 30th May we held a guided Dawn Chorus walk down at the park – 9 people attended and Janet provided bacon and veggie option rolls and tea/coffee for us at the end of the walk. It was enjoyed by all and we raised a net £55 for park funds after breakfast costs.

The expectation is to have more events throughout the year and the next one will be a second-hand book sale.

The Park Ranger was delighted to tell us we received a lovely thank you letter from a couple that visit the park regularly and the note was accompanied with a small painting of the park and £20 donation! They particularly mentioned how lovely it was to be able to enjoy watching the birds at the feeders. There is a strict cleaning regime in place for the feeders. They are thoroughly disinfected and left to dry out before use, as per guidance received from bird experts.

District Council report

Business grant to boost economic recovery in Babergh and Mid Suffolk

A significant new funding scheme to deliver an economic boost and support recovery from Covid is now available to businesses and not-for-profit organisations in Babergh and Mid Suffolk.

The Back to Business Grant is a one-off payment of up to £25,000 to support businesses in their recovery from the impact of Covid 19 and improve their long-term sustainability through resilience and diversification projects.

Designed to support local post Covid economic recovery by encouraging projects that enhance visitor experience or increase footfall in town and village centres.

Priority will be given to organisations working in a partnership approach to local projects delivering economic recovery, projects that support job creation and opportunities to improve to business resilience and sustainability.

This grant fund is also open to businesses and organisations who are seeking to grow or diversify their business, create more jobs or increase productivity.

Businesses or organisations trading from Babergh or Mid Suffolk, that meet the criteria, can apply for the Back to Business Grant online with a project outline or summary of activity that will be supported by this funding.

Covid update

In a message to all staff last Friday, Tactical Management Team chair Katherine Steel explained how our public health colleagues had confirmed that three new cases of a 'variant of concern' (first identified in India) had been identified in Needham Market.

Teams sprung into action to support the arrival of mobile testing units in the car park of our former council offices in Hurstlea Road on Saturday - with almost 2,000 tests completed by lunchtime yesterday (Tuesday). A testing unit will remain on site until Saturday and there is now no need to book an appointment in advance.

We are keeping residents updated through our social media, and our public health colleagues continue to monitor the situation closely. Our thanks in the meantime to everyone who acted swiftly to prevent the virus spreading further into the community, the situation in Needham Market has unfortunately worsened slightly in the past week.

Cllr John Nunn

Parish Report – June 2021

Councillor Name: Richard Kemp

Address:

Phone number:

Email:

SCC election results

Local elections took place on Friday May 6th for SCC's 75 county councillor seats, as well as several district councillor seats and the Police & Crime Commissioner. The Conservatives gained five seats and retain overall control of the Council, with a strong majority of 55 seats.

The Greens tripled their numbers to 9 seats. The Liberal Democrats have 4 seats, Labour have 5, alongside 1 Independent and 1 West Suffolk Independent.

Suffolk County Council's annual general meeting took place on May 27th.

GLI Group becomes official opposition

Following success at the recent election, the Greens, Liberal Democrats, West Suffolk Independents and Independents have formed a political Group. The Green, Liberal Democrat & Independent (GLI) Group has 15 councillors overall and will take on the role of official opposition at Suffolk County Council.

Cllr Andrew Stringer, Leader of the Group, commented:

"Diverse views are so important in politics, and having different people working together will only make us more effective in a progressive way. The Green, Lib Dem & Independent Group is ready to hold the Conservative administration to account, and challenge them on doing the very best they can for the people of Suffolk."

Boundary Commission Review: consultation reopens

An additional phase of public consultation has opened in the Boundary Commission's review of Suffolk County Council's electoral arrangements. The consultation focuses on new proposals for council division boundaries in:

- Abbeygate & Tollgate
- Barrow & Thingoe
- Blackbourn
- Brandon
- Clare
- Eastgate & Moreton Hall
- Hardwick
- Haverhill East & Rural
- Minden & St Olaves
- Row Heath
- Beccles & Kessingland
- Carlford
- Framlingham & Wickham Market
- Martlesham
- Rushmere St Andrew
- Saxmundham & District
- Wilford
- Woodbridge

The consultation closes on June 21st and can be completed at the link below:

<https://www.lgbce.org.uk/all-reviews/eastern/suffolk/suffolk-county-council>

Launch of The Queen's Green Canopy In Suffolk

The Queen's Green Canopy is a tree planting and preservation campaign commemorating the Queen's Platinum Jubilee in 2022. Partners including Suffolk County Council are working together to preserve and enhance existing woodland while increasing both canopy cover and access to green space.

Tree Wardens will work with communities and parish councils to link up existing woodland with woodland walkways and hedgerows as part of the Queen's Green Canopy. This tree planting will create natural corridors for biodiversity and link up existing footpaths and bridleways.

Different organisations are invited to get involved. Find out more at www.suffolk-lieutenancy.org.uk/queens-green-canopy

Developers' Guide consultation open

Suffolk County Council has launched a consultation on an updated version of the Developers' Guide. The guide is a document to support all those involved in major planning applications in the county.

To make sure that new developments result in improvements to local communities, developers must make financial contributions to local authorities, known as Section 106 agreements, or through the Community Infrastructure Levy. The updated guide aims to support developers and make them aware of what they should consider with their plans. The consultation runs from 17 May to 28 June and can be filled out at the link below:

<https://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/consultations/developers-guide-to-infrastructure-contributions-in-suffolk/>

New electric taxi-bus service launches in East Suffolk

Suffolk County Council has launched a 12-month trial of Katch – a new sustainable electric taxi-bus service running in East Suffolk. Katch provides a travel solution for local residents and visitors in Wickham Market and Framlingham, as well as for those who need to meet their rail connections at Wickham Market train station in Campsea Ashe. The service will be available seven days a week from 6.30am to 10.30pm on Monday to Saturday and 9am to 7pm on Sunday. All journeys must be booked in advance via the Katch App or telephone by calling 01728 55 44 55. The cost of a return journey is £7 and a single journey is £4. If successful and is regularly used by commuters and rail passengers, Suffolk County Council is keen to facilitate further schemes across the county.

For further information about Katch, please visit www.katchalift.com