

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 5th August 2021**

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

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

Councillors absent: **J. Lines**

Also attending: **D. Lovelock (Parish Clerk), P. McLachlan (RFO), Three member of the public**

The Chair opened the meeting at 7:34pm.

Prior to dealing with the listed Agenda items for the meeting, the Chair read out a letter received from Cllr Tipper in which she offered to the public and the Council her apologies for failing to declare a disclosable pecuniary interest relating to payments made to her husband for work undertaken by him for the Parish Council. A copy of the letter is attached to these minutes as Appendix 16.

The following Agenda Items were then addressed.

PROCEDURAL MATTERS

21/08-1 (a) Apologies for Absence

Apologies were received from Cllr Tipper, who had advised that she might be able to join the meeting later in the evening.

21/08-1 (b) Declarations of Interest & Requests for Dispensation

There were no declarations of interest.

There were no requests for dispensation.

21/08-1 (c) MOTION: Accuracy of Minutes

Resolved, that the Council confirms the accuracy of the Minutes for the Full Parish Council Meeting held 1st July 2021, subject to a small typographic error being corrected.

21/08-1 (d) Public Participation

A member of the public spoke in support of Agenda item 21/08-5 (f), to permit cycling along the Melford walk.

COUNTY AND DISTRICT COUNCILLORS' REPORTS

The following reports were received and noted.

21/08-2 (a) County Councillor's Report (Appendix 1) – Cllr Kemp

21/08-2 (b) District Councillors' Report (Appendix 15) – Cllrs Malvisi and Nunn

PARISH CLERK'S REPORTS

The following reports were received and noted.

21/08-3 (a) Parish Clerk's Report (Appendix 2)

21/08-3 (b) Council Action Plan Review (Appendix 3)

COUNCIL FINANCIAL MATTERS AS LISTED

The following financial items were received and agreed.

21/08-4 (a) MOTION: Payments Schedule (Appendix 4)

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

21/08-4 (b) Cashbook Report (Appendix 5)

The Cashbook Report for June 2021 was received and noted.

21/08-4 (c) Statement of Accounts (Appendix 6)

The Statement of Accounts, Balance Sheet, and Bank Reconciliation for the period 1st April to 30th June 2021 was received and noted.

21/08-4 (d) MOTION: CIL Expenditure Report (Appendix 7)

Resolved, that the Council agrees the 2020-21 CIL Expenditure Report and publishes it on the Council's website.

21/08-4 (e) MOTION: Finance Committee Terms of Reference (Appendix 8)

Resolved, that the Council adopts the Finance Committee Terms of Reference dated August 2021.

The RFO advised that the next meeting of the Finance Committee was scheduled for 15/09/2021.

21/08-4 (f) MOTION: Insurance Renewal 2021-22

Resolved, that the Council delegates authority to:

1. The Finance Committee to consider the Council's insurance requirements and put in place appropriate cover up to the renewal date on 1st October 2021.
2. The Responsible Financial Officer to pay the insurance premium required for cover renewal.

21/08-4 (g) MOTION: Ipswich Building Society

The RFO advised that the Council's Ipswich Building Society account requires two signatures for any instruction, that only two Councillors were currently authorised signatories, and that it would be expedient to authorise a third signatory to provide cover in the event of absence.

Resolved, that the Council appoints Cllr J. Watts as an additional authorised IBS account signatory in addition to Cllr Lines and Cllr R. Michette.

OTHER BUSINESS TO BE TRANSACTED

21/08-5 (a) MOTION: Deployment of Litter Bins

Resolved, that to enhance the attractiveness of the location and the view from an adjacent seat, SWC are commissioned to remove the litter bin from outside the Lime Tree Gallery, Hall Street, and replace it from stock with a lamp post mounted bin at the same location, with the original bin to be redeployed elsewhere in the village.

21/08-5 (b) MOTION: Renaming of Beacon of Light

Cllr Kemp proposed that the Beacon of Light WW1 memorial on Long Melford Green could be renamed in memory of deceased local villager Robert Clubb. After discussion it was agreed that a memorial tree planted in the Cemetery might be more appropriate, and the Motion was withdrawn.

Cllrs C. Michette and R. Michette made their apologies and left the meeting at 8:28pm.

21/08-5 (c) MOTION: SID Traffic Signs

Resolved, that Sudbury Community Wardens are engaged to carry out scheduled SID Sign deployment and battery charging every two weeks at a cost of £41.20 plus mileage every two weeks, to include downloading traffic data collected by the units and submitting it to the Council as a regular report.

Cllr Tipper joined the meeting at 8:32pm.

21/08-5 (d) MOTION: Training for Councillors & Staff (Appendix 9)

In accordance with recommendations made by the District Monitoring Officer, the Clerk proposed that the Council should agree to purchase from SALC non-mandatory training for Councillors and staff regarding the Code of Conduct, Data Protection & the GDPR, and Conflict Resolution for a total cost of £840.00 ex VAT. The proposal was overwhelmingly rejected on a vote.



21/08-5 (e) MOTION: Cordell Road Toilets

Resolved, that the Cordell Road Toilets should be re-opened to the public conditional upon the provision of hot water for the hand basin being arranged.

21/08-5 (f) MOTION: Cycling Along the Melford Walk LNR

Resolved, that subject to final confirmation of insurance cover, the provision of appropriate signage and/or safety works, the completion of general maintenance work, and ensuring that the risk assessment covers all pertinent considerations, the Council agrees to formally permit recreational cycling along the Melford Walk.

It was agreed that the Clerk should write to both Suffolk County Council and the Council's insurers to inform them of the Parish Council's decision.

21/08-5 (g) MOTION: War Memorial Refurbishment

Resolved, that quotations be obtained for the replacement of the War Memorial's rotten timber plinth section internal structure and repair of the stone cladding as required in accordance with the Financial Regulations.

21/08-5 (h) MOTION: Melford Walk Maintenance (Appendix 10)

Resolved, that the Council:

1. Receives from the Biodiversity Group the action plan for works to be carried out on the Melford Walk and acknowledge that volunteers have been signed up under the Parish Volunteers Group.
2. Agrees that the Biodiversity Group researches costings for future projects and investigates funding opportunities.

It was agreed that the Clerk should write to SCC Cllr Kemp regarding what assistance the County Council would be able to provide in respect of ditch and drainage maintenance.

21/08-5 (i) MOTION: LMPC Body Corporate Charities (Appendix 11)

Resolved, that with LMPC being a Body Corporate Trustee of the three charities William Skeyne (for Poor) 239216, John Hill 239215, and Robert Colet 230706, the Council agrees to cast its vote at a meeting of each of those charities in favour of amalgamating them into one holding charity with an expanded overview, to be used to create a 'charity pool' for the benefit of the Long Melford community.

Cllr J. Watts made their apologies and left the meeting at 9:15pm.

REPORTS

The Council received and noted the following reports.

21/08-6 (a) Country Park Committee Report (Appendix 12)

The Council agreed that the following tasks were to be delegated to the Country Park Committee and the Clerk.

1. Reporting the new activity to the Council's insurers and completing risk assessments regarding nursery school classes and the trading of a coffee van.
2. For the nursery school classes and trading of the coffee van, drawing up licences and agreeing the fee.

PIIP Working Group Report (Appendix 13)

21/08-6 (b) The following points were raised.

1. Cllr D. Watts requested that the Clerk write to BDC to ask that they honour their equipment maintenance responsibility.
2. Cllr D. Watts requested that the RFO seeks grant funding for the play equipment subject to final confirmation of cost, specification, and authority from BDC.
3. The Council expresses its gratitude to Cllr Ewbank and the Neighbourhood Plan Steering Group for its hard work in bringing the Plan to a point where it could be submitted to the District Council, and to Cllrs Delderfield and Ewbank for their outstanding efforts in leading on the refurbishment of the Old School Car Park.
4. It was agreed that the Clerk would submit details of two bench types to the Council for a purchasing decision to fill the Upper Green requirement.
5. It was agreed that the Clerk would write to Suffolk County Councillor Kemp to request that SCC fund and install a Puffin Crossing in Hall Street outside Budgens supermarket.



MEETING SCHEDULE

21/08-7 Details of the Next Meeting

It was confirmed that the next Full Parish Council Meeting would be held at The Community Centre, Long Melford, Suffolk CO10 9DX at 7:30pm, Thursday 2nd September 2021.

ITEMS RELATING TO A CLOSED SESSION

21/08-8 (a) 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 21/08-8 (b), 21/08-8 (c), and 21/08-8 (d) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

21/08-8 (b) MOTION: Asset of Community Value

Cllr Nunn abstained from voting as he considered that he might potentially have an interest in the use of the building in question by a community organisation of which he was a managing member.

Resolved, that the Council should submit an application for a local building to be listed as an asset of community value.

At 9:59pm the Chair called for a vote to suspend Standing Order 3x to allow the meeting to continue past the mandated 2½ hour period; this was unanimously carried.

21/08-8 (c) MOTION: Land Acquisition

Resolved, that the Council will write to certain landowners with a proposal to meet to discuss purchasing land from them. It was agreed that the approaches should be made by a Working Party consisting of the Council Chair, Vice Chair, Clerk, and Cemetery Manager.

21/08-8 (d) MOTION: Correspondence Received (Appendix 14)

Resolved, that defamatory and harassing correspondence received is to be reported to the police.

There being no further business, the chair closed the meeting at 10:17pm.

Signed: 
L. Malvisi
Chair - Long Melford Parish Council

Date: 14th September 2021

Parish Report August 2021

Councillor Melford Ward

Richard Kemp

Tresco
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01787 378149
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Appendix 1

Appointment to Committees at Suffolk County Council

I have recently been appointed to Development Committee and Audit Committee within Suffolk County Council.

East of England public health chiefs come together to urge caution from July 19th

With more than 40% of people in the local region yet to be double vaccinated, council leaders and directors of public health are urging caution.

They have pointed to recent rises in infections in the younger age groups– which is beginning to lead to significant increases in people aged 60+ across our region. And they have re-iterated the steps that everyone needs to take to protect the most vulnerable.

In each part of our region there are positive examples which demonstrate where local businesses, public sector and voluntary organisations are coming together to support others to take positive choices to play their part and do the right thing to keep infection levels as low as possible over the summer.

Thanks for thinking of others - praise for public for continuing to take COVID precautions

Health chiefs in Suffolk have thanked the public for continuing to wear masks and observing COVID precautions since the lifting of restrictions.

The Government removed the remaining coronavirus rules on Monday July 19 under step four of its roadmap out of lockdown.

The easing meant people are no longer required to wear facemasks in public places such as shops, although they are recommended for crowded areas such as public transport. Venues such as nightclubs can re-open and employers can begin to phase in a return to the workplace for staff working from home.

However, Prime Minister Boris Johnson has urged people to use common sense and personal judgement by considering the risks to themselves and others.

Suffolk says thanks for going the extra mile

Over the last 16 months, countless people in Suffolk have gone the extra mile by helping others, such as volunteering, doing the shopping for a friend or putting a neighbour's bins out. Saying thank you to people who have helped means a great deal, which is why the latest stage of the 'Suffolk Says Thanks' campaign is about celebrating everyday acts of kindness by presenting people with a specially designed pin badge.

Voluntary organisations, local councils and others who are part of the Collaborative Communities Board will be presenting the new Suffolk Says Thanks badges to Suffolk residents who have gone above and beyond during the coronavirus pandemic.

Everyone can get involved by saying thank you to others through the campaign website. By visiting suffolksaysthanks.com, people can thank a friend, a volunteer, neighbour or family member by downloading and sharing one of the free cards, posters or social media graphics.

The Suffolk Says Thanks campaign launched in June 2020, inspiring school children to link up with the county's care homes, and countless messages of thanks to people across Suffolk for the little – and often big – things they do that make a difference to others' lives.

The campaign is based on the five ways to wellbeing: a simple framework for looking after our mental health. A bit like eating five fruit and vegetables each day is good for our physical health, the five ways to wellbeing are the equivalent for mental wellbeing. Giving to others – including saying thank you – is an ideal way of meeting your five ways to wellbeing.

Easing of restrictions when visiting Suffolk's Recycling Centres

Suffolk is set to continue on its path of working towards full capacity at recycling centres after Monday 19 July saw the end to lockdown.

Much like many other recycling centres across the country, Suffolk's Recycling Centres have been operating a socially distanced system during the pandemic.

From 19 July, there will be some changes to the rules when visiting the county's recycling centres, but you will still need to book, pending a full review of arrangements.

The changes will take place in two phases to enable a managed increase in the number of bookings and to ensure that sites are operating safely and effectively.

Phase one from Monday 19 July

- The one visit per week rule will remain in place, but an extra 3,760 slots will become available per week
- Cars with small trailers will now be able to book a 15 min car slot (750kg max gross weight, single axle and unbraked) and will also be allowed at Haverhill Recycling Centre
- Cars with large trailers will now book a 30 min large trailer/van slot (over 750kg max gross weight, double axle or braked), apart from at Haverhill Recycling Centre due to its size
- Vans without trailers will be able to book at all Recycling Centres (including Haverhill). Vans must book a 30 min van slot
- Vans with trailers are still prohibited from using any of the recycling centres
- Social distancing will be removed from all sites. Cars can park next to each other (as directed by site staff) and restrictions on number of people on walkway/gantry removed
- Staff will be able to assist visitors if requested. (All staff will wear FFP3 standard face coverings when assisting and follow good practice on Covid hygiene)
- More than one adult will now be allowed to unload per vehicle
- Guidance will remain for the public to continue wearing face coverings if possible. Face coverings for staff remain optional except when assisting the public

Phase two from Monday 16 August (In addition to changes in phase 1)

- An additional 4,500 slots will be made available per week, taking Suffolk's Recycling Centres to full capacity (weekly total to 27,422)
- Removal of one visit per week rule for household waste
- Trade waste will remain restricted to one visit per week (to ensure fair usage of the system which is mainly designed for residents' household waste)

A customer survey from March 2021 revealed 91% of booking system users were satisfied or very satisfied (with a further 4% being neutral) and 92% of customers had a problem-free experience when using the booking system.

Highways: Overgrown paths and footways and blocked gullies

Suffolk County Council are currently running approximately 3 weeks behind their annual maintenance programme for cutting back and clearing public footpaths, weeds on streets and gullies, however the ground maintenance team are working hard to catch up and complete all works as soon as possible.

Parish Clerk's Report for the FPC Meeting August 2021

1. Vehicle Activated Sign

An additional VAS Sign has been ordered at a cost of 2,710 ex VAT, using allocated S106 funds.

2. Country Park Toilet Plumbing

The refurbishment of the Country Park public toilet plumbing system has been completed.

3. Public Seating

A rainbow picnic bench for the Cordell Place Play Area has been delivered.

4. Leaf Blower

A leaf blower has been ordered for use at the Cemetery, the Car Park, and around the village.

5. Footpath - Cotswold Drive / Roman Way

Following information from Cllr C. Michette that the footpath has become overgrown with foliage from adjoining properties, the matter has been reported to Suffolk County Council (SCC) for action.

6. Cemetery Bins

Two additional wheelie bins have been ordered for the Cemetery; to supplement the existing item by the main gate, and an additional item for new Cemetery area Section E (formally the Glebe Land).

7. Old School Car Park Advertising Hoarding

The removal of the hoarding has been arranged. The posts for it are to be left in place for future use.

8. Biodiversity Project Grant Funding Application

An application for a Minor Grant of £1,000 to be used to assist with the funding the LMPC Biodiversity Project has been submitted.

9. Long Melford Litter Pickers

The LMLP advise that they have met for the first time since COVID-19 lockdown commenced and are recommencing their activities.

10. Melford Walk Entrance Handrails

Following a site visit and discussions with Cllrs Tipper, Malvisi and Watts, the contractor has withdrawn their original quotation and the Councillors have requested that the project is deferred pending an overall consideration of the maintenance and upgrade work required for the LNR.

11. Village Sign – Little Green

SWC have been asked to attend to the Village sign at Little Green, which is reported to be leaning at an angle.

12. Village Signs – B1064

The 'White Gate' Long Melford signs on the B1064 are both rotted, damaged, and falling into disrepair. Reported to SCC with a request for replacement of the timber components.

13. Tree Work

The contractor reports that works at the Churchyard and the Country Park have been completed. Work to the Railway Walk will commence in a few weeks once nestlings have fledged.

14. Upper Green Toilets Hand Dryer

A new hand dryer has been fitted in the Ladies toilet.

15. Code of Conduct Complaint

The BDC Monitoring Officer has advised that they have upheld a Code of Conduct Complaint made against Cllr Tipper in that she failed to declare a pecuniary interest, which is a criminal offence under the Localism Act 2011 and a breach of the Suffolk Code of Conduct. The pecuniary interest related to payments made by the Council to her husband in reimbursement for materials purchased for voluntary work in the Country Park, and paid work in the refurbishment of the village's telephone box defibrillator stations, and the construction of planters for Melford in Bloom. In considering the complaint the Monitoring Officer took into account that Cllr Tipper had already contacted them to advise that she had not declared a pecuniary interest due to a lack of knowledge on her part. Having consulted with the appointed Independent Person regarding this matter, the Monitoring Officer's determination is as follows:

- i. That there is no public interest in referring this matter to the police and that it should be dealt with locally under the Suffolk Code of Conduct.
- ii. That Councillor Tipper apologises to Council at the next available Full Council meeting.
- iii. That she undertakes Code of Conduct training.

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	Aug-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
20/07-15	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	Aug-21
20/08-17	Redraft the Civic Awards Policy	The Clerk	Pending	Aug-21
20/10-16	Investigate employing an external contractor to revamp the Council website	The Clerk	Contractors approached to quote	Aug-21
20/10-20	IT systems review	The Clerk	Contractors approached to quote	Aug-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	Proposed Training to be presented to Councillors at August 2021 FPC Meeting.	Aug-21
20/11-11 (c)iii	Create and adopt a policy for the use of social media by Councillors and Council staff	The Clerk	Model policies obtained. Review to follow.	Sep-21
20/11-15 iii	Make Code of Conduct training available for Councillors	The Clerk	Proposed Training to be presented to Councillors at August 2021 FPC Meeting.	Aug-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	Aug-21
20/12-10 (3)	Implement a recommendation by the Monitoring Officer that Councillors and staff should receive training in conflict resolution	The Clerk	Proposed Training to be presented to Councillors at August 2021 FPC Meeting.	Aug-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
21/04-10 (4)	Hold a meeting of the charity trustees to decide immediate and future actions required	Cllr Delderfield	Pending	Jun-21
21/04-E4	Redraft the revised Standing Orders for the Council's further consideration	The Clerk	Gathering further advice re sub-group definitions and public attendance at meetings.	Sep-21
21/05-12 (7)	Repaint Upper Green Beacon	The Clerk	Order for work issued top SWC.	Sep-21
21/06-10 (3)	Tree Work	The Clerk	Some work completed. Remainder to be completed following the end of the nesting season.	Aug-21
21/07-8 (2)	Order two benches for the Upper Green	The Clerk	Sourcing suppliers.	Aug-21
21/07-8 (4)	Make enquiries with local councils to ascertain how they deal with public access to council meetings.	The Clerk	In progress.	Aug-21
21/07-11 (2)	Deal on the Council's behalf with correspondence received containing derogatory comments.	Cllr Malvisi		Aug-21

Appendix 4

Contractual and other payments approved by Cllrs email since the last meeting		Amount	VAT Accrual	Net Payment
Edd Keogh	Paint brushes for community volunteers	£3.49	£0.00	£3.49
Marmax Products Ltd	Heavy duty picnic bench for Cordell Place	£520.80	£86.80	£434.00
LM Old School Community Centre	Room Hire for Council meeting dated 3/6/2021	£20.00	£0.00	£20.00
		£544.29	£86.80	£457.49

Chargecard payments authorised by the Clerk

Mole Valley Farmers	Cemetery sleeper benches	£178.00	£29.66	£148.34
Amazon	Wireless keyboard and mouse	£45.93	£7.66	£38.27
Babergh District Council	Planning application: Holy Trinity car park improvements	£145.00	£4.67	£140.33
Microsoft Store	PDF exchange software	£59.99	£0.00	£59.99
		£428.92	£41.99	£386.93

August 2021 payments for authorisation

Rialtas	Alpha accounting software support and maintenance	£148.80	£24.80	£124.00
Indigo Ross	Country Park signage	£1,388.40	£231.40	£1,157.00
Indigo Ross	Long Melford Walks leaflets	£650.00	£0.00	£650.00
Perrywood	Dutch hoe for village caretaker	£15.99	£2.67	£13.32
Grown in Suffolk	Watering from 31 May to 28 June inclusive	£370.00	£0.00	£370.00
Sudbury Town Council	Community Warden contract to 30 June	£618.00	£103.00	£515.00
Sudbury Town Council	Community Warden contract to 30 Sept + qtr 1 mileage	£683.52	£113.92	£569.60
Glasswells	Certified shredding of old financial papers	£24.00	£4.00	£20.00
LM Old School Community Centre	Council meeting room hire	£60.00	£0.00	£60.00
Alan Sawyer	July 2021 expenses	£120.62	£13.26	£107.36
Anglia car charging	July EV charging maintenance and SIM	£57.60	£9.60	£48.00
Susie Dixon	July Ranger contract	£550.00	£0.00	£550.00
Suffolk Tree Services	Tree surgery at churchyard, toilet block and country park	£2,844.00	£474.00	£2,370.00
Anglo Gas Heating Services Ltd	Maintenance to Country Park toilets	£646.00	£107.67	£538.33
Sovereign	Cordell Road play equipment inspection	£298.80	£49.80	£249.00
PKF Littlejohn LLP	External Audit of 2020/21 accounts	£720.00	£120.00	£600.00
WJ Green Ltd	Stihl leaf blower and battery	£427.50	£71.25	£356.25
Grown in Suffolk	MIB, July watering	£390.00	£0.00	£390.00
ETF Ltd	Cleaning office and Cordell Road toilets, July	£120.00	£0.00	£120.00
ETF Ltd	Cleaning Upper green toilets, July (£300 for new hand drier)	£1,077.60	£0.00	£1,077.60
		£11,210.83	£1,325.37	£9,885.46

New standing order in favour of Long Melford Old School Community Centre

To create a standing order for £20.00 per month, commencing on 15th September 2021 for Council room hire

Payments due prior to next meeting

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

August 2021 salary, pension and HMRC payments

Contractual payments arising from prior decisions of the Council (e.g. Cleaning of public toilets, Ranger contract etc)

Payments arising from decisions of the Council on 5 August 2021

The payments above were authorised at the Parish Council meeting dated 5 August 2021

Councillor Signature:

Appendix 5

How paid received	Payer	Description	Amount	VAT	Net
Council receipts during June 2021					
BGC	Babergh District Council	MIB, capital grant	2,500.00	0.00	2,500.00
500481	BSE Co-operative	Burial income Sec D: W13	1,050.00	0.00	1,050.00
FPI	Christina Herbert	Burial income Crem 4: B16	820.00	0.00	820.00
FPI	H&A Palmer	Burial income Sec D: U18	410.00	0.00	410.00
FPI	H&AW Palmer Ltd	Burial income Sec D: X12	1,050.00	0.00	1,050.00
500480	Hunnaball Funeral	Burial income	575.00	0.00	575.00
FPI	J Wright Stonemason	Burial income Sec D: K1	55.00	0.00	55.00
500480	JS Munro	Country Park cafe, June	120.00	0.00	120.00
500482	Old School car park users	OS car park donations to 23/6	108.65	0.00	108.65
500480	Donors name withheld	Melford in Bloom donation	100.00	0.00	100.00
500481	Donors name withheld	Melford in Bloom donation	100.00	0.00	100.00
FPI	Donors name withheld	Bench donation	496.00	0.00	496.00
FPI	Donors name withheld	Bench donation	496.00	0.00	496.00
NWBS	Nationwide Building Society	June Interest	27.95	0.00	27.95
CPPC	Country Park car park users	May Country Park car park donations	107.68	0.00	107.68
			8,016.28	0.00	8,016.28
Council payments during June 2021					
DD	EOn	Electricity to 14/05/21	10.86	0.52	10.34
DD	Wave	Water to 14/05/21	11.15	0.00	11.15
DD	Wave	Water to 14/05/21	185.55	0.00	185.55
DD	Wave	Water to 14/05/21	194.26	0.00	194.26
DD	British Telecom	Cemetery Manager mobile	22.10	3.68	18.42
DEB	Zoom	Zoom subscription to 2/6/22	143.88	23.98	119.90
DD	British Gas	Electricity to 12/05/21	60.22	2.86	57.36
621	Bob Ambrose	Old Sch car park donation box	799.50	14.74	784.76
FPO	Alan Sawyer	May expenses, AS	132.28	11.74	120.54
FPO	Auto Innovations Ltd	Signage of Old Sch car park	343.20	57.20	286.00
FPO	Babergh District Council	2021/22 litter/dog bin service	1,331.52	221.92	1,109.60
FPO	Babergh District Council	Recharge of historic costs	402.89	2.01	400.88
FPO	Birketts	Prof fees for licence reviews	607.20	101.20	506.00
FPO	Ernest Doe	Hazard tape	23.88	3.98	19.90
FPO	Gryphon First Aid Unit	Defibrillator, cabinet, kit	1,350.00	0.00	1,350.00
FPO	Indigo Ross	Pardon the weed signage	72.00	12.00	60.00
FPO	Lee Phillips	Covid-19 mobile top-up	10.00	0.00	10.00
FPO	ISF Fire Protection	Testing office fire equipment	67.20	11.20	56.00
FPO	Susanne Dixon	May Ranger Service	550.00	0.00	550.00
FPO	Paul Wilson Handyman Services	Refurbish CP picnic benches	87.27	8.71	78.56
FPO	Perrywood	MIB plants and sundries	384.61	64.13	320.48
FPO	Richard Delderfield	Materials for Old Sch car park	390.91	63.45	327.46
FPO	Richard Delderfield	Material for Old Sch car park	98.47	11.51	86.96
FPO	TA Accounts	June 2021 payroll	6,250.41	6.80	6,243.61
FPO	WJ Green Ltd	Repair to cemetery equipment	59.75	9.96	49.79
DD	British Gas	Electricity to 10/05/21	298.90	49.81	249.09
DD	EOn	Electricity at 2/6/21	41.20	6.87	34.33
FPO	Davecrimmin.co.uk	Clerking Services	150.00	0.00	150.00
FPO	Diana Skrine	Melford in Bloom plants	126.91	21.15	105.76
FPO	Jonathan Ewbank	MIB Planting	342.41	57.06	285.35
FPO	Paul Wilson Handyman Services	Construction of MIB planters	522.67	19.51	503.16
DD	EOn	Electricity to 10/6/21e	82.97	3.95	79.02
DD	EOn	Electricity to 14/6/21	10.14	0.48	9.66
CPPC	Country Park petty cash	Country Park sundries	23.00	0.00	23.00
			15,187.31	£790.42	£14,373.89

Long Melford Parish Council
Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation
for the year to 30 June 2021

29/07/2021: 13:38

Appendix 6

Actual to 31 March 2021	Nominal Account	Actual to 30 Jun 2021	2021/22 budget	Budget variance
145,000.00	Precept	72,500.00	145,000.00	-72,500.00
505.51	Interest received	84.77	600.00	-515.23
29,140.00	Burial Ground Revenue	6,805.00	30,450.00	-23,645.00
0.00	Country Park LNR Income	761.39	1,800.00	-1,038.61
0.00	Old School car park donations	108.65	0.00	108.65
0.00	Melford in Bloom donations	950.00	0.00	950.00
833.48	Recycling income	0.00	625.00	-625.00
612.00	Recovered office costs	0.00	0.00	0.00
10,581.56	Donations	1,060.71	0.00	1,060.71
23,124.92	CIL Receipts	0.00	0.00	0.00
14,000.00	Grants received	4,537.00	2,037.00	2,500.00
4,080.96	Babergh Cleansing grant	0.00	4,200.00	-4,200.00
4,781.40	Insurance claim payment	0.00	0.00	0.00
232,659.83	Total Income	86,807.52	184,712.00	-97,904.48
46,338.38	Salaries	11,614.69	47,500.00	35,885.31
13,184.54	Tax and National Insurance	3,284.62	13,600.00	10,315.38
16,326.24	Pension contributions	4,002.51	16,600.00	12,597.49
75,849.16	Staff costs	18,901.82	77,700.00	58,798.18
408.00	Payroll Charges	102.00	425.00	323.00
368.31	Staff expenses	92.07	375.00	282.93
0.00	Temporary staffing costs	150.00	0.00	-150.00
776.31	Other Employment Related Costs	344.07	800.00	455.93
2,404.28	Insurance	0.00	2,650.00	2,650.00
564.46	Electricity	464.28	1,000.00	535.72
0.00	Water	360.64	0.00	-360.64
893.04	Telephone and Broadband	240.19	950.00	709.81
102.00	Website	0.00	125.00	125.00
122.54	Office Supplies	0.00	150.00	150.00
26.04	Postage	7.92	30.00	22.08
659.47	Software and Licences	527.01	750.00	222.99
0.00	IT Support	0.00	500.00	500.00
0.00	IT Hardware Purchases	487.48	1,000.00	512.52
900.00	Audit	310.00	950.00	640.00
3,278.00	Legal Fees	506.00	2,500.00	1,994.00
54.00	Equipment and Furnishings	56.00	0.00	-56.00
121.50	Meeting Room Rental	0.00	400.00	400.00
1,492.00	Subscriptions	1,226.01	1,600.00	373.99
58.70	Training - Councillors	0.00	650.00	650.00
1,325.00	Training - Staff	0.00	800.00	800.00
0.00	Elections	0.00	3,000.00	3,000.00
545.37	Miscellaneous Expenses	0.00	0.00	0.00
0.00	Discretionary Spending	0.00	6,286.00	6,286.00
12,546.40	Office Administration Costs	4,185.53	23,341.00	19,155.47
558.43	Rates	642.20	600.00	-42.20
117.39	Electricity	43.97	150.00	106.03
127.41	Water	11.15	150.00	138.85
4,628.48	Servicing and Machinery	49.79	500.00	450.21
268.05	Fuel	120.04	300.00	179.96
80.00	General Expenditure	80.00	80.00	0.00
295.00	Bin Collection	295.00	300.00	5.00
3,083.68	Operating Costs	31.87	2,715.00	2,683.13
9,158.44	Burial Services	1,274.02	4,795.00	3,520.98

Long Melford Parish Council
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for the year to 30 June 2021

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Actual to 31 March 2021	Nominal Account	Actual to 30 Jun 2021	2021/22 budget	Budget variance
4,962.00	Street Lighting Maintenance	0.00	4,875.00	4,875.00
0.00	New Street Lights - Phase 3	0.00	0.00	0.00
4,962.00	Street Lighting Maintenance	0.00	4,875.00	4,875.00
714.11	Electricity	163.56	850.00	686.44
797.55	Water	194.26	1,000.00	805.74
5,800.00	LMOS Maintenance Contract/ Ranger	1,100.00	6,600.00	5,500.00
0.00	Tree survey / maintenance	0.00	5,000.00	5,000.00
11,548.92	Operating Costs	523.74	1,850.00	1,326.26
18,860.58	Long Melford Country Park	1,981.56	15,300.00	13,318.44
539.27	Electricity	356.24	600.00	243.76
592.92	Water	185.55	600.00	414.45
8,002.38	Operating Costs	915.60	10,000.00	9,084.40
9,134.57	Public Toilets	1,457.39	11,200.00	9,742.61
835.42	Operating Costs	0.00	500.00	500.00
133.19	LM Community Volunteers	179.83	0.00	-179.83
0.00	Sudbury Community Wardens	0.00	2,800.00	2,800.00
4,586.43	Litter and Dog Bin Collection	1,109.60	1,600.00	490.40
1.25	Bus Shelter	0.00	1.00	1.00
50.00	Notice Boards	0.00	100.00	100.00
3,437.11	Old School Car Park Maintenance	3,728.18	250.00	-3,478.18
1,107.00	Melford Walk	0.00	1,000.00	1,000.00
1,665.25	Walkers are Welcome	0.00	650.00	650.00
11,815.65	Public Places	5,017.61	6,901.00	1,883.39
1,558.16	Neighbourhood Plan	0.00	500.00	500.00
4,928.00	Community Grants	0.00	3,000.00	3,000.00
0.00	Covid-19 grants	30.00	0.00	-30.00
6,486.16	Grants	30.00	3,500.00	3,470.00
1,431.57	Christmas Lights	0.00	1,000.00	1,000.00
975.00	Christmas Tree	0.00	800.00	800.00
71.00	Remembrance Sunday	0.00	800.00	800.00
8,863.19	Melford in Bloom	5,150.77	7,500.00	2,349.23
0.00	Music on the Green	0.00	1,500.00	1,500.00
11,340.76	Events	5,150.77	11,600.00	6,449.23
9,768.88	Defibrillator installations	1,590.00	0.00	-1,590.00
0.00	Vehicle Activated Signage	0.00	0.00	0.00
9,768.88	Projects	1,590.00	0.00	-1,590.00
61,960.92	Year to date surplus/ (deficit)	46,874.75	24,700.00	22,174.75

Long Melford Parish Council
Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation
for the year to 30 June 2021

29/07/2021: 13:38

Actual to 31 March 2021	Nominal Account	Actual to 30 Jun 2021	2021/22 budget	Budget variance
Balance sheet as at:				
31-Mar-21		30-Jun-21		
4,028.73	VAT Control	2,725.22		
0.00	Other Debtors	0.00		
154,227.33	Lloyds Bank (See reconciliation below)	198,430.96		
85,937.58	Ipswich BS (See reconciliation below)	85,937.58		
85,000.93	Nationwide BB (See reconciliation below)	85,000.93		
112.25	Country Park Petty Cash	50.00		
329,306.82	Total current assets	372,144.69		
4,036.88	Creditors	0.00		
0.00	Accruals	0.00		
4,036.88	Total current liabilities	0.00		
325,269.94	Total assets less current liabilities	372,144.69		
Represented by:				
31-Mar-21		30-Jun-21	Movement	
141,425.08	General Funds	187,439.62	46,014.54	
90,000.00	Phase 3 Street Lights Fund	90,000.00	0.00	
6,081.94	2020/21 Community Infrastructure Levy Fund	6,081.94	0.00	
1,000.00	Church Drive Fund	1,250.00	250.00	
1,000.00	2023 Election Fund	1,250.00	250.00	
11,000.00	War Memorial Repair Fund	11,250.00	250.00	
8,427.20	Earmarked Section 106 monies	8,427.20	0.00	
28,000.00	Old School Car Park	26,216.23	-1,783.77	
11,000.00	Upper Green Improvement	13,500.00	2,500.00	
5,000.00	Cemetery Expansion	7,500.00	2,500.00	
3,288.80	Defibrillator Fund	1,767.51	-1,521.29	
3,246.92	Melford in Bloom Fund*	661.09	-2,585.83	
5,000.00	Village centre seating	6,592.00	1,592.00	
7,500.00	Highway improvements	7,500.00	0.00	
2,500.00	Council IT Fund	2,012.52	-487.48	
800.00	Covid-19 Fund	696.58	-103.42	
325,269.94	Total General and Earmarked Funds	372,144.69	46,874.75	
Bank reconciliations at 30 June 2021				
	Lloyds Bank	198,403.01		
	Less outstanding cheques	0.00		
	Plus receipts not cleared	27.95		
	Net balance at 30 June 2021		198,430.96	0.00
	Ipswich Building Society	85,937.58		
	Net balance at 30 June 2021		85,937.58	0.00
	Nationwide Building Society	85,000.93		
	Net balance at 30 June 2021		85,000.93	0.00
	Country Park Petty Cash account	50.00		
	Net balance at 30 June 2021		50.00	0.00

* Melford in Bloom has an additional 2021/22 budget of £7,500.

Appendix 7

Neighbourhood Community Infrastructure Levy (CIL) Expenditure Report

Long Melford Parish Council

1 April 2020 to 31 March 2021

		£
A	Total CIL income balance carried forward from previous year	85,957.02
B	Total CIL income received in reporting year (receipts)	23,124.92
C	Total CIL spent within reporting year (expenditure, net of recoverable VAT)	0.00
	Total CIL allocated but not yet spent to an agreed project (expenditure, net of recoverable VAT)	103,000.00
	Total CIL requested to be repaid in the year	0.00
	Total value of CIL receipts subject to a Repayment Notice served in any year that has not been repaid	0.00
D	Total CIL repaid in the year following a Repayment Notice	0.00
E	Total CIL retained at year end (A+B-C-D)	109,081.94

Note 1: CIL Expenditure – Spent Funds

Items to which CIL Funds have been spent (net of recoverable VAT)

No expenditure has been incurred prior to 31 March 2021	0.00
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Note 2: CIL Expenditure – Allocated Funds (not yet spent)

Items to which CIL Funds have been allocated but not yet spent (net of recoverable VAT)

Phase 3 street lighting	75,000.00
Improvement to the car park at the Old School Community Centre	28,000.00

This statement was adopted by Long Melford Parish Council on Thursday 5 August 2021.

Signed: _____

Position: Chairman

Signed: _____

Position: Responsible Finance Officer

Following adoption this statement was uploaded to the Parish Council's website

Long Melford Parish Council Terms of Reference



Council Sub-Group

Finance Committee (the Committee)

Reports to

The Full Parish Council (the Council)

Number of Members and Quorum

Up to 7no. / Quorum $\frac{1}{3}$ of total membership, minimum 3no.

Councillor Membership Provisions

The Chair of the Council, if not a Member, may attend Committee meetings ex officio in a non-voting capacity.

Non-Councillor Membership

Non-Councillors cannot be appointed to the Committee.

Appointment and Term of Members

Elected annually by the Council at its AGM for a term of 1 year.

Committee Chair and Vice Chair

Chair elected annually by the Committee at its first meeting after the Council AGM.

At the Committee's discretion, it may elect a Vice Chair annually at its first meeting after the Council AGM.

Meeting Frequency

Not less than 3 times per annum.

Public and Press Access to Meetings

Public and Press access is permitted.

Delegated Powers

The Committee shall have no delegated powers other than those conferred from time to time by the Council.

1. Administration

- 1.1 Any Committee vacancies arising between the annual election of Members shall filled by a decision of the Council.
- 1.2 The Committee will be supported by the Responsible Finance Officer (RFO).
- 1.3 The RFO shall determine the date, time, and venue of meetings in consultation with the Committee Chair.
- 1.4 The Committee will meet at least two weeks before the Council meeting to which it will report and make recommendations.
- 1.5 The minutes of Committee meetings will be presented to the Council at the next Council meeting to be held after a Committee meeting.

2. Terms of Reference

- 2.1 The Committee shall ensure that the Council's financial practices comply with the Financial Regulations set out by the Audit Commission, Central Government and the Council's own Financial Regulations, and will make recommendations to the Council to mitigate identified financial risks.

2.2 The Committee shall review the following documents and present them, with any appropriate recommendations, for adoption by the Council:

- The Council's insurance policy;
- The Council's general risk register¹;
- The Council's asset register;
- The Council's Financial Regulations.
- The internal audit report;
- The external audit report;
- The Council's year-end accounts;
- The Annual Governance responses in section 1 of the Annual Return;
- The Accounting Statements in section 2 of the Annual Return;
- The Council's annual budget, precept and reserves policy;
- The Council's cemetery and other fees.

¹ Specific risk assessments will be considered by the Council under the guidance of the Clerk

2.3 The Committee is authorised to appoint Members to review the Council's quarterly accounts and report their findings to the next Council meeting.

2.4 The Committee may refer urgent matters to the Council's Chair and Clerk for decision in accordance with the Council's Financial Regulations.

2.5 The Council reserves the right to exercise any of the functions above without further reference to the Committee.

Training for Councillors & Staff

From: Admin SALC <admin@salc.org.uk>

Date: Monday, 5 July 2021 at 12:55

Subject: FW: Training Courses for Long Melford Parish Council

Thanks for your patience whilst we obtain quotes for the requested training, details below:

Code of Conduct - £100.00 + VAT

Hosted by a SALC Trainer via zoom – Evening preferable

Data Protection & GDPR - £445.00 + VAT

Hosted by [Breakthrough Communications](#) – via zoom or face to face

Included Bespoke Data Protection Training Workshop

We are able to provide a bespoke session covering the fundamentals of data protection and GDPR and related legislation, from the perspective of a local council, designed to give council officers and councillors an understanding of their respective data protection obligations and to give officers an opportunity to assess and think through their current data protection systems and processes. Before the session, our data protection expert will liaise with the relevant Clerk or officers to ensure the session content is focused around the specific needs of the council and its people. We will then facilitate an interactive two hour workshop and will provide a bespoke set of notes/handouts for each delegate, as well as provide an inclusive 30 min follow-up debrief call with the Clerk/officer after the event.

Conflict Resolution - £295.00 + VAT

Hosted by [Imaginarium](#)

Includes Understanding Conflict

What causes conflict?

Working Through Difference

When difference becomes conflict

Working through differences: Seeking innovations and preventing conflict

Conflict Management Process

Managing conflict: a process

Handling destructive emotional behaviours

PROPOSED ACTION PLAN FOR THE MELFORD WALK LOCAL NATURE RESERVE

The key aims of this action plan are to satisfy the requirements on the Parish Council to ensure the Public Right of Way is useable, the natural flora and fauna is enhanced and the local community is engaged and educated about the nature reserve.

Suffolk County Council has responsibility for mowing the PRoW twice a year and maintaining structures (steps/bridges) but has no further obligations.

Cllrs Tipper and Malvisi, along with Jane Burch and Ross Wotherspoon from the LM Biodiversity Group walked the length of the Railway Walk on 9th July 2021. On 15th July Cllrs Malvisi and Bartlett with Jane Burch met SCC Flood Engineer, Jason Skilton to discuss the drainage issues associated with the area. This proposed plan of action is formulated from our findings coupled with the agreed actions in the 'Conservation and Wildlife Management Plan for the Long Melford Local Nature Reserve' adopted by the Parish Council in May 2019. It is clear that this management plan has not been enacted in the intervening years.

SCC Ecology team should be contacted prior to any works to ensure they are compatible with the requirements of the Local Nature Reserve status. (ecology@suffolk.gov.uk)

Immediate Priorities:

1. Removal of Giant Hogweed (near Olivers Close entrance to the walk) - *on inspection this is thought to be a hybrid but has been removed as a precaution.*
2. Mow the footpath asap. SCC is due to mow again in August but the path is currently very overgrown and barely passable in places.
3. Cut back by hand any overhanging vegetation that obstructs the path for walkers. There are areas along the whole length of the path that need this to be done. Volunteers have been engaged within the Parish Volunteers Group to undertake this work asap and keep the footpath clear.
4. Working with SCC Biological Records office and appropriate expertise establish what flora and fauna is currently using the nature reserve and develop an ongoing survey plan. Where necessary for practical works, surveys/permissions will be sought.
5. Create a plan for improvements to the drainage of the walk, assess costs and a funding package. The first priority for drainage is to assess and rod the various culverts along the drainage ditch to ensure they are running freely. If not improvements to the culverts would be the priority action. Any improvement work would need Land Drainage Consent from SCC.

Other key priorities for this autumn/winter:

6. To establish sunny banks in areas where there are no trees, by cutting back and remove nettles, brambles, etc. Details of these areas below.
7. Remove fallen timber and vegetation from the drainage ditch to allow management.

The ditch will need to be desilted along the whole length. This could be carried out in phases over a 4-5 year period (during winter period). A small mini digger could be used and removal of the majority of the silt from the area to prevent it flowing back into the ditch is recommended. Of particular concern is the Field Maple tree (behind Olivers Close) that blocks the ditch. If a culvert under it is not found there are two alternatives – to reroute the ditch/pipe or to remove the tree (after appropriate assessments). This is the area of the path most affected by flooding last winter so this area should be the key priority.

8. Cut back larger overhanging trees to allow more light into the path, thus keeping it drier and allowing a wider range of flora to grow along the side of it. Any timber/prunings cut down should be left in piles along the west bank of the path.

Section 1 Southgate St. To Water Lane:

- As well as needing mowing, there is overhanging vegetation making this section very unpleasant to walk along.

Section 2 Water Lane to Swanfield Bridge:

- There is an embankment on the western side (approx. opp 51 Roman Way) that was once an important grassy bank for a wide range of flowers and reptiles. This needs to be cleared of invading scrub and large grasses cut back and raked off each autumn.

Section 3 Swanfields Bridge to Olivers Close (South):

- The area just past the bridge has been cleared in the past but is currently covered in nettles, brambles, etc. This should be cleared annually to establish an open bank to encourage reptiles, etc. Nettles should be pulled out by hand rather than simple cut back.
- This section is particularly wet and the drainage ditch is blocked by a large tree – see above.

Section 4 Olivers Close (South) to Olivers Close (North) entrance.

- This area is very dank due to lots of overhanging branches. There is also a lot of fallen timber near the path/over the drainage ditch. This and Section 3 should be the first to have work on the overhanging trees undertaken.

- The steps on the eastern side are slippery and could benefit from adding chicken wire. Permission from SCC RoW team has been sought and given. Volunteers will be asked to undertake this work.

Section 5 Olivers Close (North) to Bridge RUPP from Palmerswent Close

- As above

Sections 6 & 7 (Palmerswent Close to end at Kings Lane)

- These sections are much more open and not in need of urgent action apart from removal of a few small branches and minor overhanging vegetation.
- This area needs to be kept open by removal of any scrub that establishes in the area.
- There are some dead elm trees behind the Hopkins Homes that are earmarked for removal this year.

Registered Charities - Long Melford Parish Council Serving as Body Corporate Trustee April 2021

<u>Charity</u>	<u>Number</u>	<u>Trustees</u>	<u>Last account</u>
John Hill	239215	LMPC 'de facto' all & every councillor	31 March 2020
		Individual trustees: - Jayne Lines	since 21 Jan 2014
		in a personal capacity Richard Michette	since 21 Jan 2014
		Maureen Clayton	since 19 Sep 2019

Will of 4th May 1495 – *“For the benefit of the poor of the town of Melford”*

Rent of £280 pa last collected in 1983 – Rent to 2008 chased with £7000 in arrears

Suggested new rent from January 1st 2009 of £384.32 gives additional outstanding rent of £4,996.16

Almost 10 acres of land at Pentlow – average arable land prices in E Anglia (2020) £9,000 per acre

Therefore, land asset value approximately £90,000 – **cash in bank £00.00**

CHALLENGE

1. How does the charity pay for legal costs to seek formal registration of this land?
2. How does the charity pay for legal costs to secure approximately £15,00 rent arrears?
3. Please note extract from Charity Committee minutes of January 2014

POSSIBLE RESOLVE

1. Merge this charity with William Skeyne (For Poor) that does have cash in bank of approximately £12,000
2. Will of 22nd April 1518 – *“for the benefit of the poor in the Parish of Long Melford”*
3. Identical 'Charitable Objectives' and has land assets of possibly £0.5M
4. Should have regular annual income of approximately £1,000??

Extract from Charity Committee minutes of 9th January 2014

Charity of John Hill

- The meeting acknowledged that **the Parish Council cannot be a trustee** and recommended at its next meeting to nominate three individual trustees in addition to Cllr R Kemp.
- The meeting recommended that once outstanding issues are resolved then the charity is merged with other Long Melford Charities with similar purpose (viz William Skeynes, William Chaplyns, John Corders and potentially Olivers Charity).
- The meeting supported the principle of the Parish Council administering this charity and charge a reasonable fee for this service.
- The meeting recommended that the Parish Council consider at a future meeting the need to seek professional help to resolve the outstanding rental matter.
- The meeting recommended a future review of the land holding and income generated.
- Cllr R Kemp informed the meeting that documentation was available to prove the Charity's ownership of its land holding.
- The meeting noted that the three bank signatories are all dead. New signatories would be drawn from Cllr Kemp and new trustees. Mr Kemp offered to liaise with Barclays bank in order to re-activate account & change signatories.
- The meeting acknowledged the need to undertake a risk assessment including trustees and third-party liabilities.

**PLEASE NOTE THAT DESPITE BULLET POINT 1 ABOVE, LMPC WAS RE-APPONTED
A TRUSTEE OF JOHN HILL CHARITY ON 22 SEPTEMBER 2017**

<u>Charity</u>	<u>Number</u>	<u>Trustees</u>	<u>Last account</u>
William Skeyne	239216	LMPC 'de facto' all & every councillor	31 March 2019
		Individual trustees: - Maureen Clayton	since 19 Sept. 2019
		in a personal capacity Carole Michette	since 7 Dec 2017
		Elizabeth Malvisi	since 1 Feb 2018
Barclays Bank signatories – Current & Savings: -		R Kemp	
		R Michette	
		S Dudden – indicated in writing to stand down	

Will of 22nd April 1518 – *“for the benefit of the poor in the Parish of Long Melford”*

Three tenants on parcels of land around the village – expected income approximately £700 per annum

Possible land asset value £0.5M

Receives dividend from Charities Investment Fund quarterly with average annual income of £50

TENANTS

Adams Family – previously sought Adverse Possession but withdrew for 99-year lease – rent by Standing Order

HP Estate – last apparent rental paid 24 January 2019 – awaiting Barclay’s statement for Jan 2020 to Jan 2021

Recently paid ‘Rent of High Cross field’ for 2020 and 2021 at £258.64 per annum

Wishsight Ltd. – last apparent rental paid 17 February 2017 with offer to purchase the land

Recently been invoiced for ‘Rent of field off Oliver’s Close’ for 4 years 2017/2020 at £215.88 per annum

CHALLENGES

1. No evidence of periodic rent reviews
2. No evidence of rental payment chasing
3. Why was offer from Wishsight Ltd. to purchase land, not progressed? And who was aware?
4. Were any of the trustees aware that no rent had been forthcoming in 2018 or 2019 from Wishsight Ltd

Extract from Charity Committee minutes of 9th January 2014

William Skeyne

- **The meeting acknowledged that the Parish Council cannot be a trustee** and recommended at its next meeting that two trustees are appointed in addition to Cllrs Kemp and R Michette.
- Mr Abbott confirmed that he has resigned as a signature holder. Whilst the meeting noted that he and Judi Walton were still listed by the bank as sole signatories once trustees had been confirmed new signatories could be determined.
- The meeting recommended that once new trustees appointed then signature holders are drawn from the four trustees.
- **The meeting recommended that once outstanding issues are resolved then the charity is merged with other Long Melford Charities with a similar purpose** (viz William Chaplyns, John Corders and **potentially Charity of John Hills** and Olivers Charity).
- The meeting recommended that the charity's land holdings and investment returns are reviewed and thereafter at least annually. Similarly rent levels are also reviewed. **Dudley Kemp advised that this charity is charging for landholdings that are leased by charities run by the Church.**
- It was noted that one or more of the leasee's had sought first refusal should the land be sold.
- It was noted that Mr Alan Theobald (of Cock and Bell Lane) may be able to assist with historical information. The RFO to check with CCLA if 102 units of COIF investments are in the name of AEF Theobald.
- The meeting also sought confirmation that lease agreements were held at the Parish Council office. Cllr Kemp stated that lease agreements with Mr R Hyde Parker and Mr Rush were also completed. The RFO informed the meeting that she was only able to locate the agreement with The Adams family (Cranmore Hill).
- The meeting recommended the Parish Council continue to administer this charity and charge a reasonable fee for this service
- The meeting acknowledged the need to undertake a risk assessment including trustees and third party liabilities.

**PLEASE NOTE THAT DESPITE BULLET POINT 1 ABOVE, LMPC WAS RE-APPONTED
A TRUSTEE OF Wm SKEYNE CHARITY ON 2 FEBRUARY 2017**

<u>Charity</u>	<u>Number</u>	<u>Trustees</u>	<u>Last account</u>
Robert Colet	230706	LMPC 'de facto' all & every councillor	31 March 2019
Includes F E Drage charity		Individual trustees	since – date unknown
		in a personal capacity	since 22 Sept. 2017

Charitable purpose: - *“On will dated 3rd May 1414”*

1. To be used in or towards the cost of repair and maintenance of the public footpaths in the parish of Long Melford, not being footpaths by the side of public roads.
2. **For the general benefit of the poor of the parish – same as Wm Skeynes & John Hill**

Charity Commission document of 9th April 1963 refers to land of .32 acres on the Long Melford to Acton road plus cash and War Stock in the name Melford RDC. **What happened to that land?**

Income solely from Charities Investment Fund receiving quarterly dividends of approximately £300 per annum

Investment holding value last recorded at approximately £10,000.00

Last known Cash at Bank £2,589.61 awaiting updated bank statement

Last known expense of £575.00 in year to 31 March 2014

Extract from Charity Committee minutes of 9th January 2014

(i) Robert Colet

- The meeting recommended that this and the FE Drage charity be merged given their common purpose.
- The meeting recommended that at its next meeting the Parish Council nominate two trustees in addition to Cllrs Kemp and R Michette.
- For ease of administration, it was suggested that Cllr Helen Spear be one of those nominations and all four 4 trustees to be signatories for the bank account. A new bank account is to be opened with Barclays and any outstanding balance held in the PC bank account be transferred to it.
- It was recommended that the Parish Council administer this charity and that a reasonable charge is levied for this service.
- A review of the performance of current investments was recommended and thereafter at least annually.

- **F E Drage** The same recommendations apply as with Robert Colet charity.

Appendix 12

Country Park Report 29th July 2021

Cathy Smith, the SWT Community Wildlife Advisor visited the park at the end of June and she was very impressed with what we have achieved up until now and gave us some invaluable feedback on how we manage the grassland areas, wildflower areas and what we should be doing over a longer term project with some of the pits to improve the biodiversity.

Cathy confirmed that the tree trunk in the river should be left there and we don't need to remove it. She explained the best way to improve the wilded area at the front of the park and actually thought that the work the electricity board carried out in cutting down and clearing areas under the electricity wires was a good thing and has allowed more light into some of the darker, danker areas thus improving the biodiversity in those areas. We are awaiting a written report from Cathy and will circulate when we receive it.

The vast areas that we have left this year for the grass and wildflowers to grow are thriving and there is a good variety of species which are a haven for butterflies. We have been asked to provide more educational boards to identify butterflies, odonata and types of wildflowers.

Following the visit of an owl expert, one of the Park Friends has made up an owl box that will replace the one in the woodland area at the end of the breeding season, as it's no longer fit for purpose. We would like to rig up a camera in the box to monitor what, if any nesting, may take place next year. It is also intended to add three further owl boxes in suitable locations, again in the autumn.

The new signage is finally up in the park and it's been hugely well received. Donations have increased considerably now that the donations box is clearly marked and there are signs up in the loos asking patrons to donate. We are just waiting on some information from John regarding the archaeological finds of Basil Brown and we will get a poster made up of that.

OFSTED have approved the park as an outdoor nursery facility for Little Woodland Tribe and they will be starting their nursery sessions down at the park from September during term times.

We are having an Open Day at the park on 5th September from 10 am to 2 pm and we will invite many local, relevant groups and would welcome councillors to attend if they wish. Janet will be opening up earlier to provide refreshments. We will have the Biodiversity group there as well and hope to get someone from SWT to attend, if they are able.

We will be trialling a mobile coffee vendor in the park from 10th August – she will be selling coffees and traybakes from her eco-friendly Piaggio van on Mondays, Tuesdays and Wednesdays in the morning.i.e. only on the days when Janet's café is not open. Her cups are biodegradable and each day she will be checking to ensure no litter is left. If successful, this will also be an extra revenue maker for the Park – charging £50 per calendar month for her pitch.

PARISH INFRASTRUCTURE INVESTMENT PLAN (PIIP) REPORT FOR AUGUST 2021 COUNCIL MEETING

30 July 2021

The PIIP group met on 6 July. Below is a brief update of that meeting and subsequent developments.

New playground equipment

At its July meeting, the PC asked the PIIP working group to take over responsibility for recommending to the PC what new equipment should be installed at the Cordell Place play area, how much it would cost and how it would be funded.

The group decided to obtain the most recent risk assessment conducted by Babergh and commission its own as the latest Babergh one was almost a year old. This showed all equipment to be in good to moderate condition but that damage to some ground safety surfaces needed repair. The earlier Babergh risk assessment had also shown that some ground safety surfaces needed repair but also that some of the equipment needed minor repairs or painting and some needed monitoring.

Babergh is responsible for maintenance but appears to be doing very little. We need to take this up with Babergh and agree a contract for maintenance – *action Clerk or RFO?*

On 24 July, a site visit to Cordell Place took place. It was generally agreed that a fenced off area could be created for a toddlers' area with suitable new equipment plus seating for parents. In addition it was thought that the replacement of the roundabout with a wheelchair accessible one and the installation of an accessible swing made sense as did a new slide.

Cllr Powell had requested new quotes from the three suppliers that had previously quoted and introduced Chris Taylor from Outdoor Spaces in Lavenham which specialises in outdoor provision, including play areas. It seems that it could be cheaper to buy the equipment and commission the requisite ground works and safety surfaces separately.

We also visited the Acton and Clare play areas, both of which had fenced off areas and accessible roundabouts.

Funding: Babergh is holding c £12,000 of Section 106 money for improving the playground.

A local business has offered a donation depending on its sale of items

where proceeds go to charity. This is unlikely to be as much as the £9,000 previously hoped for. But it should amount to £2,000 or more. We will not know the final amount until Christmas. It is clear that substantial grant funding will be needed – *could the RFO take on the task of seeking that?* It was also suggested that some of LMPC's reserves could be used for the project.

The PIIP group hopes to bring a firm proposal about how to proceed to the September or October Council Meeting. This will include looking at the possibility of including the Wicksteed Playground Horse offered by Stuart Poole.

Ongoing projects

Below is a brief update on the decisions made at the Parish Council Extraordinary Meeting (*in italics below*) held on Thursday 11 June 2020:

9.1 That adoption of the Neighbourhood Plan be accelerated.

Babergh has given the NP Steering Group its feedback from an informal consultation. Some Plan details have been amended as a result. A new version of the National Planning Policy Framework was introduced unexpectedly this month and some changes were needed as a result of that. It is hoped to submit the Regulation 15 version of the Plan formally to Babergh very soon – maybe before this meeting.

9.2 That information regarding the Hills Charity land title be passed to the Trustees.

The application to register the Hills Charity land has been lodged at the Land Registry. But the Land Registry has indicated that the process will take at least a year. Merging the Hills Charity with two others will have been discussed as part of an earlier Agenda item at this meeting.

9.3 That Suffolk County Council be commissioned to complete the final phase of street light replacement.

Now complete. The Clerk is awaiting SCC's final bill, which should be lower than their estimate because cheaper methods of replacing lights were used on some streets instead of installing completely new lampposts.

9.4 That obtaining a new lease for the Old School Car Park, and investigating options for its resurfacing, be progressed.

This is now up and running with a smart and pothole-free new surface, substantially improved drainage, subdued lighting, electric charging points and a concrete base for the recycling centre. Many thanks to Cllrs Ewbank and Delderfield for masterminding and managing this project.

9.5 That the identification of sites and allocation of funds for additional village seating be progressed by a working party, consisting of Cllrs. Bartlett, Clayton, and C. Michette.

Cllr Bartlett and Mrs Clayton have been replaced on this committee by Cllrs Nunn and J Watts. Three new benches have been installed in Hall Street. But these were felt by some councillors to be not as comfortable as they could be. So the committee will be looking for two more comfortable benches to be installed on the Upper Green to replace damaged ones that had to be removed. The Clerk and some councillors have made suggestions. *Can we confirm the way forward please?*

9.6 That making improvements to play equipment at the Cordell Place play area, and the development of teenage facilities, be progressed.

The play area is covered earlier in this report. *I am not clear what is happening with the development of teenage facilities.*

9.7 That provision be made to fund work to safeguard Top Green.

A planning application has been submitted to Babergh for the installation of gates and railway sleepers that will allow motor vehicles to be prevented from driving onto the Green in wet weather when doing so might damage the Green. Remedial work for damaged areas is planned for this autumn.

9.8 That provision be made to fund the acquisition of land to extend the Cemetery.

£5,000 was included in the 2020/21 and 2021/22 budgets and will continue to be in succeeding budgets to fund this.

9.9 That the following highway improvement measures be implemented:

(a) The Council to allocate £7,500 from its general fund towards the total cost of installing a traffic island outside Budgens supermarket, with the balance to be met from Cllr. Kemp's locality budget.

(b) Councillor Kemp to obtain plans from Suffolk County Council showing the precise proposed location of the dropped curbs to be installed adjacent to Black Lion public house and then report back to the Council. SCC not to be contacted regarding further traffic management improvements in the immediate locality until after installation of the dropped curbs is completed.

- (a) The idea of a traffic island has been rejected by SCC on safety grounds – it is thought to be dangerous to cyclists and to pedestrians on the island being endangered by parked motorists backing out. The fact that there have never been such accidents at Melford's other island crossings is deemed irrelevant because health and safety standards have changed since they were installed. The SCC engineer that Cllrs Kemp, Nunn and D Watts met suggested a 'puffin crossing' with traffic lights. He subsequently came back saying a 'puffin crossing' would cost £100,000+ and 'a funding source for the entire scheme would have to be found'.
- (b) The dropped curbs are in place but associated signs are bollards are not. Cllr Kemp is chasing SCC on these.

Dave Watts

District Councillors Report – 04/08/2021

We have now written to all town and parish councils in Babergh who are eligible to apply for a share of the Welcome Back Fund. Completed request forms should be returned to us as soon as possible to ensure that communities do not miss out on this important funding opportunity.

In order to distribute the funding fairly, we have offered a selection of items to help each town and parish create a welcoming and safe environment for local trade and tourism as we exit the coronavirus restrictions.

The Welcome Back Fund is also supporting a range of events in our key towns, such as Green Sundays in Sudbury offering fun eco-friendly activities and workshops, as well as craft fairs and walking trails in Sudbury and Hadleigh.

Innovate Local scheme launched for businesses

Start-up businesses in Babergh are being invited to take part in Innovate Local, a pilot scheme designed to help businesses grow and reach new audiences following the impact of Covid-19.

Babergh District Council lends support to Thank You Day

The leader of Babergh District Council has thanked workers in the district for their incredible response to the pandemic.

Help Suffolk say thanks

We are fortunate to have an incredible volunteer network in Babergh, with many of our residents having gone the extra mile during the past 16 months.

To recognise their efforts, we will be distributing [Suffolk Says Thanks](#) badges over the coming months. If you know of anyone in your community who you think deserves a badge, please [email our communities team](#), who can arrange for this to be sent out.

Local council housing officers recognised nationally as ‘community heroes’

Babergh and Mid Suffolk District Councils’ housing officers are in the running for a prestigious national award, for their work in keeping vulnerable residents off the streets during the Covid-19 pandemic.

Developing a ‘joined-up’ strategy for parking in our districts

This week, Babergh and Mid Suffolk cabinets approved work starting on the formulation of a parking strategy for both districts.

The joint strategy will look at all elements of parking – including everything from on-street and off-street parking, through to the economic, environmental and community impacts – to ensure that shoppers, tourists, visitors, residents, workers and commuters, have access to sufficient, good quality, safe, welcoming parking opportunities.

The parking strategy, due to be approved by September 2022, will look at our districts’ needs over the next five to ten years – including aspects such as housing growth, business and tourism, as well as environmental and wellbeing factors.

The development of the strategy will, of course, involve consultation with our town and parish councils, residents and businesses, as well as other local authorities, plus a range of organisations including disability forums, emergency services and hospitals, transport operators, voluntary and community groups, Chambers of Commerce and local town vision groups. Look out for further information over coming weeks.

2021 Annual Canvass now underway

The annual canvass process is now underway and we are asking residents to check their details on the electoral register are up to date to ensure they do not lose their right to vote. To help streamline the process we are encouraging this to be done electronically and continue to provide reassurance that annual canvass emails from us are genuine.

Local Energy Showcase will champion green businesses

Businesses and community organisations are being urged to tackle climate change by joining Suffolk's first ever showcase event celebrating sustainability and green energy.

Wheels in motion for cycle race

The full route for this year's Women's Tour has been revealed, with some of the world's top cyclists racing through Babergh and Mid Suffolk once again

In a further announcement this week, Babergh and Mid Suffolk were announced as locations for the thrilling Sprints and challenging Queen of the Mountains climb of stage six of the Women's Tour.

Council defers decision on Skylark fields development

Details of a Long Melford development will require further consideration following Babergh's planning committee calling for more energy efficiency measures, a better housing mix and further investigation into pedestrian safety.

Town and parish councillors may also be interested in [downloading the new Parish Councillors' Guide to Rural Affordable Housing \(2021\)](#) produced by the Rural Housing Alliance.

Appendix 16

Statement from Councillor Tipper to be read out at the FPC meeting 5th August 2021

Dear Councillors

Following two code of conduct complaints made against me by Cllrs Richard and Carole Michette, the Babergh Monitoring Officer has upheld those complaints and resolved that I have breached the Suffolk Code of Conduct by failing to declare a disclosable pecuniary interest at Council meetings where payments to my husband were being made.

When considering the complaint, the Monitoring Officer took into account that I had already contacted her to notify that I had not declared a pecuniary interest at the Council Meetings where the incidents had taken place due to lack of knowledge on my part.

In fact, I had previously made Councillors aware in May 2020 that Paul Wilson Handyman Services was my husband and the DPI register on the BDC website declares my spouse to be a Handyman.

The Monitoring Officer has informed me that in this instance the Independent Person agreed that there is no public interest in referring this matter to the police and that the matter should be dealt with locally under the Suffolk Code of Conduct.

The sanctions of the Monitoring Officer are -

1. That Councillor Tipper apologises to Council at the next available full Council meeting
2. That Code of Conduct training is undertaken

I had already sent an email to Councillors explaining my mistake, but I would like to sincerely apologise again to all Council members and members of public.

It was entirely due to a lack of knowledge on my part that led me to believe I didn't have to declare a pecuniary interest for a spousal payment and now I am fully aware of the rules I will make sure that I declare any future pecuniary interests, should they arise.

I also confirm that I have booked in Code of Conduct Training with the Monitoring Officer on 19th August.

Councillor Lisa Tipper