

# 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 7<sup>th</sup> October 2021**

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

Councillors present: **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: **I. Bartlett, J. Lines**

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

**The Chair opened the meeting at 7:35pm.**

### **21/10-1 PROCEDURAL MATTERS**

#### **(a) Apologies for Absence**

Apologies were received from Cllr Bartlett.

#### **(b) Declarations of Interest & Requests for Dispensation**

Cllrs Kemp and R. Michette declared that they would not speak regarding Agenda Item 21/10-5 (d) as they had an interest in it as local businessmen.

Cllrs Tipper declared that she would not speak regarding Agenda Item 21/10-5 (e) as she is a members of the Ex-Service & Working Men's Club.

There were no requests for dispensation.

Prior to dealing with the rest of the Agenda the Chair read out for noting an email received by Cllr Tipper, in which the Deputy Monitoring Officer had asked that the following statement, correcting information previously provided to Cllr Tipper by the Deputy Monitoring Officer, be read out at the meeting.

*"The deputy Monitoring Officer has clarified that the code of conduct complaint against Cllr Tipper was sent in by Cllr Richard Michette on behalf of residents in the village."*

Cllr Tipper advised that as a result of this information she had amended the apology that she had made to the Council and residents at the August 2021 full Council meeting (Appendix 13).

The following Agenda Items were then addressed.

#### **(c) MOTION: Accuracy of Minutes**

It was agreed that Minute 21/09-6 (c) should be amended to clarify that the conversion of several mown areas to wildflower meadows was for a trial period of one year.

**Resolved**, that subject to the above amendment the Council confirms the accuracy of the Minutes for its meeting held 2<sup>nd</sup> September 2021.

#### **(d) Public Participation**

Four members of the public spoke in support of Agenda Item 21/10-5 (e), referring in particular to the traffic hazard caused by the effect upon parking of the picnic benches located outside of the Ex-Service & Working Men's Club. The Chair said that the points raised would be taken into account during the forthcoming consideration of the matter, and thanked them for their contribution.

### **21/10-2 COUNTY AND DISTRICT COUNCILLORS' REPORTS**

The following reports were received and noted.

#### **(a) County Councillor's Report (Appendix 1)**

#### **(b) District Councillors' Joint Report (Appendix 11)**

Cllr Malvisi added that, under a Babergh District Council (BDC) scheme, 220 trees had been provided for planting to the families of new-born babies.

### **21/10-3 PARISH CLERK'S REPORTS**

The following reports were received and noted.

**(a) Parish Clerk's Report** (Appendix 2)

The Clerk verbally added items 13 to 18 to the Report (amended Appendix 2 attached).

**(b) Council Action Plan Review** (Appendix 3)

### **21/10-4 COUNCIL FINANCIAL MATTERS AS LISTED**

To receive and agree the following financial items and consider any matters arising from them.

**(a) MOTION: Payments Schedule** (Appendix 4)

Cllr R. Michette queried a charge of £28 ex VAT for signage for Jenny Wren's Café at the Country Park, as this was a private business. Cllr Ewbank stated that the Country Park Committee considered the expenditure to be warranted as the sign had been produced to match the rest of the Country Park signage (where the old it was replacing was not), the business provided rental income for the Council, and its presence was an asset to the Park and amenity for the community. This was accepted.

In response to a query from Cllr C. Michette the RFO confirmed that the Co-Op supermarket had provided a donation of £400 for a Melford in Bloom planter, together with £120 p.a. for maintenance costs, as a memorial for the manager of the local branch who, unfortunately, had died.

The RFO also asked that the intention to create two new Standing Orders should be noted, one for the payment of the Country Park Ranger and one for Anglia Car Charging, both of which were recurring charges every month. This was agreed.

**Resolved**, that the Council agrees the Payment Schedule for October 2021.

**(b) Cashbook Report** (Appendix 5)

In response to a query from Cllr R. Michette the RFO confirmed the situation regarding donations received at the Old School Car Park, and that revenue from the electric vehicle charging points located there had yet to be accounted for by Anglia Car Charging; he expected this to occur soon. Cllr Delderfield said it was worth noting that the charging points had been paid for by the County Council and at no capital cost to the Parish Council.

The Cashbook Report for August 2021 was then received and noted.

### **21/10-5 OTHER BUSINESS TO BE TRANSACTED**

**(a) MOTION: Finance Committee Report** (Appendix 6)

Cllr Ewbank presented the Report to the Council and brought its attention the following recommendations made by the Committee.

1. That the amended General Risk Assessment at Report Appendix 3 be adopted by the Council and that measures to control items 11, 15 and 25 be considered by the full council at the November 2021 meeting.
2. That the Council undertake a thorough review of its insurance needs in Spring 2022.

**Resolved**, that the Council receives and notes the Finance Committee Report and adopts recommendations 1 and 2 above as made therein.

**The RFO left the meeting at 8:14pm.**

**(b) MOTION: Installation of an APNR Device at Station Road**

**Resolved**, that the Council requests permission from Suffolk County Council (SCC) to install an additional SID mounting pole at, or relocate an existing pole to, Station Road to be used for the installation of an Automatic Number Plate Recognition (APNR) device for road traffic speed reduction purposes, and that installation is progressed if authorised.

**(c) MOTION: Updated Cemetery Regulations** (Appendix 7)

**Resolved**, that the Council adopts the updated Cemetery Regulations, as drafted by the Cemetery Manager and the Clerk in accordance with the latest ICCM guidance.

**(d) MOTION: Notice Boards, Fly Posting, A Boards & House Development Signs Policy** (Appendix 8)

Cllr Ewbank advised that they wished to withdraw the proposal and Motion as the Policy was currently being re-worked and would hopefully be ready to be brought before the Council again in November 2021. This was accepted by the Chair.

**(e) MOTION: Request for Parking Prohibition Double Yellow Lines - Spicers Lane/Hall Street Junction** (Appendix 12)

Cllr Kemp said that SCC had rejected previous requests for double yellow lines at the location as, apparently, there was no evidence of any accidents occurring there during the last 5 years. The Parish Council could apply for the lines but would have to carry the costs of a survey which could be in the region of £5,000 with no guarantee of success. There was a question as to whether the benches outside the Ex-Service & Working Men's Club, which contributed to the parking problems, were licensed. Cllr Ewbank said that as SCC was the bench licensing authority, and also responsible for the highway, if it had licensed the benches then it should be responsible for dealing with any traffic problems caused by them.

**Resolved**, that Cllr Kemp is to look into the license status of the benches and report back to the Council, and that the Council will write to SCC and ask it to install double yellow lines at the junction to ameliorate the restricted visibility problems caused by parking in the vicinity.

**(f) MOTION: Support for the Long Melford Festive Event**

**Resolved**, that the Council provides support for the Long Melford Festive Event scheduled for 27/11/2021 in the sum of £1,000, to include defraying the cost of two snow machines.

**(g) MOTION: Replacement Christmas Streetlights** (Appendix 9)

**Resolved**, that the Council authorises the purchase of 20no. white 120 LED/20 metre Christmas streetlight sets with transformers, cables and fixing in the sum of £1,330.70 ex VAT. Required on safety grounds to replace items which were found upon inspection to be powered by a 240 volt mains supply carried by cables routed over public thoroughfares.

**Cllr Kemp left the meeting at 9:05pm.**

**21/10-6 REPORTS**

The following reports were received and noted.

**(a) Country Park Committee Report**

Cllr Tipper advised that there were no new items to report at this time.

**(b) Cordell Place Playground Report** (Appendix 9)

Cllr Delderfield reported that the ability of the Parish Council to obtain grant and other funding for the project was seriously constrained because it didn't own, lease, or license the play area. A meeting had taken place with three BDC representatives to try and clarify matters, but the ownership and maintenance responsibility issues were complex and remained under query because it resided with a number of different District Council departments. Cllr Ewbank commented that one option would be for the Parish Council to take on a lease or license for all or part of the play area, but this would be accompanied by it becoming responsible for the area's maintenance. The Clerk advised that in the event of a lease or license adoption, it was likely that any grant and other funding raised for the project would go towards the capital cost of equipment purchase, leaving the Council with a significant and ongoing financial liability and responsibility for the maintenance and safety inspections of the Play Area and the insurance of it. BDC had been asked the question, but weren't even able to provide a figure for how much grass cutting would cost per year. Cllr Delderfield confirmed that the PIIP Working Group would continue to progress the project with BDC and it would be an agenda item for the forthcoming PIIP meeting to be held on 20/10/2021.

In response to a query from Cllr D. Watts, Cllr Delderfield reported on the status of an old playground rocking horse that a member of the public had decided to refurbish, and who had asked the Council for a contribution towards the cost. He said that the ownership of the item had yet to be definitively established. Further, BDC had stated that irrespective of what was done to the item in terms of reinstalling a rocking mechanism it would not conform to modern play equipment standards, would not pass a safety inspection, and installation of it on any land belonging to BDC, leased, licensed or otherwise would not be permitted. Consequently, the PIIP Group could not recommend that making a financial contribution towards the item's refurbishment would be a justifiable expenditure of public funds.

**21/10-7 DETAILS OF THE NEXT MEETING**

It was confirmed that the next Full Parish Council Meeting will be held at The Community Centre, Long Melford, Suffolk CO10 9DX at 7:30pm, Thursday 4<sup>th</sup> November 2021.

**21/10-8 ITEMS RELATING TO A CLOSED SESSION**

**(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 21/10-8 (b) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**(b) MOTION: Review of a Decision Regarding Vexatious Behaviour**

The Councillors commenced discussing the matter.

**Cllr C. Michette and Cllr R. Michette left the meeting at 9:10pm.**

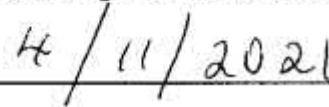
**Resolved**, that in relation to Resolution 21/03-14, and in accordance with Section 3 of the Council's Unreasonable or Vexatious Behaviour Policy regarding review of a decision, it was noted that the correspondent had continued to send vexatious communications to the Council after the original sanction made under the Policy was imposed and that, as a result, the sanction will remain in place and will be reviewed annually hereafter.

**There being no further business, the Chair closed the meeting at 9:27pm**

Signed: 

**L. Malvisi**

**Chair, Long Melford Parish Council**

Date: 

**Long Melford Parish Council**  
**Meeting of the Full Parish Council**  
**Thursday 7<sup>th</sup> October 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>

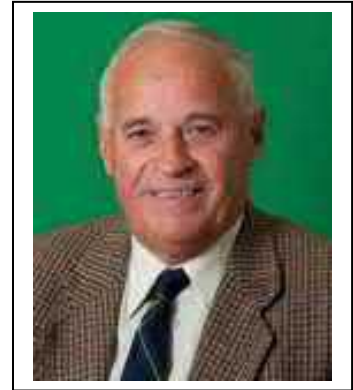
Agenda Item	Appendix
21/10-2 (a)	1 County Councillor's Report 2021 10
21/10-3 (a)	2 Parish Clerk's Report
21/10-3 (b)	3 LMPC Action Plan
21/10-4 (a)	4 October 2021 payments schedule
21/10-4 (b)	5 August 2021 cashbook report
21/10-5 (a)	6 Finance Committee Report
21/10-5 (c)	7 Cemetery Regulations 2021 10 v1
21/10-5 (d)	8 Draft Policy - Notice Boards, Fly Posting, A Boards, & House Development Signs
21/10-5 (g)	9 Christmas Lights Quote 21 09 23
21/10-6 (b)	10 Cordell Place Playground Project - Interim Update 2021 10
21/10-2 (b)	11 District Councillors' Report Oct 2021
21/10-5 (e)	12 Correspondence - Hall Street & Spicer Lane Access Point
Opening Remarks	13 Cllr Tipper Amended Apology for FPC

## Parish Report October 2021

### Councillor Melford Ward

Richard Kemp

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Long Melford  
Suffolk  
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01787 378149  
[richard.kemp@suffolk.gov.uk](mailto:richard.kemp@suffolk.gov.uk)



### Independent review highlights failings in some of Suffolk's SEND services

An independent report into parts of Suffolk's special educational needs (SEND) provision has been published today.

The report has been written by a team from Lincolnshire, including Lincolnshire County Council and parent carer network, following a review of some SEND services. The review looked at processes, communication protocols and family-facing elements of SEND provision and was commissioned by Suffolk County Council in June.

The report lists strengths and weaknesses of the service and includes nine recommendations for improvement. These recommendations are now being worked through and implemented by Suffolk County Council and other partners who help deliver SEND services.

The review was commissioned following a significant increase in correspondence from parents and carers earlier this year. An Action Plan based on the recommendations is now being implemented.

One of the recommendations made in the review was to work with a third-party organisation to deliver improvements. The council has since secured Impower as a strategic partner, who will bring capacity and extensive experience of working on SEND systems across the country. This partnership starts today [Monday, September 2021].

Other recommendations include staff training, reviewing the process for allocating specialist placements and working with education leaders and parents and carers to understand the demand for specialist provision and use data and local intelligence to inform sufficient planning.

### "Step it Up" this Recycle Week

The Suffolk Waste Partnership is proud to Step It Up this Recycle Week in what organisers hope will be the biggest week-long event to date.

Recycle Now and the Suffolk Waste Partnership are asking residents to take action to protect our environment by actively considering the way in which they dispose of their household waste and increase positive recycling habits. The latest research from Recycle Now reveals that almost 9 out of 10 people in the UK now recycle their household waste which is a really positive achievement.

However, 55% of households continue to put items in the general rubbish bin that could be recycled. Such materials include foil, aerosols, and plastic toiletry (shampoo and conditioner bottles), plastic trays and cleaning and bleach bottles. We can all help fight climate change by recycling because recycling currently saves 18 million tonnes of CO2 every year in the UK, which is the same as taking 12 million cars off the road.

Whilst the Suffolk Waste Partnership encourages everyone to recycle, please also remember that putting the wrong items into your recycling bin means that good items will become 'spoiled' and won't get recycled. In Suffolk, currently around 10,000 tonnes (about 20%) of the items collected from Suffolk households get rejected every year.

Information on what and how to recycle your household waste can be found at [suffolkrecycling.org.uk](https://suffolkrecycling.org.uk).

## **New Suffolk Recycling Centres online booking system improvements to deliver greater customer experience**

Suffolk County Council has developed a new, more user-friendly booking system which enables residents to book slots for recycling.

For bookings from 27 September, people can view all available time slots in real time, to see which booking slots are free at any given moment. The system allows you to book up to seven days in advance. If circumstances change, you can easily cancel your slot up to one hour beforehand or equally, you can click to amend your booking if required.

The system is also able to advise customers on which sites accept specific materials, such as plasterboard to ensure the correct type of booking is made to save customers' time, and it can also be used to share real time messages with customers, for example if any site needs to close due to adverse weather or emergency situations. The new booking system is connected to automated numberplate recognition to allow for a trial of automatic entry gates.

Customer survey results show overwhelming support for the use of a booking system and the Council has gathered feedback from customers and site staff on how the booking system can be further improved, which have shaped the design of this new system. Through the use of bookings the council can avoid the frustration of long queues at peak times and increase the overall throughput and efficiency of the service for residents.

To make our booking, visit [suffolkrecycling.org.uk](https://suffolkrecycling.org.uk)

## **Firefighters cycle length of the UK, raising mental health awareness**

A group of 14 fire and rescue service personnel are cycling the length of the UK in support of The Fire Fighters Charity. The trip aimed to raise awareness of the mental health challenges they and their colleagues face every day.

The team, from both Suffolk and South Yorkshire Fire and Rescue Services, will also have five supporters from the service with them. They will set off from Land's End on 20 September 2021 and aim to reach John O'Groats 10 days and 1,000 miles later.

The aim is to raise £50,000 for The Fire Fighters Charity, with the funds going towards transforming the outdoor space and garden at Jubilee House in Penrith - one of three residential centres run by the Charity. This space will be a valuable aid when it comes to promoting the therapeutic benefits of the outdoors for beneficiaries.

The Fire Fighters Charity supports the health and wellbeing of all serving and retired members of the fire service community, as well as their spouses, partners and dependants.

If you would like to donate to The Fire Fighters Charity, or organise a fundraising event in support of the vital work it does in the fire services community, visit its website here: <https://www.firefighterscharity.org.uk/>

## **Youth Focus Suffolk puts young people at the heart**

It has been announced by Suffolk County Council that 18 youth projects from across the county have been awarded a share of just under £240,000. This is in response to the gaps faced after Covid-19 for activities and services for young people.

Almost 2.5 times over-subscribed, the Youth Intervention Fund, hosted by Suffolk Community Foundation, attracted an array of bids and has successfully granted both rural and urban projects from Lowestoft to Newmarket, Hadleigh to Eye.

It is expected that an additional 1,900 young people will benefit from these activities offered through the voluntary and community sector over the next 12 months and the schemes include performing arts to increase confidence, mentoring programmes to support mental health, forest schools and construction skills.

Suffolk Community Foundation successfully levered in additional contributions of £79,350 through philanthropic donations and will be supporting the groups as they deliver their work over the year ahead.

The Youth Intervention Fund this year has formed part of a wider programme, called Youth Focus Suffolk, which is funded through the county council's Suffolk 2020 fund. The project supports both the voluntary sector and communities to become more resilient in supporting their young people through a range of measures. This includes a fully funded programme of training, which is open for all adults to access, and ranges from youth mental health awareness, accredited youth work as well as themed support around drug and alcohol awareness, gambling and exploitation. The project has also mapped out current youth provision to help people find out about the opportunities in their local area for young people to take part in and provides a peer mentor space online for professionals and volunteers alike to share experiences and learn from others.

More information about the project, and resources to support those working with young people, can be found at the new online platform [www.youthfocus.suffolk.gov.uk](http://www.youthfocus.suffolk.gov.uk)



## Parish Clerk's Report for the FPC Meeting October 2021

**1. New Vehicle Activated Sign**

Delivery progressed with the manufacturer, who is now quoting mid-October 2021.

**2. Oil on Road**

A large puddle of oil on the road in Hall Street, adjacent to Aurora Cottage, was reported to SCC Highways for action.

**3. Heritage Centre Committee - Queen's Platinum Jubilee Celebration**

The Committee's submission in respect of its application for the Council to support it to become the lead organisation in the village for co-ordinating the Jubilee celebrations has been deferred due to the illness of a key Committee member.

**4. Letters of Thanks**

A letter of thanks has been sent to three people/families who kindly donated, sleepers, tools, and money respectively to the Parish Council, primarily to be used for the Country Park or Melford Walk.

**5. Country Park Café License & Fees**

**The License has been renewed for a further 12 months to 30/09/2022 at a fee of £100, plus £25 for utility charges, per calendar month.**

**6. Christmas Tree**

The order has been placed for the Little Green Christmas tree.

**7. Beacon of Light**

SCW have completed the repainting of the Beacon on Upper Green.

**8. Public Seating**

Two Glasdon Stanford benches have been ordered at a cost of £2132.32 ex VAT. The items are being delivered to SCW and will be installed at the Holy Trinity Hospital shortly. Delivery of two sleeper benches for the Old Churchyard has been delayed – now expected early October 2021.

**9. Country Park Mower**

A Grillo GF2 sickle bar mower for cutting long grass and meadows at the Country Park has been ordered.

**10. Disclosure of pecuniary interests - Councillor Tipper**

Suffolk Constabulary have confirmed that an investigation has been finalised regarding an allegation that Cllr Tipper committed a criminal offence relating to the disclosure of pecuniary interests. They have not referred the matter for prosecution and will be taking no further action in respect of it.

**11. Long Melford Upper Green Car Parking Project**

A covenant application has been submitted to the National Trust for permission to proceed with the project.

**12. Cordell Road Public Toilet**

The hot water supply for the public toilet handbasin is to be installed 08/10/2021, with the facility to be reopened to the public once the work has been completed.

**13. Asset of Community Value**

An application has been submitted to BDC to nominate a local building for listing as an asset of community value.

**14. Public Access to Council Meetings**

Responses have been received from local councils regarding how they deal with public access to council meetings. The results and recommendations will be presented at the November 2021 FPC meeting.

**15. Purchase of Land**

Requests for meetings have been sent to certain landowners to discuss with them the purchase of land by the Council. A response has been received from agents acting for one landowner, stating that it is unlikely the land in question would be for sale but they will formally consider the proposal later in the year. Another landowner has yet to respond.

**16. Tree Work**

All of the tree work commissioned as a result of the tree survey conducted by Haydens Arboricultural Consultants has now been completed by Suffolk Tree Services.

**17. Suffolk County Council (SCC) Assistance with Ditch and Drain Maintenance**

As instructed, Cllr Kemp has been contacted and asked to make enquiries on LMPC's behalf to ascertain what assistance SCC can provide regarding ditch and drainage maintenance throughout the village and the parish.

**18. Suffolk County Council (SCC) Street Lighting Phase 3 Invoice**

An invoice has been received from SCC for Street Lighting Phase 3 in the sum of £74,073.10 ex VAT. The Clerk will be listing this as an Agenda item for the October PIIP Meeting and requesting Councillors' assistance in confirming that the invoice work has been carried out satisfactorily.

## Action Plan - Actions Arising from Meetings

Agenda Reference	Action Arising	For Action By	Status	Review Due
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)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
21/04-10 (4)	Hold a meeting of the charity trustees to decide immediate and future actions required	ClIr 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
21/06-10 (3)	Tree Work	The Clerk	Some work completed. Remainder to be completed following the end of the nesting season.	Aug-21
21/07-8 (4)	Make enquiries with local councils to ascertain how they deal with public access to council meetings.	The Clerk	In progress.	Sep-21
21/08-5 (g)	Obtain quotation for refurbishment of the War Memorial.	The Clerk	In progress.	Oct-21
21/08-5 (h)	Write to SCC ClIr Kemp regarding what assistance the County Council can provide in respect of Melford Walk ditch and drainage maintenance.	The Clerk	Pending.	Sep-21
21/08-6 (b) 1	Write to BDC to ask that they honour their maintenance responsibility re the Cordell Place play equipment.	The Clerk	Pending.	Sep-21
21/08-6 (b) 2	Seek grant funding for new Cordell Place play equipment subject to final confirmation of cost, specification, and authority from BDC.	The RFO	Pending.	Nov-21
21/08-6 (b) 5	Write to SCC ClIr Kemp to request that SCC fund and install a Puffin Crossing in Hall Street outside Budgens supermarket.	The Clerk	Pending.	Sep-21
21/08-8 (b)	Submit an application for a local building to be listed as an asset of community value	The Clerk	Awaiting details from ClIr Nunn required to complete the application	Sep-21
21/08-8 (c)	Write to certain landowners with a proposal to meet to discuss purchasing land from them.	The Chair	Pending.	Sep-21

**Long Melford Parish Council**  
**Oct 2021 payment schedule**  
Presented to the Parish Council meeting dated 7 October 2021

## Appendix 4

<b>Payments approved by Cllrs email under Financial Regulation 5.5(b) since the last meeting</b>		<b>Amount</b>	<b>VAT Accrual</b>	<b>Net Payment</b>
Cliff Dark	Materials for 'Sightings' Board at Country Park	£42.31	£0.00	£42.31
ETF Ltd	August Cleaning of public toilets at Upper Green	£765.60	£0.00	£765.60
ETF Ltd	August Cleaning of office and public toilets at Cordell Road	£150.00	£0.00	£150.00
John Nunn	Paint and brushes for Community volunteers	£18.00	£0.00	£18.00
SM Dixon	Monthly Ranger contract	£550.00	£0.00	£550.00
The National Trust	Covenant application fee for gates/sleepers on Upper Green	£180.00	£30.00	£150.00
Workplace charging	Monthly EV charging maintenance and support	£57.60	£9.60	£48.00
		<b>£1,763.51</b>	<b>£39.60</b>	<b>£1,723.91</b>
<b>Payment approved by Finance Committee under powers delegated by full Council</b>				
Arthur J Gallagher	Council insurance for 1/10./21 to 30/9/22	£4,155.39	£0.00	£4,155.39
		<b>£4,155.39</b>	<b>£0.00</b>	<b>£4,155.39</b>
<b>October 2021 payments for authorisation</b>				
RW Poole	Gloves for Village caretaker	£9.99	£0.00	£9.99
Indigo Ross	Jenny Wren notice	£33.60	£5.60	£28.00
Glasdon	2 x Stanford Seats for site near Holy Trinity Hospital	£2,438.90	£406.48	£2,032.42
Grown in Suffolk	Melford in Bloom, August watering and soil for Co-op planter	£545.00	£0.00	£545.00
Perrywood	Phormium Golden Ray for Co-op planter	£16.99	£2.83	£14.16
Diana Skrine	Melford in Bloom plants for Co-op planter	£32.96	£5.50	£27.46
Sudbury Town Council	Village signage materials - southern entrance on B1064	£69.52	£11.59	£57.93
Sudbury Town Council	Twin pack padlocks for SID devices	£26.00	£4.33	£21.67
Inst Cemetery/Crem Management	Education module, Law, Alan Sawyer	£613.60	£18.60	£595.00
Babergh District Council	Rent of site for bus shelter	£1.25	£0.00	£1.25
Sudbury Office Supplies	Print paper and lever arch file	£25.97	£4.33	£21.64
WJ Green Ltd	Repair of equipment	£41.94	£6.99	£34.95
WJ Green Ltd	Resin remover	£7.98	£1.33	£6.65
Grown in Suffolk	Melford in Bloom, Sept watering	£310.00	£0.00	£310.00
Maps4Planners	Neighbourhood Plan ploicy map changes	£25.00	£0.00	£25.00
Suffolk Tree Services Ltd	Tree surgery along Railway Walk, Long Melford	£1,176.00	£196.00	£980.00
Anglia Car Charging	EV charging maintenance and support	£57.60	£9.60	£48.00
Susie Dixon	September Ranger Service	£550.00	£0.00	£550.00
Alan Sawyer	September expenses	£80.67	£6.89	£73.78
		<b>£6,062.97</b>	<b>£680.07</b>	<b>£5,382.90</b>
<b>Item submitted and approved at the meeting</b>				
Tomlinson Groundcare Ltd	Grillo GF2 Sickle bar mower	£2,800.00	£466.67	£2,333.33

### Approval of new standing orders

To approve a new standing order payable, until further notice, to Council Ranger, Susie Dixon in the sum of £550.00 on 28th monthly  
To approve a new standing order payable, until further notice, to Anglia Car Charging in the sum of £57.60 on 15th monthly

### Payments authorised for settlement prior to next meeting

Direct debit and standing orders approved by the Council in June, August and October 2021  
October 2021 salary, pension and HMRC payments  
Contractual payments arising from prior decisions of the Council (e.g. Cleaning of public toilets etc)  
Payments arising from decisions of the Council on 7 October 2021  
Payments agreed by councillor email under Financial Regulation 5.5(b)  
Necessary payments made by Clerk under delegated powers

The payments above were authorised at the Parish Council meeting dated 7 October 2021

Councillor Signature:

## Appendix 5

How paid received	Payer	Description	Amount	VAT	Net
<b>Council receipts during August 2021</b>					
FPI	J Bowden	Burial income Sec D:D3	410.00	0.00	410.00
BGC	Babergh District Council	CIL grant for Old Sch car	22,000.00	0.00	22,000.00
500513	Old Sch car park users	Old Sch car park	134.66	0.00	134.66
500514	Old Sch car park users	donations to 10/08/21	160.71	0.00	160.71
500515	CP car park users	July CP car park donations	133.75	0.00	133.75
500511	Janet Munro	Aug cafe payment	120.00	0.00	120.00
500511	Hunnaball Memorials	Burial income Sec D: P25	55.00	0.00	55.00
500511	Co-op Funerals	Burial income Sec I: A20	575.00	0.00	575.00
500516	Old Sch car park users	donations to 16/8/21	136.29	0.00	136.29
FPI	Luxstone Memorials	Burial income Sec D: R2	360.00	0.00	360.00
500517	Old Sch car park users	donations to 23/8/21	129.87	0.00	129.87
BGC	Co-operative Funerals	Burial income Grime	575.00	0.00	575.00
FPI	Palmers Funeral	Burial income Sec I: A10	575.00	0.00	575.00
FPI	Palmers Funeral	Burial income Sec E: A1	1,050.00	0.00	1,050.00
NW2LL	Nationwide Building Society	Tfr Aug NWBS int to	28.88	0.00	28.88
CPPC	Country Park petty cash	Country Park car park donations	133.75	0.00	133.75
			<b>26,577.91</b>	<b>0.00</b>	<b>26,577.91</b>
<b>Council payments during August 2021</b>					
DD	British Telecom	Cemetery mobile	13.20	2.20	11.00
BGC	EOn	Electricity refund	-142.78	-6.80	-135.98
FPO	AGHS Ltd	CP toilets' maintenance	646.00	107.67	538.33
FPO	Alan Sawyer	July expenses	120.62	13.26	107.36
FPO	Sovereign (Alexander Finance)	Cordell Place play inspection	298.80	49.80	249.00
FPO	ETF Ltd	July Upper Green toilets	765.60	0.00	765.60
FPO	ETF Ltd	July Cordell Rd toilets	120.00	0.00	120.00
FPO	ETF Ltd	Hand drier - ladies UG toilet	300.00	0.00	300.00
FPO	ETF Ltd	Toilet rolls	12.00	0.00	12.00
FPO	Glasswells	Confidential shredding	24.00	4.00	20.00
FPO	Grown in Suffolk	watering 31/5 to 5/7	760.00	0.00	760.00
FPO	Indigo Ross	Walk leaflets	650.00	0.00	650.00
FPO	Indigo Ross	Country Park signage	1,388.40	231.40	1,157.00
FPO	LM Old Sch Community Centre	Room hire for 3 meetings	60.00	0.00	60.00
FPO	Susanne Dixon	July Ranger Service	550.00	0.00	550.00
FPO	Perrywood	Dutch hoe	15.99	2.67	13.32
FPO	PKF Littlejohn LLP	2020/21 external audit	720.00	120.00	600.00
FPO	Rialtas Business Solutions	Annual support and maintenance	148.80	24.80	124.00
FPO	Sudbury Town Council	Qtr 1 charges	618.00	103.00	515.00
FPO	Sudbury Town Council	Qtr 2 charges	618.00	103.00	515.00
FPO	Sudbury Town Council	Qtr 1 mileage charges	65.52	10.92	54.60
FPO	Suffolk Tree Service Limited	Tree surgery at Country Park	1,476.00	200.40	1,275.60
FPO	Suffolk Tree Service Limited	Tree surgery - churchyard	1,368.00	273.60	1,094.40
FPO	TA Accounts	August payroll	6,474.83	6.80	6,468.03
FPO	WJ Green Ltd	Stihl blower	247.01	41.17	205.84
FPO	WJ Green Ltd	Stihl Li-ion battery	180.49	30.08	150.41
FPO	Anglia Car Charging	EV support July	57.60	9.60	48.00
DD	Lloyds Bank Chargecard	Planning fee	145.00	0.00	145.00
DD	Lloyds Bank Chargecard	Clerk's keyboard / mouse	45.93	7.66	38.27
DD	Lloyds Bank Chargecard	pdf software	59.99	10.00	49.99
DD	Lloyds Bank Chargecard	pdf software	53.71	0.00	53.71
DD	Lloyds Bank Chargecard	Publication, Cemetery Manager	39.00	0.00	39.00
DD	Lloyds Bank Chargecard	2 x sleeper benches	178.00	29.67	148.33
DD	EOn	Electricity to 31/7/21	21.20	1.01	20.19
DD	Information Commissioner Offic	2021/22 Data Protection Fee	35.00	0.00	35.00
622	Birketts	Subject access request	930.00	155.00	775.00
DD	EOn	Electricity to 14/8/21	9.73	0.46	9.27
DD	NPower	Electricity to 11/2/2021	156.76	26.13	130.63
			<b>19,230.40</b>	<b>1,557.50</b>	<b>17,672.90</b>

## 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:** Finance Committee  
**Date:** Wednesday 15 September 2021 at 11:00am  
**Place:** Old School Community Centre, Long Melford, CO10 9DX

**Present:** Cllrs J Ewbank (Chair), L Malvisi, C Michette, R Michette, D Watts

**In attendance:** The Responsible Finance Officer (RFO).

Agenda Number	Description
F/21/01	Election of Chairman It was proposed by Cllr Carole Michette, seconded by Cllr Dave Watts and agreed unanimously the Cllr Jonathan Ewbank be elected Chairman
F/21/02	Apologies for absence from Cllrs John Watts were accepted.
F/21/03	There were no declarations of interest and no requests for dispensation had been received.
F/21/04	The minutes of the previous meeting held on Tuesday 27 April 2021 were unanimously agreed and signed by the Chair as a true and accurate record.
F/21/05	<b>Questions and or statements from the Public:</b> There were no members of the public present.
F/21/06	The RFO reported that: (i) A VAT refund of £15,333.95 for the period April to July 2021 had been received; (ii) the second instalment (£72,500) of the 2021/22 precept has been received.
F/21/07	The RFO presented the <b>2020/21 statement of income and expenditure, budget and bank reconciliation</b> (Appendix 1). Cllrs noted that the RFO will: (i) make a transfer from the 2020/21 CIL Fund to the Old School Car Park Fund to cover the final project costs; (ii) transfer the Melford in Bloom (MIB) budget from the General Fund to the MIB Earmarked Fund. Following questions it was agreed that the accounts be presented to full Council for adoption.
F/21/08	The Committee considered the <b>budget virements</b> proposed and agreed that those at Appendix 2 be presented to full council for adoption.
F/21/09	Councillors reviewed the Council's <b>General Risk Assessment</b> document. The new activities and issues arising since the last review were agreed. The risk rating of items were unaltered save for items 11, 12, 15 and 25 which were amended.

	<p>Councillors noted that changes to the likelihood and severity of risk items 11, 15 and 25 designated them medium risks which are not adequately controlled.</p> <p>The Committee recommended that the amended General Risk Assessment at Appendix 3 be adopted by the Council and that measures to control items 11, 15 and 25 be considered by the full council at the November 2021 meeting.</p>
F/21/10	<p>The Committee considered the <b>insurance renewal</b> terms offered by Pen Underwriting Limited and noted that the Council's recent claims experience had resulted in a break in the long-term agreement.</p> <p>Councillors were disappointed by the increase in premium from £2,354.28 to £4,105.39 but felt that a combination of Brexit, Covid, poor claims record and a general hardening of the insurance market had all contributed to this.</p> <p>Under the powers delegated by full council, the Committee resolved to renew the policy with Pen Underwriting Limited at a cost of £4,105.39.</p> <p>The Committee recommended that the Council undertake a thorough review of its insurance needs in Spring 2022.</p>
F/21/11	<p>Councillors received the asset register at Appendix 4 and asked the RFO to resurrect pre-covid arrangements for councillors to confirm that the assets listed are still held by the Council.</p>
It was agreed that the RFO should liaise with the Chair regarding the date and time of the next meeting	

There being no further business on the agenda, the meeting closed at 12:15.

Signed

Chair, Finance Committee  
Long Melford Parish Council

## Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation

for the year to 31 Aug 2021

Presented to Finance Committee meeting dated 15 September 2021

Actual to 31 March 2021	Nominal Account	Actual to 31 Aug 2021	2021/22 budget	Budget variance
145,000.00	Precept	72,500.00	145,000.00	-72,500.00
505.51	Interest received	142.52	600.00	-457.48
29,140.00	Burial Ground Revenue	13,890.00	30,450.00	-16,560.00
0.00	Country Park LNR Income	1,242.62	1,800.00	-557.38
0.00	Old School car park donations	1,342.13	0.00	1,342.13
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	28,737.00	2,037.00	26,700.00
4,080.96	Babergh Cleansing grant	1,042.47	4,200.00	-3,157.53
4,781.40	Insurance claim payment	0.00	0.00	0.00
<b>232,659.83</b>	<b>Total Income</b>	<b>120,907.45</b>	<b>184,712.00</b>	<b>-63,804.55</b>
46,338.38	Salaries	19,455.09	47,500.00	28,044.91
13,184.54	Tax and National Insurance	5,512.85	13,600.00	8,087.15
16,326.24	Pension contributions	6,700.09	16,600.00	9,899.91
<b>75,849.16</b>	<b>Staff costs</b>	<b>31,668.03</b>	<b>77,700.00</b>	<b>46,031.97</b>
408.00	Payroll Charges	170.00	425.00	255.00
368.31	Staff expenses	160.28	375.00	214.72
0.00	Temporary staffing costs	150.00	0.00	-150.00
<b>776.31</b>	<b>Other Employment Related Costs</b>	<b>480.28</b>	<b>800.00</b>	<b>319.72</b>
2,404.28	Insurance	0.00	2,650.00	2,650.00
564.46	Electricity	518.73	1,000.00	481.27
0.00	Water	360.64	0.00	-360.64
893.04	Telephone and Broadband	438.26	950.00	511.74
102.00	Website	0.00	125.00	125.00
122.54	Office Supplies	26.07	150.00	123.93
26.04	Postage	7.92	30.00	22.08
659.47	Software and Licences	987.71	750.00	-237.71
0.00	IT Support	0.00	500.00	500.00
0.00	IT Hardware Purchases	525.75	1,000.00	474.25
900.00	Audit	910.00	950.00	40.00
3,278.00	Legal Fees	1,426.00	2,500.00	1,074.00
54.00	Equipment and Furnishings	56.00	0.00	-56.00
121.50	Meeting Room Rental	80.00	400.00	320.00
1,492.00	Subscriptions	1,613.01	1,600.00	-13.01
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	20.00	0.00	-20.00
0.00	Discretionary Spending	0.00	6,286.00	6,286.00
<b>12,546.40</b>	<b>Office Administration Costs</b>	<b>6,970.09</b>	<b>23,341.00</b>	<b>16,370.91</b>
558.43	Rates	642.20	600.00	-42.20
117.39	Electricity	62.05	150.00	87.95
127.41	Water	11.15	150.00	138.85
4,628.48	Servicing and Machinery	406.04	500.00	93.96
268.05	Fuel	232.51	300.00	67.49
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	1,548.86	2,715.00	1,166.14
<b>9,158.44</b>	<b>Burial Services</b>	<b>3,277.81</b>	<b>4,795.00</b>	<b>1,517.19</b>



Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation  
for the year to 31 Aug 2021

Presented to Finance Committee meeting dated 15 September 2021

Actual to 31 March 2021	Nominal Account	Actual to 31 Aug 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
<b>4,962.00</b>	<b>Street Lighting Maintenance</b>	<b>0.00</b>	<b>4,875.00</b>	<b>4,875.00</b>
714.11	Electricity	284.74	850.00	565.26
797.55	Water	194.26	1,000.00	805.74
5,800.00	LMOS Maintenance Contract/ Ranger	2,200.00	6,600.00	4,400.00
0.00	Tree survey / maintenance	1,230.00	5,000.00	3,770.00
11,548.92	Operating Costs	6,759.07	1,850.00	-4,909.07
<b>18,860.58</b>	<b>Long Melford Country Park</b>	<b>10,668.07</b>	<b>15,300.00</b>	<b>4,631.93</b>
539.27	Electricity	1,196.54	600.00	-596.54
592.92	Water	185.55	600.00	414.45
8,002.38	Operating Costs	3,855.20	10,000.00	6,144.80
<b>9,134.57</b>	<b>Public Toilets</b>	<b>5,237.29</b>	<b>11,200.00</b>	<b>5,962.71</b>
835.42	Operating Costs	262.32	500.00	237.68
133.19	LM Community Volunteers	183.32	0.00	-183.32
0.00	Sudbury Community Wardens	1,084.60	2,800.00	1,715.40
4,586.43	Litter and Dog Bin Collection	1,150.35	1,600.00	449.65
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	58,298.72	250.00	-58,048.72
1,107.00	Melford Walk	30.00	1,000.00	970.00
0.00	Community seating	2,070.72	0.00	-2,070.72
1,665.25	Walkers are Welcome	650.00	650.00	0.00
<b>11,815.65</b>	<b>Public Places</b>	<b>63,730.03</b>	<b>6,901.00</b>	<b>-56,829.03</b>
1,558.16	Neighbourhood Plan	1,035.00	500.00	-535.00
4,928.00	Community Grants	0.00	3,000.00	3,000.00
0.00	Covid-19 grants	30.00	0.00	-30.00
<b>6,486.16</b>	<b>Grants</b>	<b>1,065.00</b>	<b>3,500.00</b>	<b>2,435.00</b>
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	9,197.40	7,500.00	-1,697.40
0.00	Music on the Green	0.00	1,500.00	1,500.00
<b>11,340.76</b>	<b>Events</b>	<b>9,197.40</b>	<b>11,600.00</b>	<b>2,402.60</b>
9,768.88	Defibrillator installations	1,590.00	0.00	-1,590.00
0.00	Vehicle Activated Signage	0.00	0.00	0.00
<b>9,768.88</b>	<b>Projects</b>	<b>1,590.00</b>	<b>0.00</b>	<b>-1,590.00</b>
<b>61,960.92</b>	<b>Year to date surplus/ (deficit)</b>	<b>-12,976.55</b>	<b>24,700.00</b>	<b>-37,676.55</b>

## Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation

for the year to 31 Aug 2021

Presented to Finance Committee meeting dated 15 September 2021

Actual to 31 March 2021	Nominal Account	Actual to 31 Aug 2021	2021/22 budget	Budget variance
<b>Balance sheet as at:</b>				
<b>31-Mar-21</b>		<b>31-Aug-21</b>		
4,028.73	VAT Control	16,891.45		
0.00	Other Debtors	0.00		
154,227.33	Lloyds Bank (See reconciliation below)	124,413.43		
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		
<b>329,306.82</b>	<b>Total current assets</b>		<b>312,293.39</b>	
4,036.88	Creditors	0.00		
0.00	Accruals	0.00		
<b>4,036.88</b>	<b>Total current liabilities</b>		<b>0.00</b>	
<b>325,269.94</b>	<b>Total assets less current liabilities</b>		<b>312,293.39</b>	
<b>Represented by:</b>				
<b>31-Mar-21</b>		<b>31-Aug-21</b>	<b>Movement</b>	
141,425.08	General Funds	164,337.69	22,912.61	
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	6,420.20	-2,007.00	
28,000.00	Old School Car Park	-4,608.79	-32,608.79	
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	
0.00	Neighbourhood Plan	2,200.00	2,200.00	
3,246.92	Melford in Bloom Fund*	-3,385.54	-6,632.46	
5,000.00	Village centre seating	4,521.28	-478.72	
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	
<b>325,269.94</b>	<b>Total General and Earmarked Funds</b>	<b>312,293.39</b>	<b>-12,976.55</b>	<b>0.00</b>
<b>Bank reconciliations at 31 August 2021</b>				
	<b>Lloyds Bank</b>	125,314.55		
	Less outstanding cheques	-930.00		
	Plus receipts not cleared	28.88		
	<b>Net balance at 31 August 2021</b>		<b>124,413.43</b>	<b>0.00</b>
	<b>Ipswich Building Society</b>	85,937.58		
	<b>Net balance at 31 August 2021</b>		<b>85,937.58</b>	<b>0.00</b>
	<b>Nationwide Building Society</b>	85,000.93		
	<b>Net balance at 31 August 2021</b>		<b>85,000.93</b>	<b>0.00</b>
	Country Park Petty Cash account	50.00		
	<b>Net balance at 31 August 2021</b>		<b>50.00</b>	<b>0.00</b>

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

Account No	Centre Code	Account Name	Original Budget	Proposed increase	Proposed reduction	Revised budget	Reason for virement
4110	210	Water	0.00	600.00		600.00	Costs since take over of toilets plus 2021/22 charge
4200	210	Software and licences	750.00	250.00		1,000.00	Clerk's home working required additional software
4500	240	Country Park operating costs	1,850.00	4,150.00		6,000.00	Toilet pump replacement, disposal visits and toilet maint
4540	260	Community Volunteers	0.00	500.00		500.00	New budget heading
4570	260	Old School car park maintenance	250.00	2,000.00		2,250.00	Improved refuse collection, signage, donations box
4812	300	Melford in Bloom	7,500.00		7,500.00	0.00	All MIB costs are posted to the Earmarked Fund
4060	210	Insurance	2,650.00	1,500.00		4,150.00	Higher than expected premiums
4950	210	Discretionary spending	6,286.00		1,500.00	4,786.00	Net cost of budget virements

# Appendix 3: General Risk Assessment for Long Melford Parish Council

Presented to Finance Committee meeting dated 15 September 2021

This general risk assessment is based on the Society of Local Council Clerks' model and is adapted for use by Long Melford Parish Council.

## New activities requiring risk assessment since the date of the Council's last general risk assessment in March 2021

- Little Woodland Tribe to use the Country Park – a specific risk assessment by Clerk and Country Park Working Group has been completed
- Mobile refreshment served from mobile van at Country Park – a specific risk assessment by Clerk and Country Park Working Group has been completed
- Casual cycling permitted on Melford walk – a specific risk assessment commissioned by the Council has been completed

## Issues arising since the Council's last general risk assessment in March 2021 which impact upon the Council's general risk assessment

- An accidental failure to declare an interest in an item of council business
- Public comment by councillors on the conduct of other councillors
- The Council has declined the opportunity for Code of Conduct, Conflict Resolution and Data Protection/GDPR training
- The review of Council IT systems is still outstanding
- Specific risk assessments are not currently being considered on a monthly basis. They all ought to be reviewed at least annually.

## Separate specific risk assessment documents will be prepared for the following:

- Office premises, equipment and duties;
- Country Park land, premises, equipment, duties and activities;
- Village Caretaker duties;
- Melford in Bloom land, equipment and activities;
- Melford Walk land, equipment, duties and activities;
- Cemetery land, premises, equipment and duties;
- Old School Car Park land and activities;
- Installing and removing Speed Indicator Devices;
- Specific events organised by the Parish Council. e.g. Remembrance.

The Council measures the risk rate on pages 2 to 7 as the product of 'likelihood' and 'severity'. The risk rate score determines the urgency (priority) with which the Council needs to address the risk.

<i><b>Risk Rate</b></i>	<i><b>Priority</b></i>	<i><b>Action required</b></i>
<b>1 – 16</b>	<b>LOW</b>	Action is required to reduce the risk, although low priority.
<b>17 – 36</b>	<b>MEDIUM</b>	Action required to control the risk. Interim measures may be necessary in the short term.
<b>37 – 100</b>	<b>HIGH</b>	Urgent action required to control the risk. Unacceptable. Immediate action required.

For each risk identified on pages 2 to 7 the Council needs to assess the adequacy of the measures currently in place. The Council should seek to ensure that it has measures in place to ensure that the risk is **adequately** controlled and to reflect this assessment in the **RESULT** column.

Key to RESULT column:

A = Adequately controlled    N = Not adequately controlled    U = Unable to decide (more information required)



# Appendix 3: General Risk Assessment for Long Melford Parish Council

Presented to Finance Committee meeting dated 15 September 2021

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
1	Defibrillators – various locations	Vandalism Impact Damage Cost of Replacement Out of date pads	Pedestrians  Users	4	1	4	Dated insurance, including Public Liability Make contingency provision in Parish Council Reserves Diarise pads' expiry date and replace	A
2	Notice Boards outside Office, United Reform Church and Post Office	Vandalism Impact Damage Cost of Replacement	Pedestrians Clerk	4	2	8	Dated insurance, including Public Liability Make contingency provision in Parish Council Reserves	A
3	Failure to attract sufficient candidates for Member vacancies or elections	Reduced representation of neighbourhoods Lack of resource Possible meeting inquorate	Members	2	2	4	Actively publicise Council activities Seek candidates amongst friends and colleagues Publicise elections & vacancies on notice boards Publicise elections & vacancies in Parish Newsletter and website Publicise elections & vacancies in local newspapers	A
4	Failure to achieve quorum at meetings	Business not transacted Decisions not made	Members Clerk	3	2	6	Issue annual meeting calendar to all members Issue meeting agendas promptly Record attendance Contact members who fail to attend meetings	A
5	Lack of public consultation by Council	Decisions not based on evidence People disenfranchised	Members	4	2	8	Ensure meetings publicised on notice boards Use Annual Parish Meeting Place articles in local printed media Consider leafleting Include public participation on all agendas Ensure seating available at meeting for public Advise members of the public attending Publish agendas and minutes on website	A
5a	Failure to respond to public enquiry and comment	Public disenchantment Bad publicity	Council Clerk/RFO	4	3	12	Ensure timely responses to public questions and comments	A
6	Failure to respond to electors exercising right of inspection	Complaints received Not transparent Non compliance	Clerk/RFO	1	2	2	Clerk to advertise facility, and respond to requests	A

# Appendix 3: General Risk Assessment for Long Melford Parish Council

Presented to Finance Committee meeting dated 15 September 2021

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
7	Members acting alone outside meetings	Members outside compliance Indemnities invalid Personal risk	Members	5	3	15	Obtain and read 'Good Councillor Guide' Avoid making commitments on behalf of the council Attend relevant training course	A
8	Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	Clerk	2	4	8	Clerk to publish marked unapproved Minutes to be considered at next meeting	A
9	Inaccurate, untimely, improper minutes	Poor decisions in future Poor evidence for decisions	Clerk	3	3	9	Clerk to check minutes with Councillors not more than 7 days after meeting Minutes published	A
10	Inadequate document control	Poor evidence Poor support to Members	Clerk/RFO	5	2	10	Clerk/RFO to establish filing and retrieval system Clerk/RFO to enforce document version control	A
11	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of fairness or bias	Members Clerk/RFO	6	6	36	Clerk reminder on each agenda Members to review Standards regime Recent accidental failure to declare an interest Members have declined training	N
12	Incomplete/inaccurate register of Members' interests	Lack of transparency Open to complaints of fairness or bias	Members	5	3	15	Members to review Standards regime Reminder to update interests register at Annual Meeting	A
13	Failure to complete/submit Annual Return on time	Poor Auditors report Public confidence suffers	Clerk/RFO	4	2	8	Clerk/RFO to maintain diary	A
14	Improper contracting procedures	Possible losses Poor levels of service Possible increased costs	Clerk/RFO	1	3	3	Model Standing Orders adapted and adopted Model Financial Regs adapted and adopted Clerk and RFO adequately trained	A
15	Loss of data on PC due to system fault	Interruption to effective administration Possible financial loss	Clerk/RFO	9	4	36	IT systems not yet updated – review authorised Documents not yet automatically backed up to cloud storage Monthly local back up	N
16	Loss of services of Parish Clerk/RFO/Cemetery Manager	Interruption to effective administration	Members Clerk	4	4	16	Appointment of locum or temporary Clerk/RFO/Cemetery Manager Instruction Booklet available for Councillors	A

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Presented to Finance Committee meeting dated 15 September 2021

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
17	Lack of professional advice	Poor decisions Costs and waste Possible non-compliance	Clerk	4	2	8	Maintain membership of SALC, NALC and SLCC Access to legal advice as required	A
18	Lack of defined objectives or strategy	Resources not directed Poor performance Risks not base lined	Members	4	2	8	Council plans activity and maintains Reserve Funds for planned future projects	A
19	Failure to correctly identify local needs or wishes	Council does not represent the people Resources not applied Democratic deficit	Members	5	3	15	Maintain close contact with local residents Advertise parish meetings to obtain residents' feedback Use questionnaires to identify local wishes (e.g. Post Office, Shop) Publicise plans and invite comments Review local papers, especially correspondence sections Use events to seek views and feedback	A
20	Financial	Misappropriation of Council Funds Financial loss	Public Services	5	2	10	All Banking Arrangements and changes to banking services approved by the council and recorded in the minutes Pay invoices by cheque/internet banking Two councillors to sign each cheque, invoice and cheque stub Internet Banking two Councillors to authorise Clerk and RFO not able to sign cheques or approve online payments Reconciliation of Quarterly Accounts to be signed by the Chairman Quarterly scrutiny of all Financial Records by a Councillor. Annual scrutiny of all Financial Records by the internal auditor. External Auditor to be advised of Clerk of the Council and the Chairman All changes in banking instructions, mandates etc. to be in writing with a hard copy kept permanently on file.	A
21	Meet HMRC regulations	Unable to fulfil responsibilities	Public Services	3	2	6	Ensure Council understands and complies with current VAT legislation Outsources payroll to professional agency	A

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Presented to Finance Committee meeting dated 15 September 2021

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
22	Orders for Work, goods and services Monitoring of performances against agreed standards under partnership agreements	Unable to fulfil responsibilities	Public Service	3	2	6	Standard of service reviewed before payment	A
23	Lack of public participation at meetings	Public voice not heard Potential lack of interest in vacancies Lack of transparency	Members	5	2	10	Ensure meetings publicised on notice board Place articles in local parish magazine Include public participation on all agendas Ensure seating available at meeting for public Provide advice for members of the public attending Publish agendas and minutes on website	A
24	Allegations of libel or slander	Potential for litigation Costs of investigation Reduces confidence	Members	5	3	15	Clerk to intervene at meetings Review all press releases or newsletter articles before release Adequate Insurance Cover	A
25	Bad publicity	Reduces confidence	Members Clerk	5	5	25	Review all press releases or newsletter articles before release manage press relations Chair is the only person authorised to speak on Council policy unless specific delegation Public airing of councillor conflict	N
26	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk	2	2	4	Maintain insurance Inspections of Speed Indicator Device established.	A
27	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk	3	3	9	Maintain inspection regime Maintain insurance Liaison with Police	A
28	Loss or injury to third parties	Possible litigation Costs/damages	Clerk Public	5	3	15	Review health & safety Ensure adequate insurance Check contractors insurance	A
29	Inadequate insurance	Balance of costs to be found	Public Services	4	2	8	Council to review annually or if circumstances change	A



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No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
30	Failure to calculate/submit precept on time	Inadequate resources to meet commitments Costs of re-billing	Clerk/RFO	3	1	3	Clerk/RFO to respond to Council notices Agenda item for Members to consider and approve.	A
31	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Members	4	1	4	Clerk/RFO and Members to build sound budget, using risk register and known commitments. Members to consider Reserves Policy built into Financial Regulations.	A
32	Failure to account for and recover VAT	Wasted resources	Clerk/RFO	3	2	6	Clerk/RFO to review Internal auditor to check	A
33	Failure to stay within agreed budgets	Inadequate control Potential wasted resources	Members Clerk/RFO	1	5	5	Clerk/RFO to review Internal auditor to check Reserves Policy to mitigate short-term impact of loss.	A
34	Holding excessive or inadequate reserves	Auditors report Poor use of resources Inability to meet commitments	Members	2	3	6	Clerk to review as part of budgeting Reserves Policy to set percentage of precept. Council to review size of Reserves	A
35	Fraud by Clerk/RFO	Reputation Costs, Litigation	Clerk/RFO	4	2	8	Adequate internal audit/Councillor checks Regular reporting to members Control systems for managing expenditure	A
36	Fraud by Members	Reputation Costs, Litigation	Members	3	1	3	Adequate internal audit Regular reporting to members Control systems for managing expenditure	A
37	Inadequate awareness of relevant legislation	Failure to comply	Members Clerk/RFO	4	2	8	Maintain membership of SALC/NALC Clerk to train/qualify	A
38	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Members Clerk/RFO	4	3	12	Maintain membership of SALC/NALC Clerk/RFO to maintain training Liaise with internal and external auditors Access to legal advice as required	A
39	Failure to maintain fixed assets register	Improper control Poor auditor's report	Clerk/RFO	2	2	4	Council to review Internal audit to review	A

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Presented to Finance Committee meeting dated 15 September 2021

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
40	Improper financial records	Potential for wasted resources	Clerk/RFO	4	2	8	Internal audit to review External audit Councillor checks and reports to Council	A
41	HMRC requirements not met	Costs Litigation	Clerk/RFO	3	2	6	Clerk/RFO to liaise as necessary Use professional payroll agency	A
42	Failure to comply with deadlines for accounts and returns	Poor auditor's report Reduction in confidence	Clerk/RFO	3	2	6	Clerk/RFO to liaise with internal and external audit	A
43	Non-compliance with data protection	Litigation Poor reputation	Members Clerk	3	3	9	Clerk to monitor	A

Sort Ref	Category	Description	Purchase Date	Location	Insurance Value	Purchase price	Added in 2021-2022	Disposed 2021-2022
1	01/Land	Cemetery			nominal	nominal		
2	01/Land	Top Green Toilet Land			30,000.00	nominal		
3	01/Land	Glebe Land (cemetery Extension)			10,000.00	1,000.00		
4	01/Land	Old school Car Park			leased Property			
5	01/Land	Country Park and Melford Walk			leased property			
6	02/Bld	GraveDiggers Building		Burial Grounds	70,000.00	50,000.00		
7	02/Bld	Toilets on the Green		Top Green	110,000.00	1.00		
8	02/Bld	Cordell Rd Offices	Nov-18	Cordell Rd	110,000.00	1,000.00		
9	02/Bld	Country Park Toilets			leased property			
10	03/Off	1 Swordfish laminator	unknown	Parish Office	19.00	39.99		
11	03/Off	1 x Sony Voice recorder	01/10/2015	Parish Office	59.99	59.99		
12	03/Off	1 Clock	unknown	Parish Office	5.00	0.00		
13	03/Off	1 "Hanns G" Computer Monitor	2016	Parish Office	25.00	81.99		
14	03/Off	1 BT 1000 Phone	03/12/2015	Parish Office	25.00	19.99		
15	03/Off	1 BT IP Phone	01/05/2018	Parish Office	75.00	0.00		
16	03/Off	1 Wooden free standing desk (right return)	17/11/2017	Parish Office	75.00	0.00		
17	03/Off	1 small desk (3 drawers on right side)	unknown	Parish Office	60.00	0.00		
18	03/Off	1 small file cabinet (on wheels) with drawer above	unknown	Parish Office	30.00	0.00		
19	03/Off	1 x cloth back blue Chairs	unknown	Parish Office	50.00	50.00		
20	03/Off	3 x BLUE leather back chairs	17/11/2017	Parish Office	75.00	0.00		
21	03/Off	1 office swivel chair (Wooden Frame - cloth)	17/11/2017	Parish Office	50.00	0.00		
22	03/Off	1 HP DeskJet 1512 Printer	unknown	Parish Office	75.00	60.00		
23	03/Off	1 HP OfficeJet 7612 Printer/Scanner	28-Jun-17	Parish Office	195.96	195.96		
24	03/Off	1 Ricoh Printer/photocopier (Alicio 2022)		Parish Office	500.00	500.00		
25	03/Off	1 x Shuttle i7 Computer "tower"	unknown	Parish Office	400.00	400.00		
26	03/Off	1 x Acer Aspire F15 i3 Laptop	19/11/2015	Parish Office	278.34	278.34		
27	03/Off	1 X Acer X128H Projector	15/05/2018	Parish Office	280.00	280.00		
28	03/Off	1 x Acer Aspire F15 i3 Laptop	10/12/2015	Parish Office	278.34	278.34		
29	03/Off	1x WD MyCloud 4Tb EX2 SAN Device	16/07/2018	Parish Office	198.87	198.87		
30	03/Off	1 x Netgear 4 port switch	16/07/2018	Parish Office	22.00	22.00		
31	03/Off	2 x SiD signs (Speed Indicator Device)	20/07/2018	VAS post	5,000.00	nominal		
32	03/Off	1 x drop leaf table	27/06/2019	Parish Office	75.00	20.00		
33	03/Off	1 x free standing fan tower		Parish Office	23.00	23.00		
34	03/Off	1 x "Russell Hobbs" undercounter Fridge	01/07/2019	Parish Office	75.00	30.00		
35	03/Off	1 x Air conditioning unit	15/10/2019	Parish Office	1,300.00	1,265.80		
36	03/Off	1 x Computer monitor	19/11/2019	Parish Office	60.00	54.14		
37	03/Off	22 Litter pickers		With Litter Crew	100.00	unk		
38	03/Off	19 High Viz Vests	unknown	With Litter Crew	15.00	unk		
39	03/Off	4 x 2 way radio sets	unknown	Parish Office	25.00	unk		
40	03/Off	GBC CombiBind 200 - Binding machine	Mar-18	Parish Office	145.00	143.54		
41	03/Off	1 x Papershredder	Apr-18	Parish Office	35.00	35.00		
42	03/Off	1 Bonsali 14 sheet Paper shredder	Apr-19	Parish Office	108.00	94.99		
43	03/Off	2 visitor chairs	Jan-11	Parish Office	20.00	unk		
44	03/Off	1 office swivel chair (Wooden Frame - cloth)	17/11/2017	Parish Office	50.00	0.00		

Sort Ref	Category	Description	Purchase Date	Location	Insurance Value	Purchase price	Added in 2021-2022	Disposed 2021-2022
45	03/Off	1 x Epson Stylus SX438W Printer	unknown	Parish Office	50.00	unk		
46	03/Off	1 x Shuttle i5 Computer tower	Jun-15	Parish Office	300.00	400.00		
47	03/Off	Prolite B19065 Monitor	unknown	Parish Office	75.00	unk		
48	03/Off	3 x 4 shelf metal filing cabinet (Triumph)	Nov-17	Parish Office	150.00	0.00		
49	03/Off	1 x Wooden 4 lateral shelf, 2 door filing cabinet	unknown	Parish Office	150.00	150.00		
50	03/Off	1 x 2 shelf, 2 door metal filing cabinet	unknown	Parish Office	100.00	unk		
51	03/Off	1 x wooden desk with 3 drawers on right side	Nov-17	Parish Office	75.00	0.00		
52	03/Off	1 x Radar Speed Gun	unknown	Parish Office		unk		
53	03/Off	1 x FS127 Titan II series safe	unknown	Parish Office	175.00	175.00		
54	03/Off	Crown Space Heater	unknown	Parish Office	40.00	unk		
56	03/Off	1 x Phoenix Fireproof safe	unknown	Parish Office	180.00	175.00		
57	03/Off	1 x Shuttle (Win XP) Computer tower	unknown	Parish Office	30.00	unk		
58	03/Off	1 x Samsung Monitor	unknown	Parish Office	30.00	unk		
59	03/Off	47 x "No Parking" Cones	unknown	Parish Office	100.00	150.00		
152	03/Off	Laminator	Apr-20	LMPC Offices		81.54		
61	04/Crem	1 x 2 pane enclosed wooden noticeboard	unknown	Burial Grounds	1,000.00	650.00		
64	04/Crem	John Deer Mulch Mower	2014	Burial Grounds	800.00	675.00		
65	04/Crem	Stihl FS240C Strimmer	Jun-19	Burial Grounds	565.00	565.00		
66	04/Crem	Stihl FS240C Strimmer	Jun-19	Burial Grounds	565.00	565.00		
68	04/Crem	1 x Toshiba 15" Laptop	unknown	Burial Grounds	350.00	350.00		
69	04/Crem	Bins and anchors	unknown	Burial Grounds	1,000.00	1,000.00		
70	04/Crem	1 x Stihl Hedge Trimmer 30"	2005	Burial Grounds	250.00	250.00		
71	04/Crem	Wheel Barrow <i>plus assorted tools listed below</i>	unknown	Burial Grounds	250.00	250.00		
72	04/Crem	2 x wooden ladder	unknown	Burial Grounds	2.00	unk		
73	04/Crem	1 x spade	unknown	Burial Grounds	4.00	unk		
74	04/Crem	2 x fork	unknown	Burial Grounds	4.00	unk		
75	04/Crem	1 x lump hammer	unknown	Burial Grounds	1.00	unk		
76	04/Crem	1 x mallet	unknown	Burial Grounds	1.00	unk		
77	04/Crem	2 x shovel	unknown	Burial Grounds	4.00	unk		
78	04/Crem	1 x hose	unknown	Burial Grounds	1.00	unk		
79	04/Crem	3x bucket	unknown	Burial Grounds	3.00	unk		
80	04/Crem	1 x broom	unknown	Burial Grounds	1.00	unk		
81	04/Crem	2 small brushes	unknown	Burial Grounds	0.00	unk		
82	04/Crem	1 x hoe	unknown	Burial Grounds	0.00	unk		
83	04/Crem	1 x coffin pattern marker	unknown	Burial Grounds	0.00	unk		
84	04/Crem	2 x footpath signs	unknown	Burial Grounds	0.00	unk		
85	04/Crem	1 x edging iron	unknown	Burial Grounds	1.00	unk		
86	04/Crem	2 pair shears	unknown	Burial Grounds	0.00	unk		
87	04/Crem	1 pair loppers	unknown	Burial Grounds	10.00	unk		
88	04/Crem	1 x post dibber	unknown	Burial Grounds	10.00	unk		
89	04/Crem	1 x bow saw	unknown	Burial Grounds	1.00	unk		
90	04/Crem	1 x pitch fork	unknown	Burial Grounds	1.00	unk		
91	04/Crem	1 x vice	unknown	Burial Grounds	1.00	unk		
92	04/Crem	1 x seive	unknown	Burial Grounds	1.00	unk		

Sort Ref	Category	Description	Purchase Date	Location	Insurance Value	Purchase price	Added in 2021-2022	Disposed 2021-2022
93	04/Crem	1 x rake	unknown	Burial Grounds	1.00	unk		
94	04/Crem	2 x weedkiller knapsack	unknown	Burial Grounds	1.00	unk		
95	04/Crem	1 x rammet	unknown	Burial Grounds	0.00	unk		
96	04/Crem	1 x scoop	unknown	Burial Grounds	0.00	unk		
97	04/Crem	1 x bier cart	unknown	Burial Grounds	10.00	unk		
98	04/Crem	1 x metal 5 gallon petrol can	unknown	Burial Grounds	1.00	0.00		
99	04/Crem	3 x plastic petrol 1 gallon cans	unknown	Burial Grounds	5.00	50.00		
142	04/Crem	Stihl FS240CE Brushcutter	Apr-20	Cemetery	675.00	665.00		
143	04/Crem	John Deere JS63V Mulch Mower	Apr-20	Cemetery	675.00	661.00		
144	04/Crem	Stihl FS240CE Brushcutter	Jul-20	Cemetery	575.00	556.75		
145	04/Crem	John Deere JS63V Mulch Mower	Jul-20	Cemetery	650.00	627.95		
146	04/Crem	Stihl HLA65 Batter hedge trimmer	Jul-20	Cemetery	250.00	233.54		
147	04/Crem	AP200 Li-ion battery	Jul-20	Cemetery		110.84		
148	04/Crem	Stihl AL300 quick charger	Jul-20	Cemetery		55.41		
149	04/Crem	Stihl HSA94T 30" Hedge trimmer	Jul-20	Cemetery	400.00	389.50		
150	04/Crem	AP Belt bag/connecting cord for Battery Belt	Jul-20	Cemetery		112.50		
151	04/Crem	Stihl AP Power transfer adapter	Jul-20	Cemetery		33.33		
160	04/Crem	Intruder alarm	Aug-20	Cemetery	650.00	634.20		
100	05/SF	1 x BT Phone Box		Hall Street	100.00	1.00		
101	05/SF	1 x BT Phone Box		Bridge Street	100.00	1.00		
102	05/SF	1 x BT Phone Box		High Street	100.00	1.00		
103	05/SF	1 x Brick Built Bus Shelter		Station Rd	10,000.00	10,000.00		
104	05/SF	1 x PVC/Steel Bus Shelter		Rodbridge	5,000.00	5,000.00		
105	05/SF	1 x double Parish Noticeboard		Outside URC	800.00	600.00		
106	05/SF	1 x single Parish Noticeboard		Outside LMPC	200.00	unk		
107	05/SF	Village sign in Oak		Lower Green	1,000.00	1,000.00		
108	05/SF	1 x Iron Village Bench			200.00	200.00		
109	05/SF	4 x Wooden village Bench			800.00	800.00		
110	05/SF	Goal Posts			500.00	500.00		
111	05/SF	Youth Pod shelter/Basket Ball Post			4,500.00	4,500.00		
112	05/SF	Litter Bins (32)		See bin location map	2,300.00	2,300.00		
113	05/SF	Heritage Bins x 6		See bin location map	1,548.18	1,548.18		
114	05/SF	Wheelie Bins x 3			300.00	300.00		
115	05/SF	General Waste bin - freestanding (120 litre)	Aug-17	Outside Co-Op	337.16	337.16		
116	05/SF	General Waste Bin - pole mounted (30 litre)	Sep-17	Foot of LM Walk/ Station	121.47	120.47		
117	05/SF	Parish Street Lights		see Lighting Map	36,700.00	36,700.00		
118	05/SF	Parish Street lights - phase 2	Jan-20	see Lighting Map	71,000.00	70,634.74		
119	05/SF	1 x Sandstone War Memorial			35,000.00	unknown		
120	05/SF	2012 Jubilee Georgian Heavy Duty Benches x 4			2,000.00	2,000.00		
121	05/SF	Dog bin	Feb-20	See bin location map	250.00	340.34		
122	05/SF	Tipper wheelbarrow	Feb-20	Stored outside office	400.00	399.12		
123	05/SF	Defibrillator cabinet	Feb-20	The Hare	430.00	427.15		
134	05/SF	Beacon on the Green	Apr-18	Top Green	1,400.00	1,300.00		
135	05/SF	Community NoticeBoard	Apr-18	Hall St	800.00	798.00		

Sort Ref	Category	Description	Purchase Date	Location	Insurance Value	Purchase price	Added in 2021-2022	Disposed 2021-2022
155	05/SF	2 x defibrillators and kits	Jul-20	Defibrillator	1,550.00	1,550.00		
158	05/SF	2 x defibrillators	Jul-20	Defibrillator	1,700.00	1,675.00		
159	05/SF	8 x waste bins	Jul-20	Bins	3,250.00	3,239.50		
165	05/SF	2 x defibrillators		Defibrillator	2,750.00	2,750.00		
124	06/CP	Gardeneing saws, Loppers, safety signs, helmets			330.50	330.50		
125	06/CP	Forestry Helmet			100.90	100.90		
126	06/CP	Bahco Loppers 800mm			92.49	92.49		
161	06/CP	CCTV, SIM and viewer	Aug-20	Country Park	1,250.00	1,231.39		
162	06/CP	John Deere Lawn Tractor	Nov-20	Country Park	3,250.00	3,250.00		
163	06/CP	Mulch mower	Nov-20	Country Park	1,050.00	1,042.00		
164	06/CP	Brushcutter and blade	Nov-20	Country Park	375.00	362.00		
129	07/Xmas	10M Twinkle Lights LED			252.36	252.36		
130	07/Xmas	3 x Lifting Poles		LMPC Offices	50.00	50.00		
131	07/Xmas	High Viz Jackets (assorted sizes)		LMPC Offices	50.00	unk		
132	07/Xmas	New Christmas lights	15/10/2019	LMPC Offices	550.00	551.41		
133	07/Xmas	New Christmas lights	Dec-19	LMPC Offices	300.00	299.80		
136	09/MIB	16 x Self watering half barrier baskets	Mar-20	John Smith Nursery	1,975.00	1,968.62		
137	09/MIB	17 barrel planters	Mar-20	John Smith Nursery	3,125.00	3,111.63		
138	09/MIB	Vintage root cutter	Dec-19		125.00	0.00		
139	09/MIB	Vintage root cutter	Dec-19		125.00	110.00		
140	09/MIB	1 x Vintage dog cart	Nov-19		300.00	280.00		
141	09/MIB	18 x self watering half baskets	Apr-20	Melford in Bloom	525.00	508.43		
153	09/MIB	Hayterette lawnmower	May-20	Melford in Bloom		150.00		
154	09/MIB	Polytunnel	Jul-20	Melford in Bloom	425.00	420.00		
156	09/MIB	Water bowser	Jul-20	Melford in Bloom	900.00	0.00		
157	09/MIB	Hanging basket watering device	Jul-20	Melford in Bloom		60.00		
158	07/Xmas	10 x 5m 10 warm white LED frosted cap lights	Dec-20	LMPC Offices	not insured	291.58		
159	07/Xmas	4 x 10m 20 warm white LED frosted cap lights	Dec-20	LMPC Offices	not insured	233.30		
160	09/MIB	AK2740P Trailer Barrow	Mar-21	Country Park	not insured	207.50		
161	03/Off	Epson A3 copy, scanner, printer	Apr-21	Office	500.00	487.48	487.48	
162	09/MIB	19 x 860mm Barrell Planters	May-21	Melford in Bloom	3,500.00	3,477.70	3,477.70	
163	05/SF	Defibrillator and kit	Jun-21	Cricket Club	825.00	825.00	825.00	
164	05/SF	Defibrillator cabinet	Jun-21	Cricket Club	525.00	525.00	525.00	
165	09/MIB	5 x MIB planters - built by Paul Wilson	Jun-21	Various locations	1,500.00	built	built	
166	09/MIB	6 x MIB planters - donated by Kier	Jun-21	Various locations	1,800.00	donated	donated	
168	05/SF	3 x Lowther seats	Jul-21	Hall Street	1,500.00	1,488.39	1,488.39	
169	06/CP	2 x waste pumps	Jul-21	Country Park	1,300.00	1,298.00	1,298.00	
170	05/SF	4 x CityEV electric car chargers, Model: CDC100	Jul-21	Old School car park	12,000.00	donated	donated	
171	05/SF	1 x Heavy duty rainbow table/bench	Jul-21	Cordell Place play area	400.00	389.00	389.00	
172	04/Crem	1 x Stihl BGA86 Blower	Aug-21	Cemetery	225.00	205.84	205.84	
173	04/Crem	1 x Stihl AP300 Li-on battery	Aug-21	Cemetery	150.00	150.41	150.41	
						238,472.89	8,846.82	0.00

### **Long Melford Parish Council**

The Parish Offices  
Cordell Road  
Long Melford  
Suffolk CO10 9EH



## **Regulations for the Management of Long Melford Cemetery**

These Regulations follow the ICCM model format.

Regulations adopted by the Parish Council under the powers conferred by  
Article 15 of the Local Authorities' Cemeteries Order 1977 on 7<sup>th</sup> October 2021.

# Long Melford Parish Council

## Regulations for the Management of Long Melford Cemetery

These Regulations are made by Long Melford Parish Council under Section 214 of the Local Government Act 1972 and the Local Authorities' Cemeteries Order 1977.

### INTERPRETATION

1. In these Regulations:
  - **Council**, shall mean Long Melford Parish Council acting as Burial Authority for the Civil Parish of Long Melford.
  - **Cemetery**, shall mean the municipal cemetery located to the North-West and to the east of the Holy Trinity Church, Rectory Gardens, Long Melford, Sudbury CO10 9DT and immediately adjacent to its churchyards.
  - **Cemetery Manager**, shall mean the manager appointed by Long Melford Parish Council to be responsible for the functioning, administration, and maintenance of the Cemetery.
  - **Grave space**, shall mean any grave or cremation plot.

### ADMISSION TO THE CEMETERY

2. Except as ordered by the Government or the Burial Authority, the Cemetery is open to visitors at all times.
3. Visitors must behave in a manner that shows respect to the deceased and the bereaved, avoid walking on occupied graves and not sit, stand or lean on memorials. Any person behaving in a disrespectful, disorderly or noisy manner may be asked to leave the Cemetery.
4. Dogs must be kept on a lead at all times inside the Cemetery and must not be allowed to foul any part of it.
5. No picnics, sunbathing, or physical recreational activities are allowed in the Cemetery.
6. Anyone who persistently fails to comply with these Regulations may be refused access to the Cemetery.

### BURIAL RIGHTS & FEES

7. The Cemetery is non-denominational and within these Regulations shall provide civic burial facilities to people of all faiths, and those of no faith.
8. Each burial shall be subject to payment of the appropriate burial fee, as set out in the Table of Fees (published separately).
9. All fees are non-negotiable and apply to residents of the Civil Parish of Long Melford and non-residents alike.
10. Where a fee is due it must be paid in full prior to the funeral or the placement of a memorial. The Council will refuse to allow a funeral or memorial placement to take place where any fees remain outstanding and unpaid.
11. The current fees for all rights relating to burials and memorials shall be published annually as scheduled in a Table of Fees and will be available on the Parish Council's website, and from the Cemetery Manager and the Parish Clerk on request. These fees are subject to change by resolution of the Council without notice.
12. Scheduled fees do not include digging. Undertakers must provide their own diggers unless by prior arrangement with the Cemetery Manager, where additional fees may be applicable.
13. The scheduled fees apply irrespective of the Exclusive Right of Burial, which must be purchased on reserving a future interment and/or the right to erect a memorial.



14. Where the deceased is a child under the age of 18, or stillborn after the 24th week of pregnancy, the scheduled fees will not be charged to the bereaved as they are recoverable by the Burial Authority, cremation authorities and funeral directors under The Children's Funeral Fund for England Regulations 2019.
15. A plan showing the position and allocation of grave spaces may be seen by appointment with the Cemetery Manager.
16. Purchasers of grave spaces shall be granted an Exclusive Right of Burial. This Right shall be valid for 75 years from the date of purchase, after which it will revert to the Council.
17. A Certificate of Exclusive Right of Burial is only issued to pre-purchasers of grave space and confers no proprietary rights upon the grantee in respect of Cemetery land and will not affect the Council's right to carry out its obligations under the Local Authorities' Cemeteries Order or its right to enforce these regulations in respect of any grave space for which an Exclusive Right of Burial has been granted.
18. The Grantee of a Certificate of an Exclusive Right of Burial will receive a written grant signed by the Cemetery Manager specifying a grave space numbered on the Cemetery Plan. The grant will be registered in the Register of Exclusive Rights of Burial kept by the Cemetery Manager.
19. The owner of an Exclusive Right of Burial may assign that right by deed or will. The assignee must inform the Council in writing giving full details of the assignment and it must not be exercised until this has been registered by the Cemetery Manager.
20. The Burial Register and Register of Grants of Exclusive Rights of Burial kept by the Cemetery Manager may be inspected by prior arrangement with the Cemetery Manager, and certified extracts obtained upon payment of a prescribed fee.
21. At the Cemetery Manager's discretion, they may assist members of the public with academic, historical, ancestral, and genealogical research and enquiries, for which a fee may be payable.

## **BURIALS**

22. Burials must not be carried out without the permission of the Cemetery Manager.
23. Coffins must not be of any material other than wood, or a material derived from wood or other biodegradable material.
24. Before a burial is arranged, the location and number of the grave space or cremation plot must be agreed with the Cemetery Manager.
25. All burials in February to November inclusive shall take place on a working weekday between 10:00 am and 4:30 pm, and in December and January between 10:00 am and 3:00 pm, at a time and date as agreed by the Cemetery Manager. At the Cemetery Manager's discretion burials outside of the standard periods may be permitted in exceptional circumstances.
26. No burial shall take place until the person or firm arranging the burial has delivered the following to the Cemetery Manager:
  - (a) A Request for Burial Confirmation Form by email.
  - (b) The Registrar's Certificate for Burial or Cremation, or a Coroner's Order for Burial (and in the case of a stillborn child, a certificate from the Registrar that the stillbirth is registered or received official notice of it or received the Coroner's Order for Burial)
  - (c) In the case of a Cremation, certification by the crematorium that the Notification of Burial or Cremation has been (or will be) sent to the Registrar
  - (d) The appropriate fees paid according to the Table of Fees
  - (e) If the burial is to be made in a plot for which an Exclusive Right of Burial has been granted and the deceased is not the owner of that Exclusive Right, the original grant document and the written and signed consent of its owner.

27. Unless in exceptional circumstances immediate burial is required (See Regulation 25), the appropriate documents and fees listed in Regulation 26 must be delivered to the Cemetery Manager, or to the Parish Council Clerk or Responsible Financial Officer, at least two full working weekdays before the burial.
28. The Request for Burial Confirmation Form referred to in Regulation 26(a) must include all of the information required for the interment and, in particular, the full name and address of the grantee (owner) of any Exclusive Right of Burial.
29. The burying or scattering of animal remains in the Cemetery, whether or not an Environmental Disposal Licence has been issued, is strictly prohibited.

#### **GRAVE SPACES**

30. Long Melford Cemetery is maintained as a lawn cemetery. All grave spaces must be simple earthen graves, and new graves must be lawn plots without a physical or visible boundary. Kerbed, bricked, or vaulted graves, or the covering of new graves with chippings, gardens, artificial grass, or other material to delineate them, shall not be permitted. Any non-compliant items or material will be removed.
31. All grave spaces shall have the dimensions and spacing given in Annex A and shall be positioned and numbered in conformance with the Cemetery layout, or as instructed by the Cemetery Manager.
32. No grave is to be dug without the permission of the Cemetery Manager. However, where permission for a burial is granted it includes permission to dig the grave in the space that was agreed with the Cemetery Manager.
33. All graves are to be dug or excavated in accordance with the relevant provisions of the Local Authorities' Cemeteries Order 1977.
34. The standard grave depth is 5 feet for a single grave and six feet for a double grave, and no grave is to be dug more than 9 feet deep.
35. All new graves for which Exclusive Right of Burial has been granted (except graves for the burial of Cremated remains) must be dug to a depth sufficient to allow a second subsequent burial, unless special permission for a single grave has been granted by the Cemetery Manager in advance.
36. Graves for burial of cremated remains are to be dug to a sufficient depth to permit complete covering of any receptacle in which they are kept. A subsequent burial may be made beside the first one, but this must be within the nominal dimensions of the grave space (see Annex A).
37. No more than two burials can be made in a grave for cremated remains unless special permission has been obtained from the Cemetery Manager in advance.
38. Cremated remains must not be scattered anywhere except beneath the surface of the purchased grave space.
39. No cremated remains are permitted in burial plots unless interment is to take place in a used grave space or in a space reserved for ashes burial.
40. Sufficient of the soil removed in digging a grave must be returned to ensure that, after all settlement is complete, the level of the grave does not lie below the level of the ground around it. Only sufficient soil to allow for compaction must be left after filling. Any surplus soil must be removed to a designated area. The ground must be levelled when any headstone is installed, and the soil likewise removed.
41. When digging a grave the Council reserves the right to place the soil from it on an adjacent grave, which will be protected by placing a temporary covering over it onto which the soil will be deposited. This process will be carried out so as to minimise the length of time soil rests over an adjacent grave, and a grave covered in this way will be uncovered and reinstated to its previous condition once the adjoining burial has been completed.
42. The Council shall not be responsible for sunken ground caused by a grave digger, or for making good any such sunken ground, and it will remain the sole responsibility of the grave owner to address any problems of this nature directly with the grave digger. However, the Council reserves the right to level sinkage where this is necessary to facilitate grass cutting.

43. Providing the grave is reasonably stable, all new plots will be turfed by the Council but not before 6 months have passed since the burial. Any plot turfed by the grave owner will void all Council responsibility for the upkeep and maintenance of it.
44. In accordance with the Environmental Permitting (England and Wales) Regulations 2016, water cannot be pumped from a waterlogged grave onto spare land in the cemetery. Should the eventuality arise, it shall be the sole responsibility of the undertaker to provide at their expense a bowser for the removal of the water and transport to a suitable location for safe disposal.

#### **MEMORIALS & VASES**

45. Memorials must not be erected, removed, altered, nor have further inscriptions added to them, without the permission of the Cemetery Manager. Once approved the inscriptions may be incised, painted, or inlaid with lead or bronze.
46. Memorials can only be erected on graves for which Exclusive Right of Burial has been granted.
47. An application for permission to erect a memorial must contain all the information called for in the Confirmation Form and only be erected by a National Association of Memorial Masons (NAMM) qualified person.
48. Memorials must not be erected until the ground level has stabilised and not before 6 months have elapsed since the burial.
49. All memorials must be installed so they line up with existing memorials along and across the rows. The Cemetery Manager has the right to request the stonemason to rectify any unsuitable installation.
50. All memorials must be of natural stone.
51. The maximum dimensions allowed for memorials are:
  - (a) On full sized graves, an upright stone of maximum dimensions 32 inches high above ground level by 24 inches wide. A wider memorial may be permitted if it straddles two graves lying side by side in a row.
  - (b) On graves for cremated remains, a small upright memorial of maximum dimensions 24 inches high by 18 inches wide.
  - (c) Vases & tablets incorporated in a headstone are permitted of maximum dimensions 9 inches high by 2 inches wide. Other vases and tablets cannot be placed on a grave once it has been turfed.When calculating the overall height of a memorial, the base must be included in the measurement.
52. Headstones on full-sized graves must be placed at the western end of the grave space facing eastwards.
53. The Cemetery is a lawn cemetery, and the following rules shall apply.
  - (a) No vases shall be placed on grave spaces.
  - (b) Those requesting that a headstone is installed on a grave space must agree in writing that:
    - i. All pots, ornaments, and fences shall be removed prior to any stone being placed.
    - ii. That the grave will remain free from the abovementioned items afterwards.
    - iii. That the Cemetery Manager shall have the right to remove any of the abovementioned items at any time and at their sole discretion.
54. In the Cemetery cremation areas only upright headstone-style stones are permitted, with the exception of Sections 1 and 2 where only flat stones are permitted. (See map, Annex B).
55. The Council reserves the right to remove any monument or vase that does not meet the proper specifications, or is of poor workmanship, or where the relevant fee has not been paid.
56. Previous non-compliant memorials or vases cannot be used as a precedent. Any chippings, gardens or artificial grass placed around new memorials will be removed.

57. All memorials and vases are installed entirely at the owner's risk and must be kept safe and in good repair. The maintenance of a memorial and/or vase is the responsibility of its owner, who may wish to consider taking out insurance to cover maintenance, loss, or theft.
58. Any memorial that becomes unsafe or unsightly and is not repaired will be reported to the owner. Where it is necessary for the Council to take action, including the removal of a memorial, to ensure the health and safety of the public and staff then the cost of this will be charged to the by the owner.
59. It is the Council's policy that an annual risk assessment of memorials shall be carried out. Where the memorial is over 2.5 metres (8 feet' 2½ inches) high only a NAMM registered structural engineer shall be qualified to conduct the assessment.
60. Any memorial that is found to be unsafe may be laid flat if it is considered to pose an imminent danger, and notice of this shall be given to the owner with a request that they take action to rectify the situation within 28 working days of notice issue. If after, that time, the situation has not been rectified then the Council may arrange for the memorial to be permanently removed, the cost of which may be recharged its owner.
61. If a memorial or vase is the subject of theft, unauthorised removal, vandalism or damage then it is the sole responsibility of the owner to investigate the matter and report it to the police as they consider necessary. Any such instances should also be reported to the Cemetery Manager.
62. The Council does not accept any responsibility or liability for damage to, or the loss of, any memorial or vase howsoever caused.

#### **MEMORIAL TRIBUTES, BENCHES, AND TREES**

63. All floral tributes will be removed and disposed of one month after the interment to which they relate.
64. Tributes marking religious festivals may be placed at a memorial for a period of 14 days, or until the end of the religious festival, after which period they will be removed and disposed of.
65. The Council reserves the right to remove and dispose of any tributes which have deteriorated or become unsightly.
66. All applications for the installation of a memorial bench must be made to the Cemetery Manager in writing, for agreement by the Council.
67. Memorial benches must be of an approved material, type, and design, and purchased through Council. No other memorial items may be placed on, or included in the fabric of, a memorial bench.
68. The location of a memorial bench within the Cemetery shall be as agreed with the Council, which reserves the right to relocate benches on site to meet operational needs.
69. The wording of any memorial text whether carved or inscribed on a plaque, including its size, style, and font, shall be as agreed by the Council.
70. Upon purchasing a memorial bench it shall become the property of the owner, and the responsibility for its ongoing maintenance and insurance shall remain the responsibility and liability of the owner.
71. Memorial benches will be assessed by the Cemetery Manager at least annually. If maintenance is required then notice of the work needed shall be provided to the owner in writing, and they will have 28 days from the date of notice issue to engage the work.
72. At the Council's sole discretion, any unauthorised memorial bench, or authorised memorial bench which is not maintained and falls into disrepair, shall become subject to a notice of removal. The notice will be fixed to the bench and, where possible, be provided to the bench owner in writing, whereupon they will have 28 days from notice issue to arrange for its removal, after which the Council will arrange for its disposal.
73. Memorial trees of a size and species to be agreed with the Council may be planted at specified locations within the Cemetery with the Council's written permission.
74. No other memorials or items may be placed on or around a memorial tree.
75. Memorial trees are not permitted on or immediately adjacent to graves.

## **WORK IN THE CEMETERY**

76. No work is to be done in the Cemetery without the permission of the Cemetery Manager. Permission for a burial or the erection or alteration of a memorial includes permission for all necessary work.
77. Despite the granting of permission, persons responsible for work in the Cemetery must give the Cemetery Manager advance notice of the time and date they propose to carry out such work.
78. Anyone working in the Cemetery must:
  - i. Comply with all relevant provisions of the Local Authorities' Cemeteries Order 1977 and the Health and Safety at Work Act 1974.
  - ii. Present at the Cemetery Manager's request proof of their public liability insurance.
  - iii. Comply with all reasonable directions and requirements of the Cemetery Manager
  - iv. Make good at their own expense any damage they cause.
  - v. Volunteers shall be required to work under the direction of the Cemetery Manager and comply with all relevant risk assessments.
79. All spoil and rubbish must be removed and the site must be left in a clean and tidy condition.
80. Should damage be done to any area of the Cemetery, the Council will seek to recover from the perpetrator the cost of repair plus any legal or other costs incurred by the Council.
81. The Council does not accept responsibility or liability for any damage or injury to any person or object arising from work done in the Cemetery except for that arising from work done by its own employees.
82. The Council will maintain the grassed areas of the Cemetery and keep the grass cut to a high standard.
83. If a grave is left untended for 12 months the Council reserves the right to remove any obstacle which could restrict maintenance in the Cemetery or damage machinery, having first made efforts to contact owners of it or relatives of the deceased.
84. Upkeep of the grave space around the Memorial itself is the responsibility of the person or persons who ordered the burial and/or the owners of the Exclusive Right of Burial.
55. The Council reserves the right to cut back or remove any growth higher than 2 feet on any grave space and any growth outside the area of a grave space.
85. The Council reserves the right to charge the persons responsible for the upkeep of a grave space for any costs it incurs in maintaining or tidying it as a consequence of their failure to do so.

# **Long Melford Parish Council**

## **Regulations for the Management of Long Melford Cemetery**

### **ANNEX A**

#### **DIMENSIONS AND SPACING OF GRAVES & POSITIONING OF MEMORIALS**

Regulations to be followed when digging new graves and erecting memorials

##### **GRAVES**

1. If markers exist, they must be followed.
2. All new graves must be laid out so they conform to the Cemetery Plan, a copy of which may be inspected by arrangement with the Cemetery Manager.
3. All graves must have the same nominal dimensions at the surface and be in line both along and across the rows.
4. The nominal length of each full-sized grave space including the memorial is 7 feet and the nominal width 2½ feet, but it may be dug appropriately for the coffin or casket size.
5. Each new full-sized grave is to be dug so that the centre-to-centre distance between the rows is 4½ feet and the centre-to-centre distance between graves along each row is 9 feet. Full-sized graves are to be dug from the end opposite the memorial in such a way that any un-dug space is under the memorial.
6. New full-sized graves for which an Exclusive Right of Burial has been granted must be dug to a depth sufficient to allow a second burial, unless special permission has been granted for a single grave. (6 feet)
7. Each new grave for the burial of cremated remains is to be dug so that the centre-to-centre distance between graves is 3 feet and the front edge of the grave space is not more than 3 feet from the fence line or front edge of the grave space(s) behind it. The nominal size of each grave space for cremated remains is 1½ feet front-to-back and 2 feet wide.

##### **MEMORIALS**

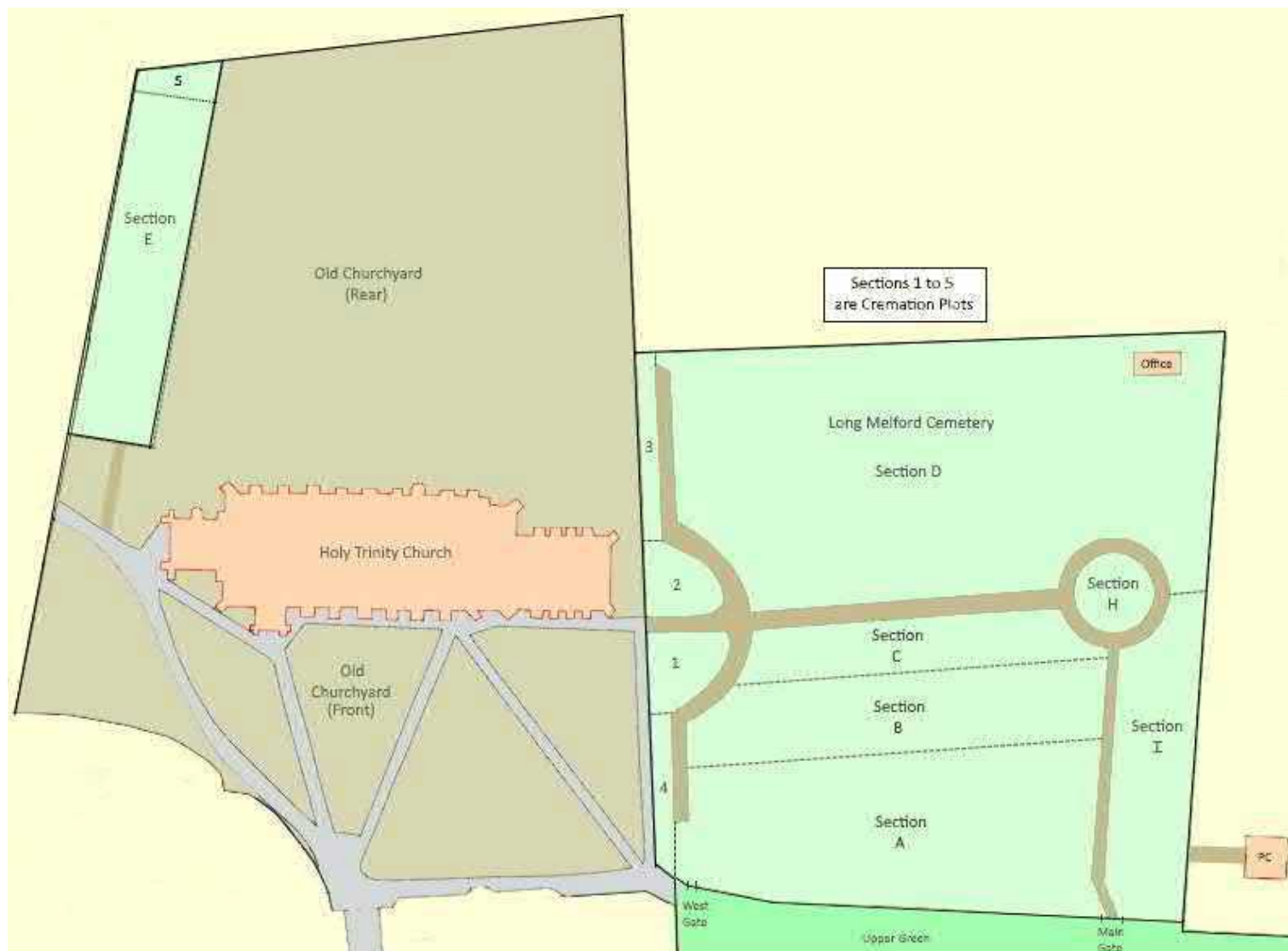
8. If markers exist, they must be followed.
9. Memorials on full-sized graves must be erected so they are in line with others along and across rows.
10. If a memorial is erected on a base or plinth, the base or plinth must not be less than 2½ feet wide, so that it sits on un-dug ground on either side of the grave.

# Long Melford Parish Council

## Regulations for the Management of Long Melford Cemetery

## ANNEX B

### CEMETERY MAP



## Long Melford Parish Council

### **Draft Policy re Official Poster/Board Locations, Fly-Posting, Housing Development Yellow Signs and A Boards**

Long Melford is a heritage village and the village centre is within a Conservation Area. It is a popular destination for visitors and tourists and the Parish Council is committed to maintaining this popularity whilst at the same time supporting our businesses.

A considerable effort has gone in recently to tidying and improving the village centre, including two re-surfaced official car parks, the investment of funds and volunteer time in 'Long Melford in Bloom' and the employment of a village caretaker. Also the new village volunteer team have worked on re-conditioning the existing stock of public seats and benches, with three new seats also installed at village centre locations during 2021.

Prior to the pandemic, fly-posting had become a worsening problem in Long Melford and with pandemic restrictions now easing the issue is likely to reappear. Fly-posting is unsightly and illegal and local authorities are encouraged to use measures to control it. It is also illegal to display advertising posters on the public highway (Highways Act 1980).

By way of example, in September 2021, a clearance sale of teak furniture at the Old School, run by a businessman from Doncaster, put up over 25 bright yellow flyposters throughout the conservation area and along the village entry roads. He agreed to remove the majority of these after a meeting with him but this shows how fly-posting can quickly take hold.

Long Melford Parish Council is therefore invited by the LMBA Committee, a committee of LMPC comprising LMBA/LMPC and other local business members to review and adopt the following which it will use in relation to posters/boards that are displayed within its settlement boundary, as defined in the Long Melford Neighbourhood Plan, as well as in relation to fly-posting, A Boards and Housing Development Signs.

The fly-posting element of this Policy will not apply to posters within the curtilage of private businesses/land/grounds except by agreement with the landowner concerned. E.g. it will not apply to a poster displayed in the window or grounds of a Melford business, but will apply to street furniture/road signage etc on land belonging either to Suffolk County Council, Babergh District Council or Long Melford Parish Council.

This Policy will not apply to posters/boards on the A134 Melford bypass which is beyond the jurisdiction of LMPC.



## Official Poster/Board Locations and Fly-Posting

- Advertising posters/boards in Long Melford are to be limited to Long Melford events and businesses **only** (subject to a small number of exceptions that have historic precedent. E.g. Hartest village fete).
- One or possibly two 'official' locations (over and above official notice boards) will be identified and, subject to agreement with the landowners concerned, these locations will be available for the display of village event posters/boards in accordance with this Policy – subject to the locations not being 'over-whelmed' by posters/boards in the judgement of the landowner and representatives of the LMPC Village Business Group. The locations envisaged for this are opposite The Conduit (where the landowner has agreed to it being made available) and potentially a green verge close to the Melford/Sudbury roundabout, where a licence would be sought from either SCC or BDC, depending on ownership.
- The official village notice board by the traffic light crossing in Hall Street is to remain available for Long Melford only events. Also it is proposed to place a new official map (with QR code) and noticeboard at the Old School car park, with the Village Hall committee doing similar in the Village Hall car park. This will mean three official notice boards for LM events (e.g. Melford Movies) in central and busy locations, plus two sites on key roads into the village. An approach will also be made to the Country Park Committee with regard to a potential board at the Long Melford Country Park, for advertising Long Melford events.
- As a trial, Suffolk County Councils Highways will be approached with a view to agreeing for up to six central lampposts (4 in Hall St and 2 in Little St Mary's) to be made available for smart official glass/Perspex framed (A4 size) advertisements for Long Melford (only) businesses. These will be provided for a small administration fee to local businesses for semi-permanent adverts which must be properly printed and designed. They will be allocated through the LMBA, but subject to approval by representatives of the LMBA/LMPC Committee and the frames will only be put in position when there is an advert to fill them. When the posters degrade or become out of date, they will be removed and either a replacement sought or the empty frame taken down..
- Posters/Boards for specific events which fit the criteria of this Policy should be displayed no earlier than two weeks before the event and should be removed within two days of the completion of the event. (See major event exceptions below).
- All posters for official noticeboards must be neatly produced and laminated to offset the impact of the elements. They should not include any material deemed to be offensive by representatives of the LMPC Village Business Group.
- Fixings must not damage the noticeboard to which the poster is attached – or in regard to the other 'official' sites, any street equipment at that site. All fixings must be removed when a poster is taken down.
- For major events, e.g. Big Night Out, Scaresville, Leestock, Annual circus/fair, Festive LM and/or the Summer Fete, posters/boards should conform with the spirit of this Policy but can be displayed for up to 6 weeks before an event. Removal of these posters/boards should still be within 2 days of the conclusion of the event. Further events, beyond those listed here, can be defined as 'major' in relation to this Policy by prior arrangement with LMPC.

- Except by special arrangement with LMPC, no event to have more than six posters/boards across the various official sites and notice boards where posters are permitted.
- All posters/boards should show the name and contact details of the organisation responsible for the poster..
- The official notice boards, framed advert holders and 'official' poster/board locations noted here should be more than enough to support LM business and organisations which wish to advertise, meaning that there should be no need to fly-post. **Thus within the LM settlement boundary no fly-posting will be permitted on traffic signs (exception: opposite The Conduit), traffic signals, pedestrian barriers, street furniture, sundry open pieces of publicly used land and on trees that are within the public domain.**
- Any posters/boards which contravene this Policy will be removed by a team of Parish Council operatives (who will be specifically appointed and trained) and if not collected by the organisation concerned within two days of notification (if possible and subject to reasonable efforts), they will be destroyed. Removal can be immediate for posters/boards which are considered offensive, are too numerous or which show no identity of person/organisation responsible for the poster. Removal subject to two days' notice will take place where identification and contact is possible with the originator of the poster (on the basis of reasonable efforts). Note: Repeat offenders will not receive the same removal request and their subsequent fly-posts will be removed without warning.
- For posters/boards located on the 'official' position opposite The Conduit, which do not satisfy this policy, reference will be made by a LMPC representative to the landowner to ensure that removal is appropriate.

### **A Boards (belonging to Long Melford based businesses)**

A Boards will be permitted subject to the following:

- A Boards are generally subject to agreement between landlord and tenant.
- They should be kept smart and well maintained and be of a size that is proportional to their location and the business they advertise
- They should not obstruct the pavement of highway or impair the vision of motorists and other road users. See Note 1 below.
- Commonly one A Board per central business and in certain cases where more than one is favoured by a business, the number should be reasonable and proportionate to the size of the business concerned.

## **Housing Development Yellow Signs (a.k.a, AA Signs)**

The following are local authority guidelines for Housing Development Signs:

- These signs should be limited to the local area only, from the nearest A or B road – with no more than 2 strategic junctions having signs for a particular development.
- Signs can be in place only from the beginning of work on the sub-structure of a development and must be removed within 3 months of the sale of 80% of the development or within 6 months of the completion of construction, whichever is sooner.
- No sign should impede the visibility of another sign on the highway or that of drivers.
- No sign is permitted on posts also used by traffic signals, warning (triangular) signs or bus stop poles.

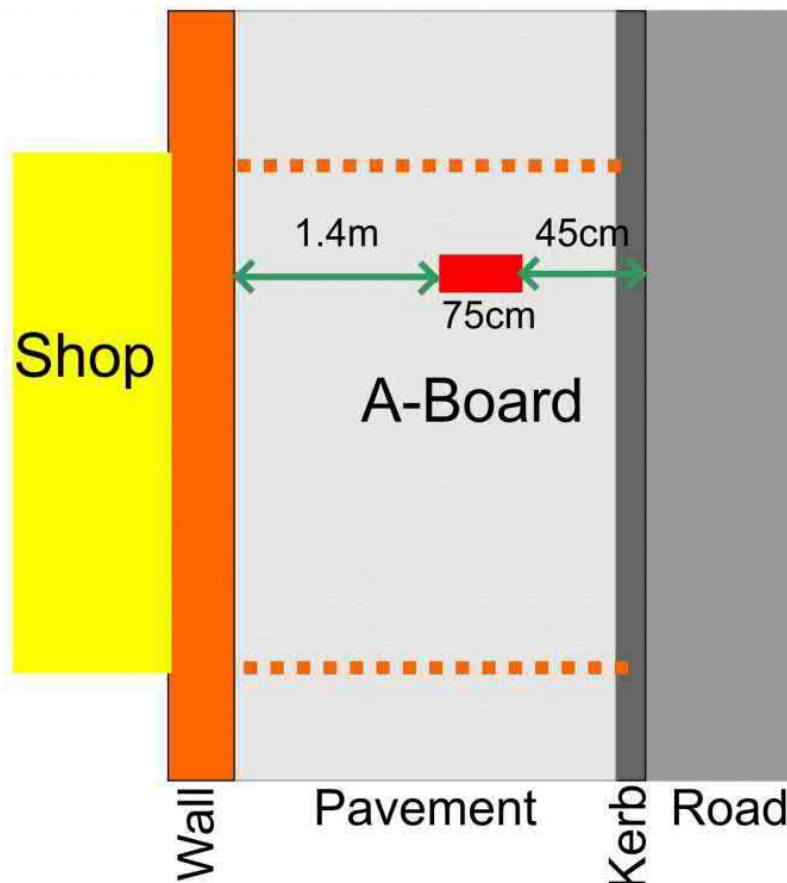
Any concerns re existing signs need to be reported by LMPC Parish Clerk to SCC Highways and cannot be removed by LMPC: <https://highwaysreporting.suffolk.gov.uk/>

**Jonathan Ewbank**  
**(v3 September 2021)**

## Notes

1) (Source: Living Streets Edinburgh):

An unobstructed width of at least 1400mm must be provided



# Enlightening your vision

## Appendix 9



Sudbury Town Council  
Council Office  
Sudbury Town Hall  
Sudbury  
Sudbury  
Co10 1TL

### SALES QUOTE

Page 1

<b>Quote No</b>	31885
<b>Quote Date</b>	23/09/2021
<b>Order No</b>	
<b>Account Ref</b>	SUD001

**This is not a V.A.T Invoice**

Qty	Ordered	Product Code	Weight (KG)	Description	Unit Price	Net Amount
20.00		029-024	0.00	String Lite 120 LED white 20m black rubber cable 36V	41.18	823.60
10.00		002-009	0.00	QuickFix 3+ 36V Power Supply max.18W/500 LED	28.87	288.70
10.00		003-003	2.40	Quick Fix ® 3+ Mains Connector Black Cable 1.5m	6.72	67.20
10.00		002-109	0.00	QUICK FIX QF+ extension cable 2x5m black cable 36V	13.48	134.80

**Total Weight (KG)**

**2.40**

<b>Total Net Amount</b>	£	1,314.30
<b>Carriage</b>	£	16.40
<b>Total VAT Amount</b>	£	266.14
<b>Total</b>	£	1,596.84

## **Cordell Place Play Area proposed upgrade**

### **Purpose of interim report: -**

To keep all councillors informed of progress to date and challenges facing the project team, to bring final report to council for approval.

This report wishes to recognise the previous work carried out by the Cordell Place Play Area Working Group in identifying and engaging with the major suppliers, establishing the resident's survey and encouraging the interest and input of Roy Emmerson: - (Communities Officer – Grant and Funding) from Babergh District Council

### **Cost overview: -**

We are presenting below, cost comparisons and project variables; however, the current supply market of raw materials has created an environment whereby no end supplier is prepared to give pricing that extends beyond a 30-day period. This will create challenges for council at the final decision stage and a buffer may need to be created in the final costings, aiming to reflect what might happen in the supply chain.

### **Current project objective: -**

**This reflects the overwhelming suggestion arising from the survey carried out in the summer of 2020 (albeit the response numbers were disappointingly low).**

To create a 10 metre x 15 metre enclosed area with a selection of creative playground equipment for young children. The gated area will provide a safe enclosure in which young children can happily play and also ensure the exclusion of dogs from the area to avoid fouling. It will have a wet pore rubber surface with depths to suit individual equipment pieces and wide gates to facilitate the entry and egress of wheelchairs.

**The other equipment that was favourably requested was a Zip Wire – however there appears to be as many against as in favour of installing this?**

**However, it should be noted that none of the costings make provision for an Inclusive Roundabout that would make a good replacement for the existing old roundabout but supply, installation and surfacing need a budget of approximately £9,500.00 plus the cost of wheelchair accessible pathway to it.**

In general terms the prices quoted do not make provision for seating arrangements for accompanying adults nor waste bin – these might be sourced through current purchasing arrangements of LMPC?

**Project activity: -**

We have aimed to achieve a broad base of supply opportunities right across the quality recognised suppliers, though this policy in itself creates a myriad of options that can make choice even more challenging. The well recognised suppliers who have quoted are: -

Playdale Playgrounds Ltd

Wicksteed Leisure Ltd.

Proludic Ltd.

Outdoor Places Ltd

Virtually all of the main suppliers place the ground preparation and often fitting work to their listed external contractors thus creating a second tier of financial generation.

To get a different pricing perspective for accomplishing the project, we have established contact with Outdoor Places Ltd of Lavenham who work with all the major suppliers to act as site preparers and installers, they would be able to arrange supply and fit direct from any of the above listed equipment suppliers.

Additionally, as a counter balance, we have a quotation for all of the ground works and fitting of equipment from Playdale Playgrounds Ltd to be carried out by our local ground works contractor P Crawford (Contracting) Ltd who recently carried out the refurbishment work of the LMPC Car Park.

**To remind the reader: -**

There is a considerable challenge in achieving a 'like for like' costing so to get as near to this as possible each of the "Big Three" companies were asked to quote against the following criteria: -

A metal fenced area of 10 metres x 15 metres with two self-closing gates suitable for wheel chairs.

Five/six young child friendly play stations that provided broadly similar experiences.

Wet pour surface, that is more expensive than other surface preparations, but has the long-term benefit of requiring little or no ongoing maintenance.

The responses are as follows before any possible negotiated discounts: -

Playdale Playgrounds Ltd	£46,458.00	after discounts	£44,165.10
Wicksteed Leisure Ltd.	£46,513.50	ditto	£38,343.20
Proludic Ltd	£51,598.90	ditto	£48,957.92

Outdoor Spaces of Lavenham have given a quote against a broadly similar brief but have chosen to quote for pressure treated round top palisade fencing but have included two benches and one waste bin.

Outdoor Spaces	£41,596.33
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Utilising the local ground works contractor with the play items offered by Playdale the outcome is: -

Playdale 5 items + delivery	£14,430.45	
P Crawford (Contracting) Ltd	<u>£24,408.89</u>	installation of equipment inc.
TOTAL	£38,839.34	

**Funding: -**

With £12,000 expected to come from Section 106 monies via Babergh District Council, there is clearly a great deal of fund raising to do. Within the village The Swan Hotel is holding fund raising events and some discussions are being held with FLUMPS at our local school to see how they might be involved.

The greatest challenge that formal fund applications present, is that of land ownership and Grant Giving Bodies are unwilling to consider grants involving land that the applicant doesn't own. Currently the Cordell Place Play area is situated on land owned by Babergh District Council.

To address this challenge a meeting is due to be held on Tuesday 5<sup>th</sup> October on site with the following representatives of BDC: -

Chris Knock – Communities Officer – External Funding

Helen Cufley – Public Realm Officer

Roy Emmerson – Communities Officer – Grant and Funding

Long Melford Parish Council will be represented by: -

Cllr. John Nunn – District Councillor

Cllr. Scott Powell

Cllr. Richard Delderfield

The dual purpose of this meeting is to explore the land ownership challenges with the effect that has on external Grant Giving Bodies and also how BDC might be able to play a larger part in funding towards this ambitious project.

In conclusion it is intended to take this matter forwards to the upcoming PIIP Committee due to be held on Wednesday 20<sup>th</sup> October with the aim of presenting final findings to full council on Thursday 4<sup>th</sup> November 2021

*Report prepared by Cllrs. Powell and Delderfield*



This illustration is a typical example of play stations for young children



## District Councillors Report

### **An update on Covid-19 in Suffolk**

August saw us reach the end of the Government's roadmap out of lockdown, however our work to support the district's recovery continues. Regular bulletins continue to be produced to give a snapshot of the current Covid-19 situation in Suffolk - along with updates on the work being carried out as part of Suffolk's Local Outbreak Control Plan. You can find the bulletins through existing fortnightly updates for councillors, or via the Suffolk County Council website.

We continue to play our part in response to the pandemic, alongside public sector colleagues within the Suffolk Resilience Forum, supporting in the event of local outbreaks as well as continuing to offer support to our communities and businesses. Please see the council website for more.

### **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. Tickets are now available for the two-day extravaganza, at Wherstead Park in Ipswich on 21 and 22 October. The event is open to all businesses with an interest in finding out more about local energy solutions and as well as community groups and parishes who would like to understand and explore the benefits of using local energy solutions. Contact [www.eventbrite.co.uk/e/local-energy-showcase](http://www.eventbrite.co.uk/e/local-energy-showcase)

### **Design blueprint agreed for Chilton Woods**

Details of phase one of Chilton Woods and the development's design code received approval in July – ensuring a high quality, well designed, sustainable new community which meets the needs of residents. Details of phase one of Chilton Woods and the development's design code received approval recently – ensuring a high quality, well designed, sustainable new community which meets the needs of residents.

Outline planning permission for the site, comprising of 289 acres of land to the north of Woodhall Business Park, was granted in 2018 and plans include 1,150 homes, employment opportunities, significant public open space and a raft of other community benefits. Since then, planning officers have worked closely with applicant Taylor Wimpey, local parish councils and other stakeholders on the Design Code and package of infrastructure to accompany proposals, with approval for final details of part of the infrastructure plans being granted earlier this year.

Before making a start on the new homes, Babergh District Council required the applicant to work with the community to prepare a design code for the scheme. This was to ensure that plans would meet the council's standards for good quality design – creating a community where people want to live and work, now and in future, whilst also achieving more sustainable development.

## **Multi million pound investment transforms disused care home into new Hadleigh homes**

Babergh District councillors were on site to celebrate the £3m transformation of a former care home in Hadleigh into high quality social housing. The former Angel Court care home in Angel Street, Hadleigh has been converted into 21 new homes, all available as social housing, helping lower income house-hunters find a home of their own. The development, funded by Babergh District Council and Homes England, is a mix of one and two-bedroom flats – offering affordable rent (below market rate) and shared ownership options to residents – as well as adding a further nine homes to Babergh's council housing stock.

## **Districts to play crucial role in international cycling event**

Babergh and Mid Suffolk have been announced as locations for the thrilling Sprints and challenging Queen of the Mountains climb of stage six of the Women's Tour.

The world renowned cycling race is set to travel through Suffolk on Saturday October 9, when this year's winner will be crowned in Felixstowe after a day of racing starting from Haverhill.

Plans are in place for the peloton to pass through Babergh and Mid Suffolk, with the districts set to host some of the toughest sections of the tour.


Long Melford and Needham Market have been chosen as this year's stage six Sprint locations, following Long Melford having welcomed a Sprint in both the men's Tour of Britain (2010) and the first edition of the Women's Tour (2014), and Needham Market hosting a Sprint on the opening stage of the 2018 Women's Tour. The cyclists are expected to arrive in Long Melford at approximately 12.05 pm.

Both Sprints will have bonus seconds up for grabs, meaning the 2021 Women's Tour champion could ultimately be decided by what happens at Long Melford and Needham Market.

**Cllrs Malvisi & Nunn**

04/10/2021

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The Long Melford Parish Council  
Long Melford  
Suffolk

4.10.2021

Att: Mr J Nunn

Dear Sir

It has come to our knowledge that residents in Spicers Lane & at the top of the Lane have contacted you about the parking on the road at the top of said lane.

As part owners of Spicers Lane & operating a business from here we are writing to endorse their request for some form of restriction on parking close to this access point. On many occasions our own drivers, wholesaler delivery vans & Royal Mail to name but a few have had difficulty in accessing the lane due to the close proximity of vehicles or vehicles parking 'nose' to the path & overhanging into the street making it very difficult to get in & out often having to pull onto the far side carriageway to turn to travel towards Bury St Edmunds. This also make vision difficult to observe the passing traffic to exit the lane in a car in a safe manner.

As stated we would fully support some form of parking restriction lines in this area to 'push' vehicles further away.

It would be a very sad day if we have to wait for there to be a serious accident here or the need for an ambulance to have to access Spicers Lane where there are ageing residents, in an emergency & not be able to because of cars parking too close on the road

We await your comments in regard to this

Yours faithfully  
For



c.c. SCC Mr R Kemp

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# Appendix 13

## **Statement from Councillor Tipper**

**Original read out at the FPC meeting held 5th August 2021**

**Amended version as below read out at the FPC Meeting held 7<sup>th</sup> October 2021**

Dear Councillors

Following a code of conduct complaint lodged by Cllr Richard Michette on behalf of residents in the village, the Babergh Monitoring Officer has upheld that complaint 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**