

LONG MELFORD PARISH COUNCIL

The Parish Offices, Cordell Road, Long Melford, Suffolk CO10 9EH
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MINUTES OF Meeting of the Full Parish Council

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

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

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

Councillors absent: **R. Kemp, J. Lines**

Also attending: **D. Lovelock (Parish Clerk), Six member of the public**

The Chair opened the meeting at 7:30pm.

21/11-1 PROCEDURAL MATTERS

(a) Apologies for Absence

Apologies were received from Cllr Kemp.

(b) Declarations of Interest & Requests for Dispensation

The following declarations of interest were received from Councillors:

- Cllr Delderfield, a non-pecuniary interest in Agenda item 21/11-4 (a) (Appendix 3) [Payment to Long Melford Village Hall] - As a member of the Village Hall management committee.
- Cllr R. Michette, a non-pecuniary interest in Agenda items 21/11-5 (b) – As a Heritage Centre trustee, and 21/11-5 (c) - As the owner of business premises in the village.
- Cllr Ewbank, a non-pecuniary interest in Agenda item 21/11-5 (e) – As a resident living along the Lorry Route.
- Cllr Nunn, a non-pecuniary interest in Agenda item 21/11-5 (b) – As a Heritage Centre trustee.
- Cllr Tipper, a non-pecuniary interest in Agenda item 21/11-4 (a) (Appendix 3) – [Payment to Long Melford Village Hall] - As a member of the Village Hall management committee and a member of the Biodiversity Group, and a pecuniary interest in Agenda item 21/11-4 (a) (Appendix 3) [Reimbursement of costs re notice board] – As payment recipient.
- Cllr Malvisi, a pecuniary interest in Agenda item 21/11-4 (a) (Appendix 3) [Reimbursement of costs re band fees] – As payment recipient.
- Cllr C. Michette, a non-pecuniary interest in Agenda item 21/11-5 (c) – As the owner of business premises in the village.

No requests for dispensation were received.

(c) MOTION: Accuracy of Minutes

Resolved, that the Council confirms the accuracy of the Minutes for its meeting held 7th October 2021.

(d) Public Participation

At the Chair's discretion Mr G. Eade spoke on behalf of the Community Association to update the Council regarding the COVID-19 remediation measures currently being implemented at the Old School Community Centre. This included the requirement for users of the rooms to sanitise tables and chairs with provided items before and after use, to help protect themselves and others in the community. He advised that while some tabletops might exhibit signs of staining, these were indelible marks caused by wear over time and were not due to a failure to observe sanitising precautions.

21/11-2 COUNTY AND DISTRICT COUNCILLORS' REPORTS

The following reports were received and noted.

(a) Suffolk County Councillor's Report

It was noted that Cllr Kemp was currently away on holiday and that, consequently, a report had not been submitted.

(b) Babergh District Councillors' Joint Report (Appendix 12)

DMW

21/11-3 PARISH CLERK'S REPORTS

The following reports were received and noted.

(a) Parish Clerk's Report (Appendix 1)

(b) Council Action Plan Review (Appendix 2)

Regarding item 21/04-10 (4), Cllr Delderfield advised that having written twice to all of the trustees of the three charities in question, a response had only been received from one trustee. Consequently, the next step would be to ask the Council, as a body corporate trustee, to instruct Cllr Delderfield to write to the non-responding trustees to request their formal resignation as trustees. It was agreed that this should be brought to the Council for a decision at the December 2021 meeting.

Regarding item 21/10-20, it was agreed that once revised quotations had been received from the short-listed suppliers, these would be submitted for review and recommendations to an IT professional recommended by Cllr. D. Watts.

21/11-4 COUNCIL FINANCIAL MATTERS AS LISTED

The following financial items were received and agreed.

(a) MOTION: Payments Schedule (Appendix 3)

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

(b) Cashbook Report (Appendix 4)

The Cashbook Report for September 2021 was received and noted.

(c) MOTION: Council Earmarked Reserves

Resolved, that the Council agrees to transfer the unspent sum of £15,926.90, remaining after settlement of the Street Lighting Phase 3 costs, to a newly created Cordell Place Play Area Reserve Fund.

21/11-5 OTHER BUSINESS TO BE TRANSACTED

(a) MOTION: Application for Memorial Tree (Appendix 5)

Resolved, that the Council approves an application to plant a memorial tree in Old Cemetery Section D.

(b) MOTION: Application for Grant – Geophysical Archaeological Survey

At the Chair's discretion, Mr K. Dodd provided an interesting presentation to the Council in support of the proposal, in which he said that the ancient sites around the village could be of national importance. Cllr Delderfield asked if, given the potential national importance, the Heritage Centre had applied for grant funding from the Royal Archaeological Institute, which had three funds for such projects? Mr Dodd replied that they had one small grant from the Society for the Promotion of Roman Studies, and the Roman Research Trust would be helping with a major part of the costs. Funding from other sources would be investigated. Cllr Ewbank asked what sum the Heritage Society was asking the Parish Council to provide, to which Mr Dodd replied in the region of £1,000 towards a total £3,000 cost. He added that while the owners of the land in question had expressed interest in the survey, none had yet provided formal permission for it.

Resolved, that the Parish Council supports in principle the provision of a grant to the Long Melford Heritage Centre as a contribution towards the cost of it commissioning a geophysical survey of the football pitches, the cricket pitch and other areas to advance knowledge of the Iron Age and Roman periods of the village, subject to it submitting a formal grant application to the Council. Assuming the grant application is received in time, it will be considered at the December 2021 Full Council meeting.

(c) MOTION: Policy for Notice Boards, Fly Posting etc. (Appendix 6)

Cllr Ewbank confirmed that at least one local business owner would be included on the proposed committee for determining notice and sign suitability and that he would contact Suffolk County Council (SCC) to obtain their current guidance regarding developers' 'yellow signs'.

Resolved, that the Council accepts the recommendations made to it by the Long Melford Business Association and a number of local businesses regarding notice-boards, fly-posting, A-boards and developer yellow signs.

(d) MOTION: Siting of Two Benches

Resolved, that the Council will defer selecting an alternative location for the benches pending obtaining a formal decision from the Church Faculty regarding whether it will permit them to be installed in the Holy Trinity Church rear old churchyard.

(e) MOTION: Suffolk Strategic Lorry Routes Survey & Community Led Review

Cllr Ewbank presented the Motion and said that he was awaiting advice from Cllr Kemp regarding the best channels to use to progress the matter with SCC. Cllr Powell said that compromises would need to be made to ensure that lorry access remained available for local businesses. In response, Cllr R. Michette clarified that one of the main purposes of lorry routes was to prevent certain roads from being used primarily for commercial 'through traffic', where no stops were made along them for loading or unloading.

Resolved, that in respect of the December 2021 Suffolk Strategic Lorry Routes Survey & Community Led Review, together with SCC Cllr Richard Kemp the Council lobbies for the A1092 to have its Approved Lorry status removed and for heavy lorries to be re-routed to the A143, via Bury St Edmunds. This is viewed as an alternative more appropriate route to Haverhill – the location of the Culina Depot (amongst several other HGV destinations in and around that town). This is in response to the growing size and impact of heavy goods vehicles along the A1092 route through the villages of Long Melford, Cavendish and Clare, where there are a significant number of listed buildings and difficult junctions and where there is significant heritage sensitivity.

Resolved, that the Council should work alongside the Clare and Cavendish Parish Councils to provide a united representation on this matter.

(f) MOTION: Admission of the Public to Council Meetings (Appendix 7)

Resolved, that the Council formally adopts a policy to ensure compliance with The Public Bodies (Admission to Meetings) Act 1960 whereby:

1. By default, meetings of Council sub-groups which have delegated powers and/or discharge the Council's public functions shall be open to public attendance, except where they primarily deal with confidential matters.
2. By default, meetings of council sub-groups which act only in an advisory capacity to the Council shall not be open to the public.

It was agreed that, as a result of the resolution, the terms of reference and any delegated powers for all council sub-groups should be reviewed as soon as possible to ensure that they were appropriate and fit for purpose.

(g) MOTION: Planned Works to the Upper Green (Appendix 8)

Cllr Ewbank advised that meetings had been held with local residents regarding the proposed works, and that the Parochial Church Council had now officially confirmed that it would fund 50% of the cost of the Upper Green project work. Cllr J. Watts congratulated the Melford Green Working Group on their efforts and success in progressing the project to the current stage, especially given the considerable complexities and historic issues affecting the matter.

Resolved, that the Council:

1. Receives a report on the further works required by the Planning Authority and the additional costs arising.
2. Notes that estimates have been sought and received for the additional work and that the cost, prior to expected contributions from the church, falls within the £15,850 set aside by the Council in its Upper Green Reserve Fund.
3. Approves the estimate submitted by P. Crawford Contracting Ltd in the sum of £15,679 ex VAT;
4. Authorises additional expenses up to £1,000 ex VAT for planning fees, architect's fees, and appropriate discreet site signage;
5. Authorises a 5-year peppercorn licence between Long Melford Parish Council and the Melford Hall Estate for the implementation of works and use of land at Upper Green, Long Melford for the purposes of car parking and controlled vehicular access to the Upper Green;
6. Authorises further work to the Upper Green car park in the 2022/23 financial year subject to an upper budget of £20,000 + VAT and receipt of 3 quotations.

(h) MOTION: Cordell Place Play Area Project (Appendix 9)

Cllr Delderfield advised that the Play Area was owned and maintained by Babergh District Council (BDC), although when equipment wore out it would only remove it and not replace it. The Parish Council had proposed that it would contribute financially towards new equipment, with BDC then becoming responsible for it, but BDC had rejected this. BDC had counter-proposed that further grant funding could become available if the Parish Council took on a lease for the Play Area, under which LMPC would become entirely responsible for it including all maintenance, health and safety inspections, and grass cutting. The PIIP Working Group had suggested that if a lease was to be considered then this should be contingent upon the area containing the football pitch, and the cost of dropped kerbs to provide wheelchair access to the Play Area, being excluded, and BDC first bringing those parts of the Play Area surfacing which had been identified as unfit for purpose up to an acceptable standard. In response to queries from Cllr C. Michette, Cllr Delderfield confirmed that the proposal still contained provisions for a bucket swing, an accessible roundabout, and a high slide.

DPW

Resolved, that the Council adopts the recommendations of the PIIP Working Group regarding the Cordell Place Play Area and new equipment for it, and confirms the commitment of the Parish Council to ensure that the project moves to completion with approximately 50% of the funds needed to be met by LMPC, with the remainder coming from Babergh District Council – (including Section 106 monies) and from other funding sources.

(i) MOTION: - LMPC Storage Facilities (Appendix 10)

Resolved, that the Council procures appropriate storage facilities for essential paperwork, equipment, and traffic cones to replace the current storage facility at the Old School Community Centre, which will become unavailable after 25/12/2021.

21/11-6 REPORTS

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

(a) Country Park Committee Report

It was noted that Cllr Tipper had emailed to Councillors an update regarding the Country Park prior to the meeting.

21/11-7 DETAILS OF THE NEXT MEETING

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

The members of the public left the meeting at 9:13pm. The Chair then invited Cllr C. Michette and Cllr R. Michette to leave the meeting, saying that they both had a pecuniary interest in Agenda item 21/11-8 (c). The Chair further asked for it to be minuted that neither Cllr C. Michette or Cllr R. Michette had declared that pecuniary interest when given the opportunity to do so at the start of the meeting. Cllr C. Michette and Cllr R. Michette asked for it to be minuted that they had been unaware that the subject of the Agenda item in question had any relation to them, as the listing provided insufficient information in this respect. They then left the meeting at 9:15pm.

21/11-8 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 21/11-8 (b) and 21/11-8 (c) 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: Cemetery Land Acquisition and Regulation Consultation (Appendix 11)

Resolved, that the Council will make a robust consultation response against a DEFRA proposal to amend groundwater and surface water regulations, the implementation of which would have a serious negative impact upon the burial capacity of all cemeteries in England and Wales.

Resolved, that the Council will defer considering how to proceed regarding the acquisition of land to extend the Long Melford Cemetery to an Extraordinary Meeting, to be held at a date and time to be decided by the Chair.

The Clerk left the meeting at 9:39pm.

(c) Public Liability Claim

Cllr Ewbank updated the Council with regard to a Public Liability Claim, made to the Council's insurers. He advised that after investigation the insurers had repudiated the claim.

There being no further business, the Chair closed the meeting at 9:54pm

Signed: _____

Position: _____

VICE CHAIR

Date: _____

2/12/21

Long Melford Parish Council
Meeting of the Full Parish Council
Thursday 4th November 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
21/11-3 (a)	1 Parish Clerk's Report
21/11-3 (b)	2 LMPC Action Plan
21/11-4 (a)	3 November 2021 payments schedule
21/11-4 (b)	4 September 2021 cashbook report
21/11-5 (a)	5 Application to Plant a Memorial Tree
21/11-5 (c)	6 Signs, Notice Boards, & Fly-Posting Policy
21/11-5 (f)	7 Admission of the Public to Council Sub-Group Meetings
21/11-5 (g)	8 Planned Works to Upper Green
21/11-5 (h)	9 PIIP Motion for 4th November 2021 LMPC Meeting
21/11-5 (i)	10 LMPC Storage Facilities
21/11-8 (b)	11 Cemetery Land Acquisition & Regulation Consultation
21/11-2 (b)	12 District Councillors' Report Oct 2021

Parish Clerk's Report for the FPC Meeting November 2021

1. Village Sign

The sign has been inspected and found to be in reasonable condition given its age, timber structure and constant exposure to the elements. A steel band has been fitted over the exposed top edge to help prevent water ingress.

2. Christmas Streetlights

The new Xmas lights have been purchased and are currently being stored by Sudbury Community Wardens, awaiting deployment in late November 2021.

3. Asset of Community Value

The application to nominate a local building as an Asset of Community Value has been received by Babergh District Council (BDC) and is being progressed by them.

4. Remembrance Sunday

Arrangements for the Remembrance Sunday event, to be held 14/11/2021, are in hand. This has been planned as a scaled-back event due to the ongoing effects of the COVID-19 pandemic. A license application for the procession has been submitted to SCC, and Sudbury Community Wardens have been engaged to provide marshalling and traffic control measures.

Participants are requested to muster just inside the Melford Hall Park gates opposite the Conduit. The parade will set off at 10.20am for the Holy Trinity Church. The Deputy Lord Lieutenant of Suffolk will take the salute near the old Market Cross site opposite the Black Lion.

At the Church social distancing measures will apply, reducing the seating capacity by half. The only wreaths to be laid in Church will be the by Deputy Lord Lieutenant, the Royal British Legion, the civic authorities, and the USAF. Other wreaths may be placed on the War Memorial and then moved to a small remembrance garden which will have been set up at the Beacon. The Long Melford Silver Band will attend the Church but not take part in the procession.

After the service and the return of the parade participants are invited to attend the RBL Clubhouse in Cordell Road for refreshments.

Participants and spectators are encouraged to park at the Old School Car Park as the road along the parade route will be closed off for its duration.

The current plans may be subject to last minute changes if the rate of coronavirus infection escalates.

5. Training

SALC will be running training sessions regarding the Freedom of Information Act early in the new year – further details to follow when available. SALC is still trying to source staff appraisal training for the Personnel Committee Members and the Clerk.

6. Women's Cycle Tour

The event was very successful and drew a good number of visitors to the village.

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	Oct-21
20/10-16	Investigate employing an external contractor to revamp the Council website	The Clerk	Contractors approached to quote	Oct-21
20/10-20	IT systems review	The Clerk	Contractors approached to quote	Oct-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	Nov-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.	Nov-21
21/04-10 (4)	Hold a meeting of the charity trustees to decide immediate and future actions required	Cllr Delderfield	Pending	Nov-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.	Nov-21
21/08-5 (g)	Obtain quotation for refurbishment of the War Memorial.	The Clerk	In progress.	Oct-21
21/08-6 (b) 5	Write to SCC Cllr Kemp to request that SCC fund and install a Puffin Crossing in Hall Street outside Budgens supermarket.	The Clerk	Pending.	Oct-21
21/09-4 (d)	Arrange for the Council's buildings portfolio to be valued to ensure adequate insurance cover.	The Clerk	Pending.	Oct-21

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

Appendix 3

Payments approved by Cllrs email under Financial Regulation 5.5(b) since the last meeting		Amount	VAT Accrual	Net Payment
All payments arising from entertainments supporting the Womens' Bike Tour event				
EM Malvisi	Band Fees, Rockhouse Band (£500), In Gear Singers (£180)	£680.00	£0.00	£680.00
JRL Scaffolding Ltd	Bike Scaffolding erected outside Bull Hotel	£360.00	£60.00	£300.00
Project Seven	Donation for provision of gazebos and general support	£200.00	£0.00	£200.00
Route 66 Rock Band	Band fee	£350.00	£0.00	£350.00
		£1,590.00	£60.00	£1,530.00
November 2021 payments for authorisation (as at 26 October 2021)				
Suffolk County Council	Phase 3 street lighting costs	£88,887.72	£14,814.62	£74,073.10
Swarco	Purchase of Speed Indicator Device, battery and delivery	£3,252.00	£542.00	£2,710.00
Enlightening Your Vision	Christmas lights, power connection and extension cable	£1,596.84	£266.14	£1,330.70
Long Melford Village Hall	LM Biodiversity Group meeting dated 30 October 2021	£40.00	£0.00	£40.00
999 Network Services	Council domain registration and website hosting	£40.00	£0.00	£40.00
BB Heating and Plumbing	Hot water supply to Cordell Road toilets	£280.00	£0.00	£280.00
Indigo Ross	Country Park notices for café and toilet opening times	£92.40	£15.40	£77.00
Sudbury Town Council	3rd qtr Community Warden fee, 2nd qtr mileage + 2 padlocks	£746.96	£124.49	£622.47
Indigo Ross	Neighbourhood Plan design work	£1,920.00	£320.00	£1,600.00
Lisa Tipper	External lockable pinnable notice board	£76.00	£12.67	£63.33
Alan Sawyer	October expenses	£86.91	£12.07	£74.84
ETF Ltd	Cleaning Cordell Road toilets / office, fire alarm repair, Oct	£145.00	£0.00	£145.00
ETF Ltd	Cleaning Upper Green toilets, Oct	£730.80	£0.00	£730.80
		£97,894.63	£16,107.39	£81,787.24

Payments authorised for settlement prior to next meeting

Direct debit and standing orders approved by the Council in June, August and October 2021
November 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 4 November 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 4 November 2021

Councillor Signature:

Appendix 4

How paid received	Payer	Description	Amount	VAT	Net
Council receipts during September 2021					
BGC	HMRC	Vat refund Apr to July	15,333.95	0.00	15,333.95
500518	Old School cp users	Old Sch car park	208.53	0.00	208.53
FPI	WT Drage	Burial income: Crem 4: A15	330.00	0.00	330.00
FPI	John James Smith Ltd	Burial income Sec A:	360.00	0.00	360.00
500519	Old Sch cp users	Old Sch car park	146.13	0.00	146.13
500520	JS Munro	Sept cafe rental	120.00	0.00	120.00
FPI	East of England Co-op	MIB, Memorial Planter	400.00	0.00	400.00
FPI	Saxon Memorials	Burial income Sec D: W6	360.00	0.00	360.00
FPI	Luxstone Memorials	Burial income Crem	330.00	0.00	330.00
BGC	Babergh District Council	2021/22 Precept to GF	72,500.00	0.00	72,500.00
500521	Country Park cp users	CP car park donations	265.29	0.00	265.29
500522	Old Sch cp users	Old Sch car park	70.86	0.00	70.86
BGC	East of England Co-op	Burial income Sec E:	1,050.00	0.00	1,050.00
FPI	Luxstone	Burial income Crem 4: A14	330.00	0.00	330.00
BGC	Babergh District Council	Recycling Credit	439.24	0.00	439.24
FPI	WA Deacon	Burial income	1,050.00	0.00	1,050.00
500523	Old Sch cp users	Old Sch car park	217.30	0.00	217.30
FPI	H&AW Palmer Ltd	Burial income Sec A:	410.00	0.00	410.00
FPI	H & AW Palmer	Burial income Crem	820.00	0.00	820.00
NW2LL	Nationwide Building Society	NWBS interest_Sept 2021	27.94	0.00	27.94
			94,769.24	0.00	94,769.24
Council payments during September 2021					
DD	Wave	Electricity to 14/8/21	616.09	0.00	616.09
DD	British Gas	Electricity to 12/8/21	63.76	3.03	60.73
DD	Lloyds Bank Chargecard	Clerk's expenditure	51.23	0.00	51.23
DD	British Telecom	Cemetery mobile	13.20	2.20	11.00
FPO	Alan Sawyer	August expenses	105.27	12.57	92.70
FPO	Babergh District Council	Trade waste at Old School	151.86	0.00	151.86
FPO	BW Fencing & Landscaping	Melford Walk signage	258.00	43.00	215.00
FPO	Cliff Dark	3 x Barn Owl nesting boxes	180.00	0.00	180.00
FPO	Gillian Ann Virtual Solutions	Neighbourhd Pln website update	590.63	0.00	590.63
FPO	Susanne Dixon	24 x Jumbo Toilet rolls	139.80	23.30	116.50
FPO	Paul Wilson Handyman Services	CP construction materials	264.41	44.05	220.36
FPO	Carole Michette	Photocopying costs	3.70	0.00	3.70
FPO	Richard Michette	Photocopy costs	5.90	0.00	5.90
FPO	Sudbury Office Supplies	Soap dispenser for CP	17.62	2.94	14.68
FPO	Suffolk Assn of Local Councils	Cllr S Powell training	180.00	30.00	150.00
FPO	TA Accounts	September payroll	6,473.25	6.80	6,466.45
DD	EOn	Electricity to 30/8/21	77.45	3.69	73.76
FPO	Cliff Dark	Materials for sightings board	42.31	0.00	42.31
FPO	ETF Ltd	Cordell Rd / office toilets, Aug	150.00	0.00	150.00
FPO	ETF Ltd	Upper Green toilets, Aug	765.60	0.00	765.60
FPO	John Nunn	Paint / brushes for volunteers	18.00	0.00	18.00
FPO	Susanne Dixon	Aug Ranger duties	550.00	0.00	550.00
FPO	The National Trust	Restrictive covenant applixcation	180.00	30.00	150.00
FPO	Anglia Car Charging	EV car maint / support	57.60	9.60	48.00
SO	LM Old Sch Community Centre	Sept Council mtg room hire	20.00	0.00	20.00
DD	EOn	Electricity to 31/8/21	27.78	1.32	26.46
FPO	Arthur J Gallagher	Arthur J Gallagher	4,155.39	0.00	4,155.39
DD	EOn	Electricity to 14/9/21	9.73	0.46	9.27
FPO	PortalPlanQuest Ltd	Planning fee for Upper Green	58.00	0.00	58.00
CPPC	Tesco	Swan food for Country Park	4.22	0.00	58.00
			15,230.80	212.96	15,071.62

Application to Plant a Memorial Tree

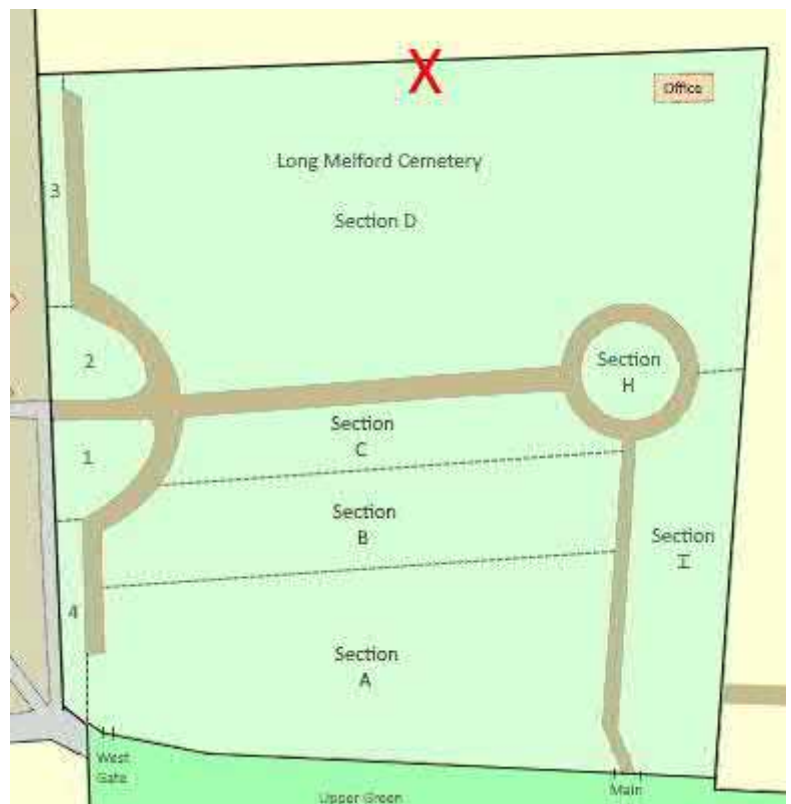
Appendix 5

An application has been received from a member of the public to plant a memorial tree in memory of their parents, in Old Cemetery Section D.

- The tree would be a 4 foot sapling of species English Oak (*quercus robur*).
- Growth is expected to be slow at approximately 2 feet per year, with the specimen reaching maturity in about 100 years.
- The applicant would be responsible for purchasing and delivery costs.
- In accordance with the installation of previous memorial trees, the Burial Authority would plant the tree free of charge, this being a small job to be undertaken in the winter months.
- Little maintenance would be required, especially in the first few years, and would only equate to a few minutes every couple of years.



Example English Oak sapling (*quercus robur*)



Map of Cemetery with proposed location of new Memorial Tree marked X

D. Lovelock - Parish Clerk

25/10/2021

Appendix 6

Long Melford Parish Council

Proposed Policy on Posters, Poster Boards, Noticeboards, Fly-Posting, A Boards and Housing Development Yellow Signs

Background

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 village businesses and community groups.

A considerable effort has gone in to 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 been 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 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).

That said, support of the Parish Council for businesses and organisations holding events in Long Melford is vitally important, as long as this advertising is carried out responsibly.

A committee comprising members of the Long Melford Business Association, business owners and the Parish Council (the LMBA/LMPC Committee) is recommending adoption of the following in respect of posters and poster boards that are displayed within the Long Melford settlement boundary, as defined in the Long Melford Neighbourhood Plan. (see www.longmelfordnp.co.uk).

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. However, this Policy will apply to street furniture/road signage/telegraph poles etc on land belonging either to Suffolk County Council, Babergh District Council or Long Melford Parish Council. It has also been agreed with regard to Hyde-Parker land in the village, but will not apply to posters/boards on the A134 Melford bypass which is beyond the jurisdiction of the Parish Council.

Accepted Locations for posters and poster boards

- As a general principle, advertising via posters, poster boards and banners in Long Melford is limited to Long Melford events **only**.
- Three 'official' locations (over and above official notice boards) have been identified:
 1. Street furniture on Hyde Parker land opposite The Conduit.
 2. Railings by Brook House opposite Bull Lane entrance.
 3. Small grass space immediately after Sudbury roundabout on west side of B1064 Sudbury-Melford road. (Pending owner confirmation).

At these locations, posters or poster boards are permitted but **only** for Long Melford events. (*). One poster or poster board per event and per location.

Posters and poster boards at these locations should be displayed no earlier than four weeks before the event and should be removed within two days of the completion of the event. (See major event exceptions below).

- In addition to the locations above, there will be four official village noticeboards which are available for Long Melford events:
 1. Alongside the Old School car park.
 2. Alongside the Village Hall car park.
 3. On the LMPC noticeboard near The Pharmacy.
 4. Alongside the Country Park car park.

Again, these are for posters for Long Melford events with a limit of one poster per event and per noticeboard.

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 LMBA/LMPC Committee which has produced this Policy.

Posters for these notice boards should be displayed no earlier than four weeks before the event and should be removed within two days of the completion of the event. (See major event exceptions below).

- For events which use the Old School, the Village Hall or any other village community halls, or for village wide events like Festive Long Melford, up to two posters or poster boards can be placed on Policeman's Green, or a single ground fixed banner, as long as these are not affixed to and do not obscure the Long Melford in Bloom displays at that location.

Also for Old School events, a reasonable number of posters and poster boards can be displayed in the immediate proximity of the location (as defined by the length of the front wall of the Old School), up to a day before the event, including ones affixed to the EC Charging Point sign opposite the OS car park entrance. These are to be

removed within a day of the event and advertisers are reminded not to affix posters to the Speed Indicator Device post just north of this point.

- Fixings must be taken away when a poster or poster board is removed, except pins that are for common use on a noticeboard.
- For major events, e.g. Big Night Out, Scaresville, Leestock, Annual circus/fair, Festive Long Melford and/or the Summer Fete, posters and/or poster 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 the Parish Council.
- **Any posters or poster boards which do not conform with this Policy will be dealt with by the Parish Council representatives from the LMBA/LMPC Committee, using their discretion in accordance with each situation they are presented with.**

A Boards (belonging to Long Melford 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 represent.
- They should not obstruct pavements, parking spaces or the highway, or impair the vision of motorists and other road users.
- 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, in the judgement of the Parish Council.

Housing Development Yellow Signs

The following are local authority guidelines for Housing Development Signs. This section is for information only:

- 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 to the Parish Council so the Clerk can notify SCC Highways. These signs cannot be removed by the Parish Council.

<https://highwaysreporting.suffolk.gov.uk/>

Any queries on poster advertising within the village should be directed to the nominated Parish Councillors from the LMBA/LMPC Committee, who will assess them in accordance with this Policy.

Notes

(*) This location is subject to a small number of exceptions from outside Long Melford which have an existing agreement to advertise on Hyde-Parker land.

This Policy does not apply to notices from Babergh District Council's Planning Department.

Version 5 - October 2021

Admission of the Public to Council Sub-Group Meetings

Summary

The Council should resolve to ensure compliance with The Public Bodies (Admission to Meetings) Act 1960 by adopting a policy whereby the meetings of all Council sub-groups which have delegated powers shall be open to public admission, except where the sub-group deals primarily with confidential matters.

Issue to be Considered

The criteria for deciding which Long Melford Parish Council sub-group (committee, sub-committee, and working group) meetings should be open to public admission remains undefined. Further, an examination of current LMPC meetings reveals that whether or not a sub-group has delegated powers is not being used as a definitive, determining factor regarding public admission.

Establishing which Council meetings allow public access is critical because the law states that it is illegal to fail to provide this. The legal basis for the public being able to attend council meetings is embodied in **The Public Bodies (Admission to Meetings) Act 1960**. The Act, which applies to parish councils, states as follows:

1 **Admission of public to meetings of local authorities and other bodies.**

- (1) Subject to subsection (2) below, any meeting of a local authority or other body exercising public functions, being an authority or other body to which this Act applies, shall be open to the public.
- (2) A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.
- (6) When a body to which this Act applies resolves itself into committee, the proceedings in committee shall for the purposes of this Act be treated as forming part of the proceedings of the body at the meeting.

This matter was brought before the Council at its meeting held 1st July 2021. At that time it was unable to make a decision and instead instructed that the Clerk should contact other local councils to ascertain how they dealt with the matter. Eight councils were approached and a response was obtained from six of them. The results were as follows:

Public Attendance

- For all six councils meetings of sub-groups with delegated powers, where held, are open to the public.
- For three out of the six councils meetings of sub-groups with no delegated powers, where held, are open to the public.

Rationale

- All of the responding councils stated that they based their approach to public access to meetings upon the requirements of the Public Bodies (Admission to Meetings) Act 1960, while several mentioned that they provided public access to most meetings by default in the interests of transparency and the democratic process.
- Where some meetings were open to the public and others were not, two key factors were quoted as determining the matter:
 - i. If the sub-group dealt primarily with confidential matters then public access was not permitted. The most common example of this was a staffing or personnel sub-group.
 - ii. If the council had granted delegated powers to a sub-group, which it could exercise without reference to the full council, then public access was permitted.

Conclusions and Recommendations

- a) In the survey sample several councils interpreted the law as requiring all meetings of council sub-groups to be open to the public, except where the sub-group dealt with confidential matters.
- b) Other councils applied a less stringent interpretation of the law, in that for meetings of sub-groups with delegated powers public admission was allowed, and for meetings of sub-groups that only acted in an advisory capacity public admission was not allowed.
- c) Nowhere was it found that public access to sub-group meetings was denied where the sub-group had delegated powers.

I consider that approach (b) as used by councils is both pragmatic and coincides with my interpretation of the law. Consequently, I strongly recommend that with immediate effect Long Melford Parish Council should implement a policy whereby:

1. By default, meetings of Council sub-groups which have delegated powers shall be open to public attendance, except where they primarily deal with confidential matters.
2. By default, meetings of council sub-groups which act only in an advisory capacity to the Council shall not be open to the public.

It is my further advice that if LMPC does not adopt either approach (a) or approach (b), then any meeting of a council sub group with delegated powers that is held without permitting public access will be in breach of the Public Bodies (Admission to Meetings) Act 1960.

Effect upon the Councils Current Sub-Groups

The result of adopting approach (b) would be that public access would be required for meetings of the current Council sub-groups.

- Country Park Committee
- Neighbourhood Plan Steering Group
- Planning Committee
- Village Volunteers Group Committee

D. Lovelock

Clerk to the Parish Council

Planned Works to the Upper Green

Presented to full Council on Thursday 4 November 2021

Motion to full Council

To report on the further works required by the Planning Department and the additional costs arising
To note that the Council has sought and received estimates for the additional work and that the cost, prior to expected contributions from the church, falls within the £15,850 set aside by the Council in its Upper Green Reserve Fund.

To consider:

- (i) approving the estimate submitted by P Crawford Contracting Ltd (see below) in the sum of £15,679 + VAT;
- (ii) authorising additional expenses up to £1,000 + VAT for planning fees, architect fees and appropriate discreet signage for the site;
- (iii) authorising a 5-year peppercorn licence between Long Melford Parish Council and Melford Hall Estates for the implementation of works and use of land at Upper Green Long Melford for the purposes of car parking and controlled vehicular access to the Upper Green;
- (iv) authorising further work to the Upper Green car park in the 2022/23 financial year subject to an upper budget of £20,000 + VAT and receipt of 3 quotations.

Supporting information

Earlier this year 3 quotations were received for work to the Upper Green prior to submitting a planning application in February/March 2021. The quotations received were as follows:

- **Alex Bayliss** (local self-employed landscaper): £3,620 (no VAT) - On enquiry this price is understood to exclude certain costs including gates.
- **Suffolk Fabrications Ltd**: £10,072 + VAT
- **Peter Crawford Contracting Ltd**: £4,957 + VAT

On the basis of the above, and given the confidence engendered as a result of the Old School Car Park project it is recommended that P Crawford Contracting Ltd (PCC Ltd) be nominated as the preferred contractor for this project. PCC Ltd also has the 'in-house' skills and equipment to do the full job, including the surface repairs rather than calling in a sub-contractor for the surface repair works.

Subsequent to receipt of the original quotations the BDC Planning Department Heritage Team confirmed a requirement for at least one, potentially two, wooden farm style gates (which are more expensive than metal swing gates). Unfortunately, materials prices have also risen sharply since Feb/March.

Following a detailed site meeting the following additional project costs have been identified in order that the job can be done to an appropriate standard on what is a site of huge heritage sensitivity and great importance to the village:

- A 30m x 20m area of reinforcing ground mesh sheeting to be placed at the east end of the Trinity Hospital car park and projecting east-wards, over a base of hardcore covered by grass-seeded topsoil, the grass then to grow through the mesh sheeting and bind with it to create a surface far less susceptible to damage and ruts from vehicle tyres - where vehicles leave the car park to access the cemetery via the green itself or just to park on the green. Est size of mesh area: 30 x 20m, equivalent to 15 x 'ec14' reinforcing mesh sheeting rolls.

- 2 wooden helve gates with posts/ironmongery (2 x 3m in size) to be placed at the east end of the car park as requested by Heritage Dept. (Assume Heritage dept will still allow a metal swing gate at Black Lion - confirmation pending).
- 2 tons of gold stone (same stone as used at OS car park) to protect the surface and to be visually appealing, each side of the gate at the entrance by the Black Lion. (covering c4m between Church Walk and the gate and c2m beyond the gate).

These costs increase the scope of the project but also the prospect of a successful outcome, with a better protected surface at key points (east of car park and by Black Lion gate), looking forward. The success of the mesh sheeting will be dependent on weather conditions, protection for several weeks from vehicular damage and on regular cutting of the grass within the mesh area in Spring 2022 (the latter not included in the quote attached).

P Crawford Contracting Ltd was asked to its original quotation to take account of the above. The revised quotation is provided below in the sum of £15,679 + VAT (plus ancillary expenses as set out in concluding notes). There will of course be additional costs for planning and architect's fees together with items such as signage. It is anticipated that the sum of £1,000 + VAT will cover this.

The existing budget reserve in place for this project, as confirmed by the RFO, is £15,850. Although the Parochial Church Council are yet to agree their contribution to this project it is expected to be significant and possibly as much as 50%.

In the event of inclement weather, the reinforcing mesh section of the project may have to be delayed 12 months to Sept/Oct 2022.

It should be noted that the Hyde Parker Estate will be arranging for and meeting the cost of top soiling, re-contouring and re-seeding the damaged surfaces near to the Black Lion, by the foot of High Street and beyond the proposed mesh area east of the car park.

The final element of the project is the resurfacing of the Upper Green car park.

This work has not yet been costed as it will not be undertaken until well into the 2022/23 financial year. However, assuming an upper cost of £20,000 + VAT, it is envisaged that this work will be financed as follows:

- by using any unspent funds from the existing £15,850 Upper Green reserve;
- by increasing the planned 2022/23 Upper Green provision from £7,500 to £10,000;
- by drawing up to £10,000 from the Council's General Fund reserve.



P Crawford (Contracting) Ltd.

Agricultural, Landscaping & Groundworks.

Fir Tree's Cottage

Stour Street

Cavendish

Suffolk CO10 0HP

Mobile, 07966 184 580

Office, 01787 277 710

Email, peter@pcrawfordltd.co.uk

Web, www.pcrawfordltd.co.uk

Estimate.

19 October 2021

Client: Long Melford Parish Council

Address: Council Offices, Cordell Rd, Long Melford, CO10 9EH

Contact: Long Melford Parish Council - Johnathan Ewbank

Phone: n/a

Email: jonathanewbank145@gmail.com

Scope of works,

The Green

1. To install a pair of Raised Helve 5 bar wooden gates, scrape off and install stacked sleepers around the edge of the car park area secured with iron work.
2. Install a new barrier and posts opposite the black lion and re-surface to match the Old School car park.
3. Topsoil and reseed 30mx20m area adjacent to the carpark (not opposite the black lion) and install reinforcement mesh to help protect the green for future vehicular use.

Description of works,

Carpark area

- Close off the car park area.
- Install two 3m Raised Helve Gates and securing posts to the far end of the car park.
- Scrape off the soil to establish the edge of the carpark.

- Use the soil to fill any ruts in the green
- Mark the car park area to form an equal line from the existing wall and excavate back to the line.
- Mark out and install sleepers 1 pair every 4m, leaving a gap of 1.6m between
- Secure the sleepers by drilling two holes, one at each end and driving a re-enforcing bar T16 through the holes and 600mm minimum into the ground
- Weld a steel washer on top of the bar to secure the sleepers in place and reduce the risk of them being stolen.
- Leave site clean and tidy.

£5,317.85

Opposite to the black lion

- Supply and install a new swinging barrier painted green 4m back from the edge of the green.
- Supply and install 6" square stone headed posts, 3 number each side of the entrance between the gate and the road
- Spread 2t of gold stone with fines to improve the look of the entrance temporarily.
- Leave site clean and tidy.

£1,950.68

Top-soil and re-seed area 30mx20m supply and install reinforcement mesh

- In addition to re seeding works by the landowner, build up the depth of the soil covering over the existing hardcore base to a depth of 175mm.
- Cultivate and seed using a Blec seeder to compact the surface evenly and firmly.
- Roll out 15 rolls of mesh and secure as per manufactures specification using re-enforcing pins.
- Once mesh installed roll using a flat roll.

£8,410.00

Equipment required,

6t Excavator
 CAT scanner
 Disc Cutter
 Concrete Breaker
 Marker spray
 String line
 Transit tipper
 Welder
 Post hole borer
 Flat roll

Materials,

2x 3m Raised Helve gates and posts to accompany.

Swing barrier gate

Post mix

1.2m 6" stone headed posts x6

26 New oak sleepers 255x125x2.4m

9x t16 re-bar

52 m16 washers

Paint

Welding rods

15x ec14 reinforcing mesh

Securing pins

Grass seed

Topsoil

Duration of works,

5-10 days

Notes,

These material prices are only held for 1 week from this date due to the increase in prices at this present time.

Because of the shortage in materials, I have allocated time to paint the galvanised ironmongery black, to satisfy the planners. If this is not a requirement the cost of this shall be deducted. Currently black hinge sets are unavailable.

This estimate does not include the reseeding works that will be carried out by the landowner, however the extra cost to install reinforcement is included

Following the installation of the reinforcing mesh, a program of regular weekly cutting of the area in the new growing season will be required to enable sufficient matting of the grass over the mesh, failure to do this could cause the reinforcement to fail. (Not included in the price) this area will remain taped off until we are happy with the installation. Failure to keep vehicles and pedestrians off may cause the surface to fail.

The installation of the seeded area and the mesh heavily relies on the ground conditions and the weather, thus means, if conditions do not allow, then works will be postponed until the following sept/oct.

All Prices are subject to VAT at time of invoicing

I look forward to hearing from you,

Peter Crawford.

Licence to Occupy

Between

The Melford Hall Estate
c/o Clarke & Simpson.
Well Close Square
Framlingham
Suffolk
IP13 9DU

("Licensor")

and

Long Melford Parish Council
("Licensee")

relating to

The implementation of works and the use of land at Upper Green Long Melford for the purposes of car parking and controlled vehicular access to Upper Green.



2021

2. Interpretation

- 2.1 In this licence:
 - 2.1.1 the clause headings are for reference only and do not affect its construction
 - 2.1.2 the word 'liability' includes all costs, claims, expenses and loss incurred or suffered by the relevant party
 - 2.1.3 the words 'include', 'includes' and 'including' are deemed to be followed by the words 'without limitation'
 - 2.1.4 an obligation not to do something includes an obligation not to cause or allow that thing to be done
 - 2.1.5 obligations owed by or to more than one person are owed by or to them jointly and severally, and
- 2.2 In this licence unless otherwise specified:
 - 2.2.1 a reference to legislation is a reference to all legislation having effect in the United Kingdom at any time during the Licence Period, including directives, decisions and regulations of the Council or Commission of the European Union, Acts of Parliament, orders, regulations, consents, licences, notices and bye laws made or granted under any Act of Parliament or made or granted by a local authority or by a court of competent jurisdiction and any approved codes of practice issued by a statutory body, and
 - 2.2.2 unless otherwise specified, a reference to particular legislation is a reference to that legislation as amended, consolidated or re-enacted from time to time and all subordinate legislation made under it from time to time

3. The Licence

- 3.1 In consideration of the Licence Fee and of the Licensee's obligations in this Licence, the Licensor grants to the Licensee a non-exclusive licence to:
 - 3.1.1 Access the Land with or without vehicles, workmen and machinery for the purposes of carrying out both the Works and the Purpose;
 - 3.1.2 execute the Works on the Land;
 - 3.1.3 carry out the Purpose for the duration of the Licence Period.
- 3.2 These rights are granted in common with the Licensor and all others with rights in and on condition that the Licensee does not obstruct or interfere with the rights of the Licensor or any other person so entitled.

4. Licensee's Undertakings

- 4.1 During the Licence Period, the Licensee must:
 - 4.1.1 at its own cost and to the reasonable satisfaction of the Licensor, make good any damage caused to any part of the Land by the exercise of the rights conferred by this Licence

- 4.1.2 keep the Land clean and tidy and not place on the Land anything that might constitute an obstruction or a risk to the health and safety of anyone working at or visiting the Land
- 4.1.3 maintain appropriate policies of insurance to cover any damage caused to the Land and the risk of damage or injury to any person or property occasioned by the exercise of the rights conferred by this licence
- 4.1.4 comply with all legislation relating to the Land and to the health and safety of persons working at or visiting the Land
- 4.1.5 not do or omit to do anything which might vitiate any insurance in respect of the Land
- 4.1.6 not use the Land so as to cause any nuisance, damage, disturbance, annoyance or interference to the owners, occupiers or users of the Land or any nearby property (but the Licensor confirms that the carrying out of the Works shall not be a breach of this clause)
- 4.1.7 remove the Works and reinstate the Land to its original condition at the end of the Licence Period if required by the Licensor

5 Assignment or sharing

This licence is personal to the Licensee and the Licensee must not assign or purport to assign or deal with it in any way. The rights given in this Licence may only be exercised by the Licensee and its employees' agents and contractors.

However, for the avoidance of any doubt the Land may be used by members of the public for Purpose of car parking with light motor vehicles and controlled access to the Upper Green.

6 VAT

- 6.1 Any obligation of the Licensee to pay the Licence Fee includes an obligation to pay any VAT properly payable in respect of the supply to which payment of that sum relates subject to the provision of a valid VAT invoice addressed to the Licensee.
- 6.2 Any obligation of the Licensee to repay to or reimburse the Licensor in respect of any expenditure incurred by the Licensor includes an obligation to repay or reimburse any VAT forming part of that expenditure.

7 Indemnity

The Licensee must indemnify and keep the Licensor indemnified against all liability arising directly or indirectly from the Licensee's use of the Land and the exercise of any rights under this Licence, and any breach of the Licensee's obligations under this Licence.

8. Payment of Licence Fee

- 8.1 The Licensee shall pay the Licensor the Licence Fee (if demanded) for the duration of the Licence Period on the anniversary of the date of this Agreement.

9. Termination

- 9.1 Notwithstanding clause 10 either Party may terminate this Licence at any time after the fifth anniversary of the date of this Agreement by giving the other not less than 6 months' written notice.
- 9.2 At the end of the term the Licensee will return the Land to the Licensor with vacant possession in no worse state of repair and condition than it was in at the start of this Licence as evidenced by the attached photographs.
- 9.3 At termination the Licensee shall, if required to do so by the Licensor, remove the permitted works and reinstate the Land and make good any damage to the Licensor's satisfaction.

10. Termination for breach

- 10.1 If the Licensee is in material breach of any of its obligations under this Licence then the Licensor must give written notice identifying the breach and give the Licensee reasonable time to remedy the breach. If the breach is not remedied within 21 days then the Licensor may give written notice terminating this Licence with immediate effect.
- 10.2 Termination of this Licence will release the Licensee from its obligation to pay the Licence Fee and any other sums due under this Licence from the date of termination up to the end of the Licence Period.

11. No warranty

The Licensor gives no warranty that the Land is fit for the purposes specified in this Licence.

12. Service of Notices

All notices given by the Parties pursuant to the provisions of this Licence must be in writing and are to be sufficiently served if delivered by hand, sent by ordinary first-class post recorded delivery or e-mail to the other party's usual place of business.

13. No tenancy

The Licensee acknowledges that this Licence does not confer a right of exclusive possession in respect over any part of the Land. Nothing in this Licence is intended to create a tenancy and at the end of the Licence Period the Licensee will have no right to remain on the Land.

14. Severance

If any provision of this Licence (or part of any provision) is or becomes illegal, invalid or unenforceable, the legality, validity and enforceability of any other provision of this licence shall not be affected

15. Third parties

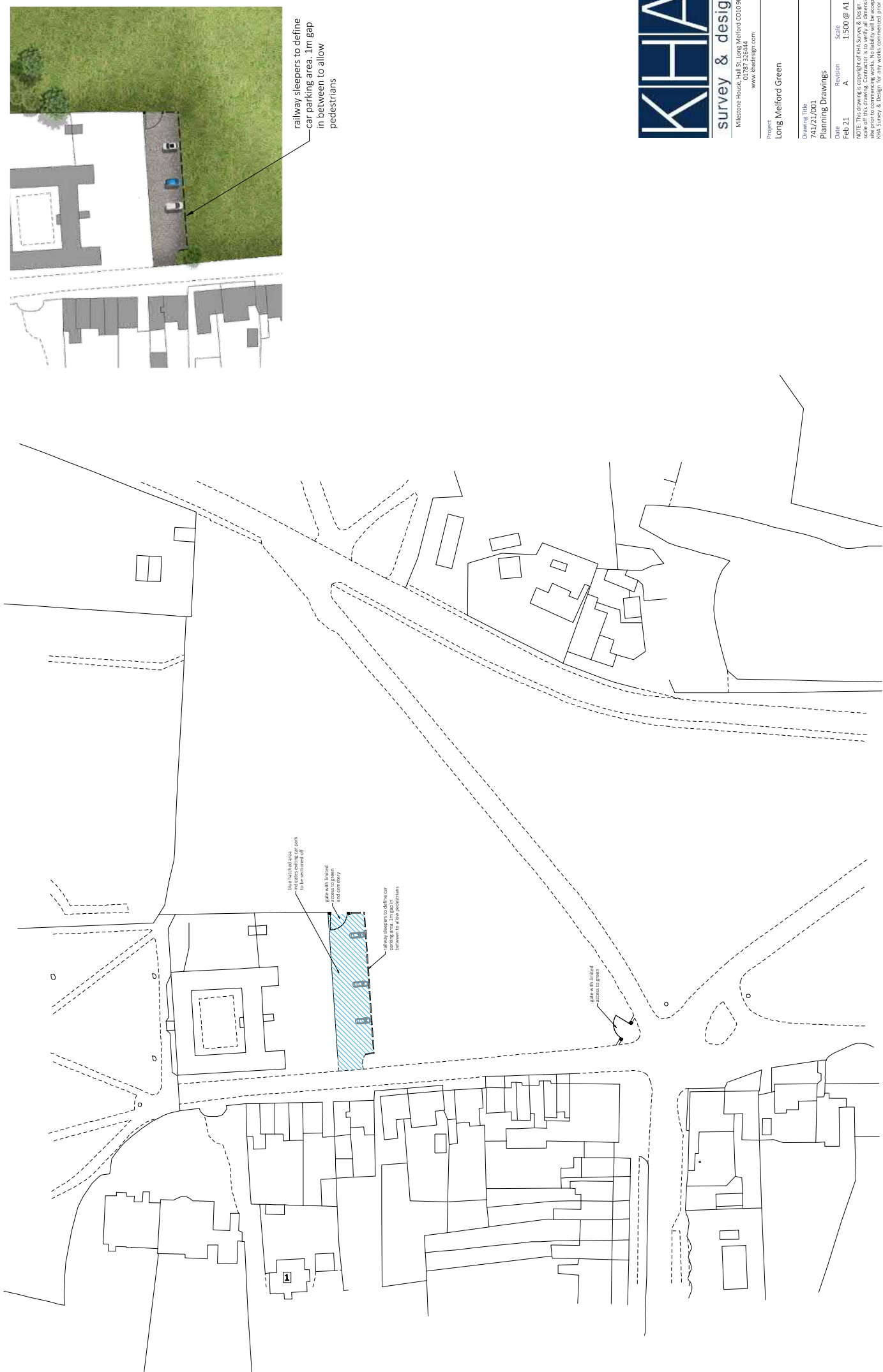
Nothing in this Licence is intended to confer any right on any person pursuant to the Contracts (Rights of Third Parties) Act 1999

Signed by the Licensor:

For & on behalf of the Melford Hall Estate

Signed on behalf of the Licensee:

For & on behalf of Long Melford Parish Council



KHA

survey & design
Milestone House, Hall St, Long Melford CO10 9HZ
01787 326444
www.khadesign.com

Project			Long Melford Green
Drawing Title			7/11/21/001
Planning Drawings			
Date	Revision	Scale	
Feb 21	A	1:500 @ A1	
NOTE: This drawing is copyright of KHA Survey & Design. Do not reproduce or use in any way without the written consent of KHA Survey & Design. No liability will be accepted by KHA Survey & Design for any works commenced prior to the granting of Planning Approval or Building Regulation Approval.			

Motion by PIIP Committee

For Full Council regarding Cordell Place play area new equipment

That the Council considers the Cordell Place Play Area new equipment report from the PIIP Committee, and approves the commitment by Long Melford Parish Council to ensure this project moves to completion with approximately 50% of the funds needed to be met by LMPC, with the remainder coming from Babergh District Council – (including Section 106 monies) and from other funding sources.

The costing details are laid out in the attached Schedule 1.

The progress of this project will be dependent upon Babergh District Council and LMPC resolving the issue of land ownership and management of the area utilised by the existing playground area to their mutual satisfaction

Schedule 1

Cordell Place Play Area proposed upgrade

This report should be read in conjunction with the 'Interim Report' previously presented to LMPC members at their October 7th meeting.

Conclusions drawn

We have added into the equipment purchase a full-size Inclusive Roundabout but located outside the enclosed young children's play area, so as to make it available for disability users regardless of age. This will require the provision of a wheelchair friendly pathway from the roadside at the lowest point of entry bearing in mind the grassed embankment surrounding the site.

Please note – there is no cross-pavement delivery for wheelchair users and only one logical place to lay a wheelchair path from the roadside to the Inclusive Roundabout location. Therefore, we should approach SCC – Highways Team, for the provision of wheelchair pathway from footpath on southern side to the roadway and then from roadway on northern side to connect to new wheelchair path.

There being such a preponderance of supply items and pricing, we have taken account of the meeting held on 5th October 2021 with BDC representatives. We were advised by Helen Cufley – Public Realm Officer to steer clear of some previously suggested equipment adding others in to substitute. Also, to discount from supply list one of the suppliers who BDC were not in favour of using based upon previous trading arrangements. The three other suppliers that had quoted all have a good reputation, though Proludic were noted as 'creme de la crème' with prices to match

Accordingly, we are proposing and recommending the best value package being the supply and delivery only by Playdale Limited with ground work and installation being carried out by P Crawford (Contracting) Ltd.

Playdale for seven items, delivered to site	£18,946
Playdale RPII post installation inspection	£ 295
P Crawford (Contracting) – ground works & fencing	£24,409
Creation of 1.5 M x 8M wheelchair path and	
Ground work & installation of Inclusive roundabout	£ 8,820

<u>TOTAL ESTAMATED COSTS</u>	<u>£52,470</u>
-------------------------------------	-----------------------

Proposed funding sources

We have been advised by Roy Emerson of BDC that this project could readily be supported by a BDC Capital Grant possibly at 40% of project cost up to a maximum of £15,000	15,000	Awaiting BDC
We have confirmation of Section 106 monies available from BDC of £12,000	12,942	Confirmed
We feel it appropriate to approach our two District Councillors and County Councillor to see if they could each contribute Locality Budget money for this project	2,000	Offered
Utilise the 'windfall' from the Street Lighting' reserve of £15,927	15,927	Approval from LMPC full council required
We potentially have some local sponsorship of £600	600	
Sub-total	46,469	
The balance from unallocated LMPC funds	6,001	Approval from LMPC full council required
TOTAL	52,470	

PLEASE NOTE

These costings do not take into account the possible cost to LMPC for the provision of disability access from the end of the wheelchair pathway across the kerb and roadway to pavement on other side of the road. This should be a cost to Suffolk County Council.

These costings do not take into account the possible addition of a high slide set upon the existing grassed area thus needing proper base fixings and suitable soft surface dependent upon the height of the slide and relevant legislation needs. This is estimated at £5,000

Appendix 10

Proposal - LMPC Storage Facilities

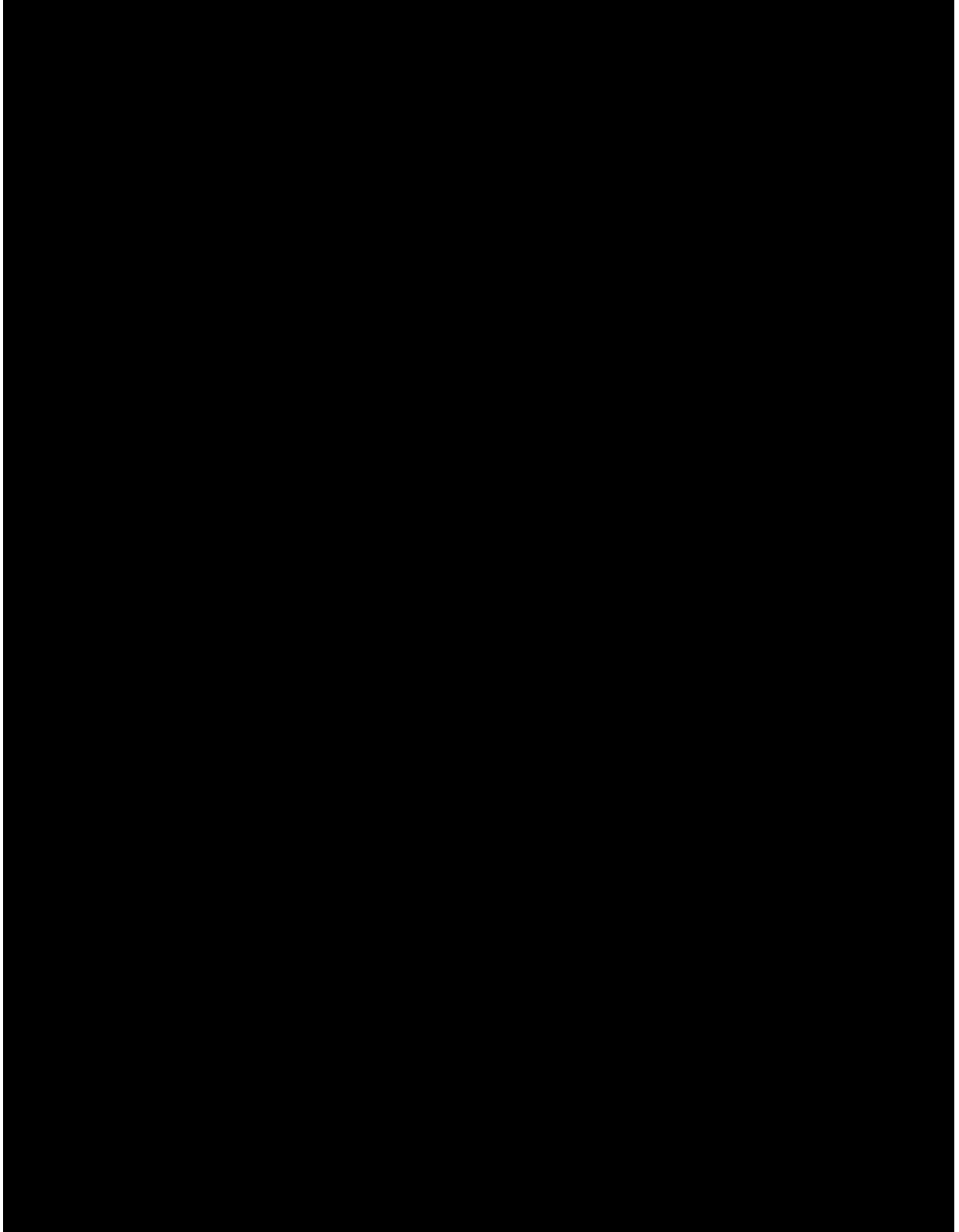
It is proposed that, following advice that storage for LMPC documents and equipment storage will no longer be available at the Old School after 25th December 2021, that the Council locates and procures appropriate storage facilities elsewhere.

The storage is required for essential paperwork that must be retained, e.g. Neighbourhood Plan survey responses which cannot be destroyed until the NP process is completed and which are currently stored at the Old School. Also to store equipment/meeting boards etc required for public meetings which are also currently stored at the Old School.

It is the view of the proposer of this motion that LMPC should retain adequate storage capabilities either by reorganising the current parish office or by arranging secure additional storage elsewhere and that the Parish Clerk should keep a record of what is in storage and where. This could include digital storage of documents but must include a facility to hold essential paperwork which cannot be digitised, infrastructure such as the equipment for public meetings, and traffic cones for use at outdoor public events etc.

Cllr J. Ewbank

Cemetery Land Acquisition and Regulation Consultation



Combined report from Cllrs Malvisi and Nunn 27th October 2021

Help our Tree for Life scheme branch out

Do you know a Babergh family who has welcomed a new arrival this year and would like to celebrate by helping the environment?

Let them know about our free Tree for Life scheme, offering parents the chance to plant a tree to mark a birth or adoption from 1 January to 31 December 2021. Remembrance trees can also be applied for by parents who may have lost a child during the same period.

Over 100 families have already applied to the 2021 scheme, but the councils are encouraging even more people to [apply for their tree on the councils' website](#) before the 10 January 2022 deadline.

Lighting the way to a greener future

Our councils recently committed to reducing streetlight intensity across our districts – protecting plant and wildlife, and reducing energy use, in line with our biodiversity and climate change ambitions.

This means any new or replacement artificial lighting in the district - whether in the form of street lighting, commercial and residential lighting, or advertising signage – will be expected to meet the lowest possible level of intensity and visual intrusion. Streetlighting currently in use will also be looked at.

The move provides an opportunity for the councils to reduce their energy use, as well as the negative impacts on human health and wellbeing, and wildlife, caused by intense blue white light. A particular focus has been placed on protecting and enhancing dark skies for bats, owls and other nocturnal insect populations which are declining.

As Babergh and Mid Suffolk District Councils are only responsible for a number of streetlights within their districts, they will be working with partners such as Suffolk County Council, suppliers, as well as community safety and wildlife groups, to help reduce wider light pollution.

It complements the councils' climate change ambitions and Biodiversity Action Plan measures, to reduce carbon emissions, and strengthen and protect plant and wildlife. Some of these include, [mapping existing and potential wildlife corridors and tree coverage](#), as well as wildflower, hedgerow and tree planting, among others.

Public Realm – the Beginning of a New Era

Next week the Contract with Idverde comes to an end and many of the staff are moving to our In House Public Realm Team.

They are all very excited with the move and the prospects this brings to them if they so wish.

Join the Pumpkin Rescue!

A terrifying 14.5 million pumpkins are expected to be left uneaten this Halloween, in the UK alone!

Three in five people will buy at least one pumpkin this year (35 million pumpkins!) and just under half of those are set to go to waste. But fear not, [Food Savvy Suffolk](#) <https://www.foodsavvy.org.uk/> has got a huge array of [delicious pumpkin recipes](#) to inspire you to #EatYourPumpkin this year. They've also got [activities for kids](#) and [5 tips for using up your pumpkin!](#)

Plus, send Food Savvy a photo of your pumpkin cooked and be in with a chance to win a stunning [pumpkin-esque Le Creuset cast iron dish](#) and a case of [Flawsome drinks](#). [Find out how to enter](#)