

# LONG MELFORD PARISH COUNCIL

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



## Full Parish Council MEETING MINUTES

Meeting called for: **7:30pm, Thursday 3<sup>rd</sup> February 2022**  
Location: **The Community Centre, Old School, Long Melford, Suffolk CO10 9DX**  
Councillors present: **R. Delderfield, L. Malvisi (Chair), J. Nunn, L. Tipper, S. Powell, D. Watts, J. Watts**  
Councillors absent: **I. Bartlett, J. Ewbank, R. Kemp, C. Michette, R. Michette,**  
Also attending: **D. Lovelock (Parish Clerk), P. McLachlan (RFO)**

**The Chair opened the meeting at 7:30pm.**

### **22/02-1 PROCEDURAL MATTERS**

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

Apologies were received from Councillors Bartlett, Ewbank, Kemp, C. Michette, and R. Michette.

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

Cllr D. Watts declared a pecuniary interest in Agenda item 22/02-5 (d) as he is a neighbour of the URC property.

Cllr Nunn declared a non-pecuniary interest in Agenda item 22/02-5 (d) as he is a member of the Long Melford Heritage Museum Trust which has an interest in possibly relocating the museum to the URC building.

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 13<sup>th</sup> January 2022.

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

No members of the public attended or spoke to participate in the meeting.

### **22/02-2 COUNTY AND DISTRICT COUNCILLORS' REPORTS**

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

No report was submitted by Cllr Kemp, who was not in attendance.

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

No report was submitted by Cllrs Malvisi and Nunn.

### **22/02-3 PARISH CLERK'S REPORTS**

The following reports were received and noted.

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

Item 1 (War Memorial Plinth Repair) - The Clerk advised that he and Cllr Nunn had attended a very productive meeting with a local stonemason, who would be submitting priced options for the project shortly.

Item 3 (OSCP EV Charging Point Fault) - The Clerk advised that the manufacturer was now investigating the problem and the supplier had issued a full credit for the February charges due to EVCP units being unserviceable.

Item 8 (Cordell Road Flooding Problem) - Cllr Nunn advised that the water had receded but was now laying only a few inches below the top of the roadside drains; the problem was thus likely to recur as soon as it rained. He had spoken the Suffolk County Council (SCC) Area Highways Engineer, who had made an inspection camera booking to investigate the cause of the drain blockage; this was unlikely to become available before the spring.

It was mentioned that Babergh District Council (BDC) had been contacted on a number of occasions to remove the substantial number of Christmas trees that had been left at the Old School Car Park for recycling. Cllr Nunn said that he would progress the matter.

**(b) Council Action Plan Status (Appendix 2)**

Item 5 (Cordell Place Play Area Lease) – Cllr Delderfield reported that BDC was insisting on making the provision of a Play Area lease conditional upon LMPC taking on responsibility for repairing the existing equipment and ground, identified in previous safety reports as requiring attention but which BDC had failed to action. BDC had offered grant funding towards the cost of repairs, but the Council's opinion to date was that BDC should bring the play area up to the required standard before handover, and any grant funding should be used for further improvements thereafter. The Parish Council would now have to decide how it wanted to carry the matter forward, as it appeared to have reached an impasse. The Clerk advised that a quote for dealing with a potential lease had been requested from the Council's solicitors.

Item 6 (Lobby for a Pedestrian Crossing) – Cllr Delderfield reported that he and Cllr Kemp had a site meeting scheduled with SCC Highways on Thursday next week. The SCC Road Safety Officer had already assessed the site and was supportive of creating a crossing at the location.

Item 7 (Charity Trustees Situation (Appendix 3)) – Cllr Delderfield reported that the Body Corporate Trustee (BCT) had instructed him to seek the resignation of the other Trustees on the grounds that they were not discharging their legal duties and responsibilities. One had done so and two had refused. However, the other remaining Trustees had indicated that, following communications with the Charity Commission, they now wished to take on the charity administration. The Councillors agreed that this couldn't be implemented until the BCT had been provided with and reviewed the Charity Commission correspondence, and the other Trustees had satisfied the BCT as to their plans and aspirations for resolving the various problems affecting the charities and for carrying out the purposes for which they had been created. There were significant concerns about this as the charities' primary purpose was to disburse funds for the poor of the Parish, yet no distribution had been made since 1988. It was further agreed the BCT's ultimate goal was to consolidate the three, separate charities into a single charity, with its trustees drawn from members of the community and operating for the benefit of it. Cllr Delderfield was asked to arrange a meeting of all of the current trustees to attempt to progress this. The Chair thanked Cllr Delderfield for his continuing efforts regarding this matter.

**22/02-4 COUNCIL FINANCIAL MATTERS AS LISTED**

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

**Resolved**, that the Council agrees the Payment Schedule for February 2022.

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

The Cashbook Report for December 2021 was received and noted.

Cllr D. Watts asked for the sourcing and cost of the village's Christmas Tree to be put on a forthcoming FPC agenda as he thought that last year's had been too small.

**(c) Accounts, Budget & Bank Reconciliation to 31/12/2021 (Appendix 6)**

The budget and bank reconciliation to 31 December 2021 was received and noted.

**(d) MOTION: Budget Virements (Appendix 7)**

**Resolved**, that the Council adopts the budget virements proposed in Appendix 7.

**(e) MOTION: Financial Regulations**

The Council noted that the National Association of Local Councils has not issued any revision to the Model Financial Regulations during the current financial year.

**Resolved**, that the Council accepts the current financial regulations as being fit for purpose.

**(f) MOTION: Evidence of Financial Control (Appendix 8)**

The Council noted the actions taken by the Council during 2021/22 to ensure the effectiveness of financial control.

**Resolved**, that Council agrees that appropriate financial controls are in place, as evidenced in Appendix 8.

**(g) MOTION: Appointment of Internal Auditor for 2022-23**

**Resolved**, that the Council appoints Heelis & Lodge as its Internal Auditor for the 2022-23 financial year.

**22/02-5 OTHER BUSINESS TO BE TRANSACTED**

**(a) MOTION: New Bins Acquisition & Location (Appendix 11)**

**Resolved**, that the Council agrees to purchase a number of new bins, in addition to 3 dog waste bins and 2 litter bins obtained FOC from BDC under an award scheme, and the location for all of them as, as detailed in Appendix 11.

The Council thanked Cllrs Tipper and Scott for their work regarding this matter.



**(b) MOTION: Burial Fees 2022-23** (Appendix 9)

**Resolved**, that the Council adopts the Long Melford Cemetery burial fees for 2022-23 as set out in Appendix 9.

**(c) MOTION: Melford Walk Signage** (Appendix 10) – Cllr Tipper

**Resolved**, that the Council agrees to replace the existing Melford Walk signs with signs to a revised design at a cost of £450.00, and to purchase 4 new signs, warning of slopes and asking cyclists to dismount, at a cost of £88.00, all ex VAT. It was agreed that before manufacture commenced, Cllr Tipper would liaise with the sign manufacturers regarding whether the light green ticks indicating permitted activities should be replaced with white items. It was further agreed that the Council would make an application for £538 from District Councillor Malvisi's locality award fund to defray the cost of signage purchase, and that an old wooden sign that had fallen into disrepair would be removed.

**Councillor D. Watts left the Meeting at 8:58pm.**

**(d) MOTION: Expression of Interest Submission: URC Property**

Following discussion, the Council agreed to an application by Cllr Nunn to withdraw the Motion on the grounds of the projected substantial cost to the public purse of purchasing and renovating the property, and that no sound business case for its acquisition and operation had been made.

**Resolved**, that the Council will not form a working party to further investigate acquiring the United Reformed Church property or submit an expression of interest to bid for the property during the ACV moratorium period.

**(e) MOTION: Locality Budget Application: Melford Walk Maintenance**

**Resolved**, that the Council will submit a Locality Award application to District Councillor Malvisi for £360 ex VAT to pay for a second session of ditch maintenance work on the Melford Walk.

Following advice from Cllr Tipper regarding the positive effect of the first ditch maintenance session, the Councillors expressed their satisfaction with how successful this had been and their thanks to the volunteers involved.

**(f) MOTION: Additional VAS Device**

**Resolved**, that the Motion is amended so that £977.00 of unspent S106 money set aside for VAS purposes is to be spent on purchasing two additional batteries to be used with the existing units, and not on an additional unit which would require a further £1,823 to be sourced from general funds.

**22/02-6 REPORTS**

**(a) Country Park Committee Report**

The Report as previously circulated by Cllr Tipper was received and noted.

**22/02-7 DETAILS OF NEXT MEETING**

It was confirmed that the next Full Parish Council Meeting would be held at The Community Centre, Long Melford, Suffolk CO10 9DX at 7:30pm, Thursday 3<sup>rd</sup> March 2022.

**There being no further business the Chair closed the meeting at 9:20pm.**

Signed:   
L. Malvisi  
Chair, Long Melford Parish Council  
Date: 

**Long Melford Parish Council**  
**Meeting of the Full Parish Council**  
**Thursday 3rd February 2022**  
**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
22/02-3 (a)	1 Parish Clerk's Report
22/02-3 (b)	2 LMPC Action Plan
22/02-3 (b)	3 Charities Overview February 2022
22/02-4 (a)	4 Payments Schedule February 2022
22/02-4 (b)	5 Cashbook Report December 2021
22/02-4 (c)	6 Accounts at 31 December 2021
22/02-4 (d)	7 Proposed Budget Virements 2021-22
22/02-4 (f)	8 Evidence of Financial Control
22/02-5 (b)	9 Burial Fees 2022-23
22/02-5 (c)	10 Proposed New Signage for the Melford Walk
22/02-5 (a)	11 New Bins Acquisition & Location

**Long Melford Parish Council****Parish Clerk's Report for the FPC Meeting February 2022****1. War Memorial Plinth Repair**

A local stonemason has been contacted with a request for a site meeting to discuss the required renovation work. Awaiting their response.

**2. Council Property Valuation**

The property valuation is in progress and should be completed early February 2022.

**3. Old School Car Park EV Charging Points Fault**

Three of the electric vehicle charging points are now functioning correctly. One is indicating an intermittent fault, which has been reported to the providers.

**4. Rationalisation of the Council's IT Setup**

A contractor has been engaged to examine the IT setup and ensure that the equipment and infrastructure is fit for purpose, particularly re PC networking and automated data backup. Work to commence shortly, date tba.

**5. Tree Work – Melford Walk / Raile Walk**

After failing to obtain any responses last month, several more local tree surgeons have been asked to quote for carrying out work to a number of trees on the Melford Walk, which are overhanging a domestic property in Raile Walk. Awaiting responses.

**6. Councillor Disclosure of Interest Training**

Remote training for Councillors by the Monitoring Officer re disclosure of interests and keeping Register of Interests entries current has been arranged for 6:00pm, Thursday 10/03/2022.

**7. Public Toilet & Office Cleaning & Maintenance Contract**

A number of companies have been approached to quote for the contract. Awaiting responses.

**8. Cordell Road Flooding Problem**

As instructed by the Council, the clerk has written to Suffolk County Council regarding the Cordell Road flooding, asking it to take urgent action to resolve the immediate problem and to provide a long-term solution.

## Action Plan - Actions Arising from Meetings

No.	Action Arising	Minute Reference	For Action By	Status
1	Create and adopt a policy for the use of social media by Councillors and Council staff	20/11-11 (c) (iii)	The Clerk	Model policies obtained. Review to follow
2	Ask SCC to install an additional SID mounting pole at, or relocate an existing pole to, Station Road for an ANPR installation.	21/10-5 (b)	The Clerk	In progress
3	Investigate the license status of the benches outside the Ex Service & Working Men's Club and report back to the Council.	21/10 5 (e)	CLlr Kemp	In progress
4	Ask SCC to install double yellow lines at the Spicer's Lane/Hall street junction.	21/10 5 (e)	The Clerk	Pending
5	Progress obtaining a lease from BDC for the Play area contingent upon BDC first upfrading sub standard items, and progress disbled access to the Play Area with SCC.	21/11-5 (h)	CLlr Delderfield CLlr Powell	In progress
6	Lobby BDC and SCC for a pedestrian crossing at the southern end of the village.	21/12-5 (a)	CLlr Delderfield	
7	1. Write to the charity trustees requesting their resignation. 2. If the trustees don't resign, ask the Charity Commission to remove them from the register of trustees. 3. Following trustee resignation or removal, seek new trustees.	21/12-5 (f)	CLlr Delderfield	See February FPC Meeting Appendix 3
8	Examine Cricket Ground and Old School Community Centre deeds and documents to ascertain the Parish Council's position as a Custodian Trustee	22/01-3 (a)	CLlr Delderfield CLlr Ewbank	Documents to be reviewed 07/02/2022

## Charities update to LMPC (in its capacity as Body Corporate Trustee)

### William Skeyne (for Poor), Registration No. 239216

#### Tenancies:-

- Hyde Parker Farms – rent up to date – rent review due?
- Apollo Farms – rent for 2021 overdue – rent review due?
- R M Adams – rent up to date though – rent review due?

**I am currently trying to find rent review dates and procedures**

#### Assesible assets:-

Two Barclays accounts	£13,360.65
This sum is assumed, awaiting statements due now	

CCLA investment – value at 30 September 2021	£ 1,982.17
bringing regular income	

**Please note** that two existing individual trustees are refusing to resign. Upon the principle that their stance confirms them as active trustees, I have invited them, at a time and place to suit them, to take over the voluntary work I have carried out on this charity on the condition that the intent of both existing Trustees is to ensure continuity and commitment to the practical challenges any charity raises for trustees?

**I await their response.**

### Charity of Robert Colet, Registration No. 230707

#### Assesible assets:-

Lloyds Bank as at 30 November 2021	£ 3,134.04
This banking includes investment income from F E Drage	
Only income is from CCLA investment units	

CCLA investment – value at 31 December 2021	£10,756.23
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#### **F E Drage, no registration number – queried as part of Robert Colet**

CCLA investment – value at 31 March 2019	£ 600.65
Generates income of approximately £20 per annum	

### Charity of John Hill, Registration number 239215

#### Tenancies:-

- Paines Manor & Pauls Hall Farms – not rent paid since 1983  
Land Registry work being progressed

#### Assesible assets:-

NIL – the only value is in the land, estimated value	£85,000.00
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End

**Long Melford Parish Council**  
**Feb 2022 payment schedule**  
Presented to the Parish Council meeting dated 3 February 2022

## Appendix 4

		Amount	VAT Accrual	Net Payment
<b>Lloyds chargecard payments authorised by the Clerk</b>				
Omniscient Systems Management Ltd	Flyer display dispenser/holder for Melford Walk leaflets	£6.90	£1.15	£5.75
Outdoor Spares Ltd	Stihl mowing line for cemetery mower	£28.75	£4.79	£23.96
Amazon	Prime membership fee incurred prior to cancellation	£0.99	£0.00	£0.99
		<b>£36.64</b>	<b>£5.94</b>	<b>£30.70</b>
 <b>February 2022 payments for authorisation</b>				
CLR Electrical	Fit 2-way switch in office store room	£120.00	£0.00	£120.00
BB Heating and Plumbing	Repair water leak at Country Park	£120.00	£0.00	£120.00
S Bennett Ground Works	Dig out 40m of ditches/sump holes on Melford Walk	£432.00	£72.00	£360.00
				£0.00
		<b>£672.00</b>	<b>£72.00</b>	<b>£600.00</b>

**Payments authorised for settlement prior to next meeting**

Direct debit and standing orders approved by the Council in June, August, October 2021 and January 2022

February 2022 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 3 February 2022

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 3 February 2022

Councillor Signature:



## Cashbook report showing all income received and payments made in December 2021

How paid received	Payer	Description	Amount	VAT	Net
<b>Council receipts during December 2021</b>					
BGC	Babergh District Council	Bike tour grant from BDC	1,000.00	0.00	1,000.00
500534	Brown, Fenn and Parker	Burial Income	575.00	0.00	575.00
500530	Co-op Funeral Service	Burial Income	1,050.00	0.00	1,050.00
CP2LL	CP Petty Cash	Country Park to Lloyds	71.04	0.00	71.04
FPI	H&AW Palmer Ltd	Burial Income	410.00	0.00	410.00
500534	HL Pefitt	Burial Income	5.00	0.00	5.00
500530	HL Perfitt	Burial Income	50.00	0.00	50.00
BGC	HMRC	VAT refund 1/8/21 to 30/11/21	20,346.63	0.00	20,346.63
500530	Janet Munro	CP cafe rental , Dec 2021	125.00	0.00	125.00
500532	Old Sch car park users	Old Sch car park donations	136.71	0.00	136.71
500533	Old Sch car park users	Old Sch car park users	132.71	0.00	132.71
500534	Old School car park users	Old Sch car park donations	36.74	0.00	36.74
NWBS2LL	Nationwide Building Society	NWBS Interest	28.87	0.00	28.87
CPPC	CP car park users	CP car park donations, Nov	71.04	0.00	71.04
			<b>24,038.74</b>	<b>0.00</b>	<b>24,038.74</b>
<b>Council payments during December 2021</b>					
DD	British Gas	Electricity to 12/11/21	56.65	2.69	53.96
DD	British Telecom	Cemetery mobile	13.20	2.20	11.00
FPO	Alan Sawyer	November expenses	69.93	9.28	60.65
FPO	Arthur J Gallagher	additional insurance - street lights	389.40	0.00	389.40
FPO	ETF Ltd	Clean public toilets, Nov	915.60	0.00	915.60
FPO	Garden Nursery	MIB: plants, compost, watering	1,964.50	0.00	1,964.50
FPO	Holmes & Hills	Registration of playing fields	930.00	150.00	780.00
FPO	LM Old Sch Community Centre	Finance Committee room hire	20.00	0.00	20.00
FPO	Sudbury Town Council	Remembrance, traffic management	520.42	86.74	433.68
FPO	Sudbury Town Council	Paint and brushes	61.10	10.18	50.92
FPO	Suffolk Assn of Local Councils	Cllr Delderfield, Data Protection training	30.00	5.00	25.00
FPO	TA Accounts	December payroll	6,250.41	6.80	6,243.61
SO	LM Old Sch Community Centre	Dec Council meeting room hire	20.00	0.00	20.00
DD	EOn	Electricity to 30/11/21	141.99	6.76	135.23
DD	EOn	Electricity to 30/11/21	157.89	7.52	150.37
DD	EOn	Electricity to 30/11/21	9.31	0.44	8.87
FPO	A Hurrell & Son	Container storage to 31/01/22	302.34	50.39	251.95
FPO	George Cox	Supply/install Christmas tree	1,350.00	0.00	1,350.00
SO	Anglia Car Charging	LMOS car charging, Jan 2022	57.60	9.60	48.00
SO	Susanne Dixon	Ranger contract Dec 2021	550.00	0.00	550.00
			<b>13,810.34</b>	<b>347.60</b>	<b>13,462.74</b>

# Appendix 6

## Long Melford Parish Council

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

25/01/2022: 15:57

Actual to 31 March 2021	Nominal Account	Actual to 31 Dec 2021	2021/22 budget	Budget variance
145,000.00	Precept	145,000.00	145,000.00	0.00
505.51	Interest received	471.00	600.00	-129.00
29,140.00	Burial Ground Revenue	26,060.00	30,450.00	-4,390.00
0.00	Country Park LNR Income	2,333.73	1,800.00	533.73
0.00	Old School car park donations	3,026.08	0.00	3,026.08
0.00	Cordell Place play area donations	430.00	0.00	430.00
0.00	Melford in Bloom donations	1,450.00	0.00	1,450.00
833.48	Recycling income	439.24	625.00	-185.76
612.00	Recovered office costs	0.00	0.00	0.00
10,581.56	Donations	1,160.71	0.00	1,160.71
23,124.92	CIL Receipts	0.00	0.00	0.00
14,000.00	Grants received	29,737.00	2,037.00	27,700.00
4,080.96	Babergh Cleansing grant	2,084.94	4,200.00	-2,115.06
4,781.40	Insurance claim payment	0.00	0.00	0.00
<b>232,659.83</b>	<b>Total Income</b>	<b>212,192.70</b>	<b>184,712.00</b>	<b>27,480.70</b>
46,338.38	Salaries	34,897.47	47,500.00	12,602.53
13,184.54	Tax and National Insurance	9,877.93	13,600.00	3,722.07
16,326.24	Pension contributions	12,027.91	16,600.00	4,572.09
<b>75,849.16</b>	<b>Staff costs</b>	<b>56,803.31</b>	<b>77,700.00</b>	<b>20,896.69</b>
408.00	Payroll Charges	306.00	425.00	119.00
368.31	Staff expenses	316.57	375.00	58.43
0.00	Temporary staffing costs	150.00	0.00	-150.00
<b>776.31</b>	<b>Other Employment Related Costs</b>	<b>772.57</b>	<b>800.00</b>	<b>27.43</b>
2,404.28	Insurance	4,544.79	4,150.00	-394.79
564.46	Electricity	797.37	1,000.00	202.63
0.00	Water	360.64	600.00	239.36
893.04	Telephone and Broadband	696.56	950.00	253.44
102.00	Website	40.00	125.00	85.00
122.54	Office Supplies	47.71	150.00	102.29
26.04	Postage	10.00	30.00	20.00
0.00	Council storage	251.95	0.00	-251.95
659.47	Software and Licences	987.71	1,000.00	12.29
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	2,264.00	2,500.00	236.00
54.00	Equipment and Furnishings	56.00	0.00	-56.00
121.50	Meeting Room Rental	180.00	400.00	220.00
1,492.00	Subscriptions	1,613.01	1,600.00	-13.01
58.70	Training - Councillors	175.00	650.00	475.00
1,325.00	Training - Staff	595.00	800.00	205.00
0.00	Elections	0.00	3,000.00	3,000.00
545.37	Miscellaneous Expenses	106.80	0.00	-106.80
0.00	Discretionary Spending	0.00	4,786.00	4,786.00
<b>12,546.40</b>	<b>Office Administration Costs</b>	<b>14,162.29</b>	<b>24,191.00</b>	<b>10,028.71</b>
558.43	Rates	642.20	600.00	-42.20
117.39	Electricity	94.52	150.00	55.48
127.41	Water	652.41	150.00	-502.41
4,628.48	Servicing and Machinery	440.99	500.00	59.01
268.05	Fuel	370.91	300.00	-70.91
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	1,931.50	2,715.00	783.50
<b>9,158.44</b>	<b>Burial Services</b>	<b>4,507.53</b>	<b>4,795.00</b>	<b>287.47</b>

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

<b>Actual to 31 March 2021</b>	<b>Nominal Account</b>	<b>Actual to 31 Dec 2021</b>	<b>2021/22 budget</b>	<b>Budget variance</b>
4,962.00	Street Lighting Maintenance	0.00	4,875.00	4,875.00
0.00	New Street Lights - Phase 3	74,073.10	0.00	-74,073.10
<b>4,962.00</b>	<b>Street Lighting Maintenance</b>	<b>74,073.10</b>	<b>4,875.00</b>	<b>-69,198.10</b>
714.11	Electricity	532.66	850.00	317.34
797.55	Water	863.35	1,000.00	136.65
5,800.00	LMOS Maintenance Contract/ Ranger	4,950.00	6,600.00	1,650.00
0.00	Tree survey / maintenance	1,230.00	5,000.00	3,770.00
11,548.92	Operating Costs	9,838.80	6,000.00	-3,838.80
<b>18,860.58</b>	<b>Long Melford Country Park</b>	<b>17,414.81</b>	<b>19,450.00</b>	<b>2,035.19</b>
539.27	Electricity	1,196.54	600.00	-596.54
592.92	Water	316.02	600.00	283.98
8,002.38	Operating Costs	7,775.80	10,000.00	2,224.20
<b>9,134.57</b>	<b>Public Toilets</b>	<b>9,288.36</b>	<b>11,200.00</b>	<b>1,911.64</b>
835.42	Operating Costs	450.39	500.00	49.61
133.19	LM Community Volunteers	201.32	500.00	298.68
0.00	Sudbury Community Wardens	1,685.40	2,800.00	1,114.60
4,586.43	Litter and Dog Bin Collection	1,150.35	1,600.00	449.65
0.00	Upper Green Maintenance	5,609.00	0.00	-5,609.00
1.25	Bus Shelter	1.25	1.00	-0.25
50.00	Notice Boards	0.00	100.00	100.00
3,437.11	Old School Car Park Maintenance	59,019.24	2,250.00	-56,769.24
1,107.00	Melford Walk	1,225.00	1,000.00	-225.00
0.00	Community seating	4,103.14	0.00	-4,103.14
1,665.25	Walkers are Welcome	650.00	650.00	0.00
<b>11,815.65</b>	<b>Public Places</b>	<b>74,095.09</b>	<b>9,401.00</b>	<b>-64,694.09</b>
1,558.16	Neighbourhood Plan	3,290.63	500.00	-2,790.63
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>3,320.63</b>	<b>3,500.00</b>	<b>179.37</b>
1,431.57	Christmas Lights	1,330.70	1,000.00	-330.70
975.00	Christmas Tree	1,350.00	800.00	-550.00
71.00	Remembrance Sunday	433.68	800.00	366.32
8,863.19	Melford in Bloom	12,058.52	0.00	-12,058.52
0.00	Community Events	1,905.00	1,500.00	-405.00
<b>11,340.76</b>	<b>Events</b>	<b>17,077.90</b>	<b>4,100.00</b>	<b>-12,977.90</b>
9,768.88	Defibrillator installations	1,590.00	0.00	-1,590.00
0.00	Vehicle Activated Signage	2,710.00	0.00	-2,710.00
<b>9,768.88</b>	<b>Projects</b>	<b>4,300.00</b>	<b>0.00</b>	<b>-4,300.00</b>
<b>61,960.92</b>	<b>Year to date surplus/ (deficit)</b>	<b>-63,622.89</b>	<b>24,700.00</b>	<b>-88,322.89</b>

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

Actual to 31 March 2021	Nominal Account	Actual to 31 Dec 2021	2021/22 budget	Budget variance
<b>Balance sheet as at:</b>				
<b>31-Mar-21</b>		<b>31-Dec-21</b>		
4,028.73	VAT Control	357.20		
0.00	Other Debtors	0.00		
154,227.33	Lloyds Bank (See reconciliation below)	90,086.50		
85,937.58	Ipswich BS (See reconciliation below)	86,152.42		
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>261,647.05</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>261,647.05</b>	
<b>Represented by:</b>				
<b>31-Mar-21</b>		<b>31-Dec-21</b>	<b>Movement</b>	
141,425.08	General Funds	188,887.04	47,461.96	
90,000.00	Phase 3 Street Lights Fund	0.00	-90,000.00	
6,081.94	2020/21 Community Infrastructure Levy Fund	0.00	-6,081.94	
1,000.00	Church Drive Fund	1,500.00	500.00	
1,000.00	2023 Election Fund	1,500.00	500.00	
11,000.00	War Memorial Repair Fund	11,500.00	500.00	
8,427.20	Earmarked Section 106 monies	1,604.86	-6,822.34	
28,000.00	Old School Car Park	3,088.44	-24,911.56	
0.00	Cordell Place Play Area Fund	16,356.90	16,356.90	
11,000.00	Upper Green Improvement	10,391.00	-609.00	
5,000.00	Cemetery Expansion	10,000.00	5,000.00	
3,288.80	Defibrillator Fund	1,767.51	-1,521.29	
0.00	Neighbourhood Plan	0.00	0.00	
3,246.92	Melford in Bloom Fund	1,753.34	-1,493.58	
5,000.00	Village centre seating	3,088.86	-1,911.14	
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>261,647.05</b>	<b>-63,622.89</b>	<b>0.00</b>
<b>Bank reconciliations at 31 December 2021</b>				
	<b>Lloyds Bank</b>	90,057.63		
	Less outstanding cheques	0.00		
	Plus receipts not cleared	28.87		
	<b>Net balance at 31 December 2021</b>		<b>90,086.50</b>	<b>0.00</b>
	<b>Ipswich Building Society</b>	86,152.42		
	<b>Net balance at 31 December 2021</b>		<b>86,152.42</b>	<b>0.00</b>
	<b>Nationwide Building Society</b>	85,000.93		
	<b>Net balance at 31 December 2021</b>		<b>85,000.93</b>	<b>0.00</b>
	Country Park Petty Cash account	50.00		
	<b>Net balance at 31 December 2021</b>		<b>50.00</b>	<b>0.00</b>

Account No	Centre Code	Account Name	Original Budget	Proposed increase	Proposed reduction	Revised budget	Reason for virement
<b>Recommended by Finance Committee in September 2021 and implemented</b>							
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
				<b>9,000.00</b>	<b>-9,000.00</b>		
<b>New virement recommendations</b>							
4190	210	Council storage	0.00	436.00		436.00	New council storage commitment to 31 March 2022
4500	240	Country Park operating costs	6,000.00	4,000.00		10,000.00	Signage and new sickle bar mower
4575	270	Neighbourhood Plan	500.00	2,800.00		3,300.00	Council agreed to meet costs from Gen Fund as arising
4650	270	Grants	3,000.00		-3,000.00	0.00	Heritage grant not expected to be claimed until 2022/23
4800	300	Christmas lights	1,000.00	350.00		1,350.00	New lights purchased
4850	300	Christmas Tree	800.00	550.00		1,350.00	Christmas tree costs higher than expected
4810	300	Remembrance Service	800.00		-350.00	450.00	Remembrance costs lower due to smaller scale
4950	210	Discretionary spending	4,786.00		-4,786.00	0.00	Net cost of budget virements - discretionary spending used
				<b>8,136.00</b>	<b>-8,136.00</b>		

## Long Melford Parish Council

### Appendix x: Evidence of financial control for the year ending 31 March 2022

Presented to Parish Council meeting dated 3 February 2022

<b>2020/21 Audit: evidence of control</b>	
Approval of 2020/21 AGAR section 1 - Governance	6 May 2021: 21/05-10(3)iii
Approval of 2020/21 AGAR section 2 - Accounting statements	6 May 2021: 21/05-10(3)iv
Agree 2020/21 period of electors' rights	1 Apr 2021: 21/04-9(3)
Approval of 2020/21 Community Infrastructure Levy report	5 Aug 2021: 21/08-4(d)
Review of 2020/21 Internal Audit report	6 May 2021: 21/05-10(3)i
Review of 2020/21 External Audit report	2 Sep 2021: 21/09-4(c)
<b>2021/22 and 2022/23 budget/precept: evidence of control</b>	
Meeting to set 2021/22 Budget	14 Jan 2021: 21/01-9(3)
Meeting to set 2021/22 Precept	14 Jan 2021: 21/01-9(4)
Meeting to set 2022/23 Precept	13 Jan 2022: 22/01-4(d)
Meeting to set 2022/23 Budget	13 Jan 2022: 22/01-4(e)
<b>2020/21 accounting: evidence of control</b>	
Adoption of Power of Competency	9 May 2019: 19/009
Review of Standing Orders (on Council website)	1 Apr 2021: 21/04-10(1) 22 Apr 2021: 21/04-4 2 Dec 2021: 21/12-5(d)
Review of Financial Regulations (on Council website)	3 Feb 2022: 22/02-x(e)
Review of 2021/22 fees/charges	Burial – 14 Jan 2021: 21/01-4(5) Café – 2 Sep 2021: 21/09-5(a) Print – 2 Sep 2021: 21/09-5(c)
Review of 2021/22 salaries	1 Apr 2021: 21/04-9(5)
Review of risk assessment	7 Oct 2021: 21/10-5(a)1 2 Dec 2021: 21/12-5(g)
Review of asset register	FC – 15 Sep 2021: F/21/11 PC - 13 Jan 2022: 22/01-4(g)
Review of insurance requirements	PC – 5 Aug 2021: 21/08-4(f) FC – 15 Sep 2021: F/21/10 PC – 7 Oct 2021: 21/10-5(a)2
Review of reserves policy	4 Nov 2021: 21/11-4(c) 13 Jan 2022: 22/01-4(f)
Appointment of internal auditor	2021/22 – 4 Mar 2021: 21/03-11(2) 2022/23 – 3 Feb 2022: 22/02-x(g)
Role of RFO and Clerk combined April to Oct 2019. Separate RFO appointment made Oct 2019	Contractual 3 Oct 2019: 19/190
Data Protection registration	£35 collected by DD on 19 Aug 2021
2021/22 Budget virements	FC – 15 Sep 2021: F/21/8 PC – 3 Feb 2022: 22/02-x(d)
<b>2021/22 councillor checks</b>	
Monthly payment schedule	Invoices compared to schedule at meeting, signed for accuracy, approved for payment and published to website
Monthly cashbook report	All items of income and expenditure reported in arrears. Monthly cashbook report published to website in full for 3 months. The schedule of expenditure >£500 is updated quarterly and published to website

## Long Melford Parish Council

### Appendix x: Evidence of financial control for the year ending 31 March 2022

Presented to Parish Council meeting dated 3 February 2022

Statement of income and Expenditure	Statement is published monthly to website. Accounts are presented to Council
Bank account reconciliations	Reconciliation is published monthly to website Bank account reconciliations are presented to Council
Individual councillor control checks	Quarterly checks are undertaken to enable examination of random receipt and payment vouchers against payment schedules, cashbook, RFO reports and bank statements

## **Long Melford Parish Council – Burial Fees 2022-23**

Councillors will be aware that last year a 2.5% increase in the Long Melford Cemetery burial fees was recommended for Financial Year 2021-22. However, they decided not to apply a fee increase due to the adverse financial impact of the COVID-19 pandemic upon many parishioners.

The Clerk and the Cemetery Manager have conferred regarding the Cemetery fees for Financial Year 2022-23. They now recommend that the Council should adopt an overall increase of 5% above the current figures, as set out in Table 1. This is based upon the following rationale:

1. To obtain best value for the community, the fees for Long Melford Cemetery should be set at a level which is generally similar to those charged by other local authorities operating similar facilities.
2. That failure to adopt the approach set out in Point 1 could lead to Long Melford Cemetery attracting a disproportionate number of interments for non-parishioners due to its lower prices. This would ultimately be to the detriment of the local community, as the available plots would be filled at an increased rate, leading to the parishioners having to contribute to additional cemetery land purchase through the precept far earlier than anticipated.
3. There have been more interments on the Long Melford Cemetery during the last 12-month period than for any other 12-month period during the last 10 years. This has led to a corresponding increase the Cemetery Manager's workload, in respect of grounds maintenance and burial administration.

**D. Lovelock** - Parish Clerk

**A. Sawyer** - Cemetery Manager



## BURIAL AUTHORITY FOR THE PARISH OF LONG MELFORD

### PROPOSED TABLE OF FEES FOR 2022-23

	2020/21	2022/23	%
	Fees	Rounded	Increase
<b>PART 1 – For the Interment in a Grave of:</b>			
● The body of an Infant up to one month old *	50.00	52.50	5.00%
● The body of a Child more than one month old *	195.00	204.75	5.00%
● The body of a person whose age at death exceeded 12 years *	575.00	603.75	5.00%
● Cremation remains in Special Cremation Plot or existing grave (Headstones only permitted)	410.00	430.00	4.88%
<b>PART 2 – Exclusive Right of Burial:</b>			
● For 75 years in an earthen grave 9' Long x 4' Wide	475.00	500.00	5.26%
● Ashes in special cremation plot or existing grave	410.00	430.00	4.88%
● Exhumation fee with return of exclusive rights certificate	80.00	84.00	5.00%
● Exhumation fee without return of exclusive rights certificate	475.00	500.00	5.26%
<b>PART 3 – Monuments, Grave Stones, Tablets &amp; Inscriptions:</b>			
● Headstones not exceeding 32" High x 30" Wide	360.00	380.00	5.56%
● Kerbstones, Flat Stones or Border Stones (not exceeding 7'6" long x 3'6" wide)	410.00	430.00	4.88%
● Placement of a new Flat Tablet that fits within an existing kerb set	130.00	136.00	4.62%
● Placement of a permanent cross on any grave space	105.00	110.00	4.76%
● Tablet – Cremation Plot not exceeding 18" High x 12" Wide - flat tablets only on plots 1 and 2	310.00	325.00	4.84%
● Tablet added to an existing kerb set not exceeding 24" High x 18" Wide	300.00	315.00	5.00%
● New Cremation Headstones not exceeding 24" High x 18" Wide (on plots 3 and 4)	330.00	348.00	5.45%
● Additional Inscriptions after first Inscription	55.00	58.00	5.45%
● Memorial Tablets maximum 14" High x 7" Wide, e.g. at the foot of a memorial tree	105.00	110.00	4.76%
<b>Average % Increase</b>			<b>5.04%</b>

\* 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.

## **New Signage for the Melford Walk**

Attached as Annex 1 is the design of two signs proposed for installation on the Melford Walk; a revised information sign, and a smaller A4 size sign which would go at the top of the steep slopes. The revised signs are primarily required as cycling is now permitted along the Walk.

### **Information and Costings**

- Auto Innovations were consulted on the best way to change the existing signs. They advised that the best and most durable option was for them to remove the current facings from the existing back-boards, and then print and apply revised facings to the original back-boards. This is the cleanest way to do it and would look far better than patching over the existing signs. The current boards have also lost some colour when they were vandalised on various occasions.
- Rather than paying £35.00 per hour for Auto Innovation to come out and remove the boards and put them back up, Cllrs Bartlett, Powell and Tipper are happy to carry out this work, thus saving the Council and the community money.
- There are currently six general information boards along the Melford Walk. Printing, laminating and fixing the revised designs would be at a cost of £75.00 per board / total £450.00 ex VAT.
- Four smaller A4 signs are proposed for installation at the tops of the steep slopes. They would be new signs on di-bond as per the general information sign, at £22.00 per board / total £88.00 ex VAT.
- The total cost for all proposed signage would be £538.00 ex VAT.
- Auto Innovations haven't charged their time for redesign of the revised signs or the new ones.

**Cllr Lisa Tipper**

Signs not to scale.

General Information Sign



Steep Slope / Dismount Sign



## Motion 22/02-5 (a) New Bins Acquisition & Location

## Appendix 11

The Council has £671.20 ex VAT of unspent section 106 money set aside for the provision of litter/waste bins.

At the January FPC Meeting the Council agreed to purchase further bins to utilise this sum prior to the end of the financial year, and to hold them in reserve pending additional deployment or replacement of damaged items.

For information, the current list price for a **Glasdon Topsy Royale litter bin** is £181.65 ex VAT and a **Fido 25 dog waste bin** is £100.16 Ex VAT. To this would need to be added a fixing kit for each item (prices vary from about £17 to £80 according to type), while delivery is £8.29 ex VAT per item or free for orders over £200. The items would be stored in the Council's new storage container pending deployment.

Suggest buying 2 general waste bins with the fixing for bolts into concrete at £198

2 Fido dog waste bins at £200

And 2 boxes of dog waste bags for the dispensers at a cost of £72 for 2,000 (works out 3p each)

This comes to £668 excluding VAT

Council has been awarded 3 dog waste bins and 2 general rubbish bins from Babergh as a result of Scott completing a request form.

They need to be installed by Babergh and we have to let them know where they should go.

We recommend

- 1 x dog waste bin adjacent to Melford Walk end of Hopkins Homes development (this would be a new site and require adding to collection schedule)
- 1 x dog waste bin at Country Park (this wouldn't be required to be on a schedule as Park Ranger collects and disposes into the main refuse)
- 1 x dog waste bin on the fence outside the Country Park where the old cut through has been blocked off (always quite a lot of mess on that piece of grass there)
- 1 x general litter bin on cut through from Swanfield to Roman Way (high foot traffic area and often lots of rubbish is left lying around here – would be placed next to an existing, small dog waste bin but need to be added to collection schedule)
- 1 x general litter bin at Country Park (this wouldn't be required to be on a schedule as Park Ranger collects and disposes into the main refuse)

We also need to have the bin on Station Road at the Country Park entrance moved as SCC who installed the handrail left the bin inaccessible!

**Cllr Lisa Tipper**