

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 3rd March 2022**
Location: **The Old School Community Centre, The Green, Long Melford, Suffolk CO10 9DX**
Councillors present: **I. Bartlett, R. Delderfield, J. Ewbank, R. Kemp, L. Malvisi (Chair), C. Michette, R. Michette J. Nunn, D. Watts, J. Watts**
Councillors absent: **S. Powell, L. Tipper**
Also attending: **D. Lovelock (Parish Clerk), One Member of the Public**

The Chair opened the meeting at 7:32pm.

22/03-1 PROCEDURAL MATTERS

(a) Apologies for Absence

Apologies were received from Councillors Powell and Tipper.

(b) Declarations of Interest & Requests for Dispensation

Cllr C. Michette declared a non-pecuniary interest in Agenda Item 22/03-5 (e), Charity Matters, on the basis that she was a charity trustee. There were no request for dispensation.

(c) MOTION: Accuracy of Minutes

Cllr D. Watts stated that the draft minutes inaccurately recorded him as retuning to the meeting at 9:07pm, when this was not the case.

Resolved, that subject to the reference to Cllr D. Watts returning to the meeting being removed, the Council confirms the accuracy of the Minutes for its meeting held 3rd February 2022.

(d) Public Participation

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

22/03-2 COUNTY AND DISTRICT COUNCILLORS' REPORTS

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

(a) County Councillor's Report

Cllr Kemps report, as previously circulated, was received and noted.

(b) District Councillors' Joint Report

Cllr Malvisi's and Cllr Nunn's report, as previously circulated, was received and noted.

22/03-3 PARISH CLERK'S REPORTS

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

The Report was received and noted.

(b) Council Action Plan Status (Appendix 2)

Item 3 – License status of benches outside Club. Enquires had been made of the higher tier councils without a definitive answer having been obtained. It was agreed that there was no practical way for the Parish Council to progress the matter further.

Item 4 – Yellow lines at Hall Street/Spicer's Lane junction. It was decided that the application of yellow lines to the area would prove an ineffective way of improving the traffic problems which, in any event, would require the Parish Council to spend £5,000 for a survey with no guarantee as to the outcome. It was agreed that, as a result, the Council would not progress an application for yellow lines at this location further.

22/03-4 COUNCIL FINANCIAL MATTERS AS LISTED

(a) MOTION: Payments Schedule (Appendix 3)

Resolved, that the Council agrees the Payment Schedule for March 2022.

(b) Cashbook Report (Appendix 4)

The Cashbook Report for January 2022 was received and noted.

(c) MOTION: Council Asset Register

Resolved, that the Council removes the following assets from its Asset Register as they were transferred to Babergh District Council's ownership some years ago:

- i. Goal posts at the Cordell Place Play Area £500.00
- ii. Youth pod shelter and basketball post at the Cordell Place Play Area £4,500.00

(d) MOTION: AGAR Timetable

The Annual Governance & Accountability Return (AGAR) timetable as shown below was received and noted:

Mon 25th April 2022 Closedown of 2021/22 accounts

Tue 3rd May 2022 Internal Audit undertaken by Heelis & Lodge

Weds 11th May 2022 Finance Committee meeting to review the 2021/22 accounts, internal audit report and draft AGAR

Thu 9th June 2022 Full Council approval of 2021/22 accounts, internal audit report and AGAR

(e) MOTION Period for the Exercise of Electors' Rights

Resolved, that the Council delegates to the RFO the decision regarding the dates for the period for the exercise of electors' rights, subject to this period including the first 10 working days of July 2022.

(f) MOTION: Lloyds Bank: Online for Business

The Council noted that from 9 May 2022 Lloyds Bank Full Access Users will be able to request and authorise account service tasks using their sole signature. Such tasks include changing your business address, opening and closing accounts, and updating the Council's business email address.

Resolved, that while the bank may permit such actions using only one signature, the Council agrees that:

- i. Only the Clerk and RFO shall be permitted to request and authorise account service tasks;
- ii. The only online activity permitted to be undertaken by an appointed 'Full Access User' Councillor is to authorise online payments in accordance with the Council's Financial Regulations.

22/03-5 OTHER BUSINESS TO BE TRANSACTED

(a) MOTION: Long Melford Christmas Tree

Resolved, that the Little Green Christmas Tree for the 2022 festive season is to be a minimum of 30 feet high, and that the Clerk is authorised to spend the sum necessary to procure this item. The tree is to be sourced locally if possible.

(b) MOTION: Upper Green Project Works (Appendix 5)

Resolved, that the Council approves payment of an invoice of £2,945.98 for a hardwood swing gate, plus related wooden stakes and stone groundwork, in the corner of the green near to the Black Lion.

Cllr C. Michette and Cllr R. Michette left the meeting at 8:43pm

(c) MOTION: Melford Walk - Handrails (Appendix 6)

Resolved, that the Council accepts an estimate from BW Fencing & Landscaping in the sum of £1,075 ex VAT for the fabrication and installation of a handrail at two of the sloped entrances to the Melford Walk.

(d) MOTION: Queen's Platinum Jubilee Celebration: Registration & Torch Relay (Appendix 7)

- i. **Resolved**, that the Council agrees as shown regarding items (a) to (g) inclusive below, to complete its registration as a participant in the Beacon Lighting Ceremony.
 - a) The Clerk will be entered as the Jubilee Beacon lighting coordinator
 - b) A Piper will not be required
 - c) The Long Melford Silver Band would be requested to provide a Bugler or Cornet Player
 - d) The Holy Trinity Church Choir would be requested to sing at the event
 - e) A circle of seven trees will not be planted



- f) Location of circle of seven trees - not applicable
 - g) The event is to be public
- ii. **Resolved**, that the Council will participate in the Festival of Suffolk Torch Relay and, at a meeting to be held in closed session at a later date, nominate a worthy individual to carry the torch. (Appendix 7).

(e) MOTION: Charity Matters (Appendix 8)

Cllr Delderfield requested that the Council ratified the decisions made by the Body Corporate Trustee of the charity William Skeyne (For Poor) 239216, and of the charity Robert Colet 230706, at a meeting held 24/02/2022 (details as set out in Appendix 8). Cllr Kemp requested that a recorded vote be held regarding the matter, the outcome of which was as follows:

- Votes for ratifying the decisions of the Body Corporate Trustees – I. Bartlett, R. Delderfield, J. Ewbank, L. Malvisi (4no.)
- Vote against ratifying the decisions of the Body Corporate Trustees – None (0no.)
- Abstentions – R. Kemp, J. Nunn, D. Watts, J. Watts (4no.)

Resolved, that the Council ratifies the decisions of the Body Corporate Trustees and instructs Cllr Delderfield to implement them.

(f) MOTION: Parish Meeting Annual Assembly

Resolved, that the Parish Council will convene and host a Parish Meeting Annual Assembly, with the date of it to be held no later than 1st June 2022.

(g) MOTION: Village Caretaker: Amendment to Job Description

Resolved, that the Village Caretaker's Job Description is amended to include moving a black 240 litre wheelie bin, situated at the Old School Car Park recycling centre, to the car park entrance once per week for emptying by Babergh District Council.

22/03-6 REPORTS

(a) Country Park Committee Report

Cllr Tipper's report, as previously circulated, was received and noted.

22/03-7 DETAILS OF NEXT MEETING

It was confirmed that the next Full Parish Council Meeting would be held at The Old School Community Centre, The Green, Long Melford, Suffolk CO10 9DX at 7:30pm, Thursday 7th April 2022.

There being no further business the Chair closed the meeting at 9:37pm.

Signed: _____

L. Malvisi

Chair, Long Melford Parish Council

Date: _____

7 / 04 / 2022

Long Melford Parish Council
Meeting of the Full Parish Council
Thursday 3rd March 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
22/03-3 (a)	1 Parish Clerk's Report
22/03-3 (b)	2 LMPC Action Plan
22/03-4 (a)	3 March 2022 payments schedule
22/03-4 (b)	4 January 2022 cashbook report
22/03-5 (b)	5 Upper Green Project Works
22/03-5 (c)	6 Melford Walk Handrails - Briefing & Estimate
22/03-5 (d)	7 Torch Relay Email

Long Melford Parish Council

Parish Clerk's Report for the FPC Meeting March 2022

1. Claim for Personal Injury – Old School Car Park

The Council's insurers have confirmed that the claim has been settled in the sum of £12,533, comprising £7,000 damages and £5,633 costs and disbursements. The matter has now been closed.

2. War Memorial Plinth Repair

The provision of a quote by a firm of local stonemasons has been delayed by a key member of their staff having to self-isolate due to COVID-19. They have confirmed that the quote will be prepared and submitted ASAP.

3. Council Property Valuation

The property valuation has been completed.

4. Old School Car Park EV Charging Points

One charging point remains out of action pending replacement of a faulty component.

5. Rationalisation of the Council's IT Setup

A contractor has commenced work on the Council's IT setup. The most important issue, implementing automated off-site data backup for the clerk and RFO, has been completed.

6. BDC Locality Award Applications

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 has been submitted.

A Locality Award application to District Councillor Malvisi for £538 ex VAT as a contribution towards revised Melford Walk signage.

7. BDC Locality Award Grants

£300.00 from Cllr Malvisi to support the Long Melford Biodiversity group to plant hedges and indigenous trees. £800.00 from Cllr Malvisi to support Melford in Bloom. £300.00 from Cllr Nunn to support the Long Melford Biodiversity Group in erecting owl boxes in Long Melford cemetery.

8. Councillor Vacancy

The vacancy has been advertised to be filled by co-option. So far two applications have been received. The closing date for applications is 11/03/2022.

9. Bins

3no. dog waste bins and 2no. general litter bins have been ordered at a cost £668 ex VAT. BDC would be supplying and installing 3no. dog waste bins and 2no. litter bins shortly FOC. The bin for the Chad Brook footbridge, removed for maintenance work, would be reinstated shortly.

10. VAS Batteries

2no. spare VAS unit batteries have been ordered at a cost of £510 ex VAT.

11. Standing Orders Review

Cllrs Malvisi and D. Watts met with the Clerk to review the draft document, as the result of which several changes and information regarding the implications for some of the Council's sub-group has been requested. The revised document will then undergo further review and amendment as necessary prior to bringing it before the Council at its April 2022 meeting.

12. 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.

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

Long Melford Parish Council
Mar 2022 payment schedule

Presented to the Parish Council meeting dated 3 March 2022

Appendix 3

		Amount	VAT Accrual	Net Payment
March 2022 payments for authorisation				
Harcourt Powell	Buildings reinstatement valuation for insurance	£295.00	£0.00	£295.00
P Crawford (Contracting) Ltd	Install new barrier near The Black Lion and resurface	£3,535.18	£589.20	£2,945.98
Indigo Ross	Long Melford Country Park signage	£76.80	£12.80	£64.00
Indigo Ross	MIB: foamboard signage	£32.40	£5.40	£27.00
Alan Sawyer	February expenses	£34.00	£0.00	£34.00
Lexden Computer Services Ltd	IT Support	£120.00	£20.00	£100.00
GJ Tyler	Return of exclusive burial rights	£100.00	£0.00	£100.00
Auto Innovations	Melford Walk signage	£645.60	£107.60	£538.00
S Bennett Groundworks	Dig out ditches along Melford Walk	£432.00	£72.00	£360.00
WJ Green Ltd	Service and maintenance of cemetery equipment	£979.98	£163.33	£816.65
		£6,250.96	£970.33	£5,280.63
Council orders payable before 31 March 2022				
Amberol	4 x 860mm barrell planters	£976.63	£162.77	£813.86
Holmes & Hills LLP	Registration 'Charity of John Hill' of land at Pentlow	£933.00	£150.00	£783.00
		£1,909.63	£312.77	£1,596.86

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

March 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 March 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 March 2022

Councillor Signature:

How paid received	Payer	Description	Amount	VAT	Net
Council receipts during January 2022					
500535	Old Sch car park users	Old Sch car park	157.20	0.00	157.20
500535	CP car park users	CP car park donations	64.22	0.00	64.22
500535	Country Park	CP plaque and dog bags	-17.39	0.00	-17.39
500535	JS Munro	Jan CP cafe rental	125.00	0.00	125.00
500535	RA Odell	Burial income	113.14	0.00	113.14
500535	Co-op Funeral	Burial income	575.00	0.00	575.00
FPI	Little Woodland Tribe	CP nursery rental	210.00	0.00	210.00
FPI	The Swan	Cordell Place play area	379.07	0.00	379.07
FPI	Ailsa Dove	Burial income	410.00	0.00	410.00
FPI	Ailsa Dove	Burial income	820.00	0.00	820.00
BGC	Babergh District Council	Q3 Cleansing grant	1,042.47	0.00	1,042.47
FPI	Saxon Memorials	Burial income	55.00	0.00	55.00
500536	Old Sch car park users	Old Sch car park	191.36	0.00	191.36
500536-NS	East of Eng Co-op	Burial income	575.00	0.00	575.00
FPI	H&AW Palmer Ltd	Burial income	575.00	0.00	575.00
FPI	H&AW Palmer Ltd	Burial income	1,050.00	0.00	1,050.00
NWBS2LLO	Nationwide Building Society	NWBS to Lloyds	28.88	0.00	28.88
			6,353.95	0.00	6,353.95
Council payments during January 2022					
DD	British Gas	Electricity to 12/12/21	51.89	2.47	49.42
DD	British Telecom	Cemetery mobile	13.70	2.28	11.42
FPO	ETF Ltd	Upper Green public toilets Dec	800.40	0.00	800.40
FPO	ETF Ltd	Cordell Rd public toilets, Dec	120.00	0.00	120.00
FPO	TA Accounts	Jan 2022 payroll	6,435.83	6.80	6,429.03
DD	Lloyds Bank Chargecard	Brochure display/holder	6.90	1.15	5.75
DD	Lloyds Bank Chargecard	Stihl mowing line	28.75	4.79	23.96
DD	Lloyds Bank Chargecard	Prime delivery	0.99	0.00	0.99
FPO	Alan Sawyer	Dec 2021 expenses	35.50	5.20	30.30
FPO	Indigo Ross	Country Park signage	140.40	23.40	117.00
SO	LM Old Sch Community Centre	Room hire for Council meeting	20.00	0.00	20.00
FPO	John Moore Tree Services	Tree planting near Bull Hotel	295.00	0.00	295.00
FPO	MMC Locksmith	Repair to public toilet lock	85.00	0.00	85.00
FPO	P Crawford	Top soil seed and mesh for Upper Green	3,816.65	636.11	3,180.54
FPO	P Crawford	Cut Old Sch car park hedge	155.16	25.86	129.30
FPO	Paul MacLachlan	Apr to Dec expenses	60.76	0.00	60.76
FPO	Perrywood	MIB plants	10.77	1.80	8.97
FPO	Sudbury Town Council	Q4 Contract hours	618.00	103.00	515.00
FPO	Sudbury Town Council	Q3 Contract mileage	46.80	7.80	39.00
BGC	EOn	Cemetery electricity refund	-1,072.86	-51.09	-1,021.77
DD	EOn	Electricity to 31 Dec 2021	112.93	5.38	107.55
DD	EOn	Electricity to 31 Dec 2021	10.28	0.49	9.79
DD	EOn	Electricity to 31 Dec 2021	152.81	7.28	145.53
SO	Susanne Dixon	Jan CP Ranger contract	550.00	0.00	550.00
SO	Anglia Car Charging	Monthly EV charging/support	57.60	9.60	48.00
DD	British Telecom	Office phone to 12/1/22	232.26	38.71	193.55
			12,785.52	831.03	11,954.49

Agenda Item 22/03-5 (b)

Upper Green Project Works – Invoice Approval in the Sum of £2,945.98

The work on the upper green that is being co-funded by the PC and Holy Trinity church is now largely complete (but see below re the car park re-surfacing). To remind council, wooden helm/farm gates have been put at the east end of the Trinity Hospital car park and good quality oak sleepers (expected to weather well and to be hard wearing) have been placed around the car park, to secure it from inappropriate and damaging entry across the grass. A consequence of the work has been to recover a frontage of c2m depth of previously buried car park along the southern edge of the site. The car park is licenced to the PC by Melford Hall Estates.

A hardwood single bar gate has been placed across at the corner of the green near the Black Lion and this has been bolstered by wooden posts each side and a stone run-up from the road.

To help protect the ground at the east end of the car park which was prone to being churned up and rutted, a ground-mesh has been laid covering c30x20m and grass is now growing well through the mesh.

The grass/mesh needs another 3 months or so to really establish itself (it was partly damaged before Christmas by visitors prior to a large funeral) and the plan then is that all hazard tape etc will be removed and the gates at the top will be open when the weather is (largely) dry and the green can cope with motor vehicles. The committee running this project hopes that will be for much of the summer and well into each autumn, so residents/visitors can enjoy the green without unduly damaging it. There will also be periodic winter opening, especially for large events and with weather conditions duly weighed up.

Melford Hall Estates has agreed to pay for the pending repair to the quite extensive muddy area closest to the Black Lion gate and this will be scheduled for the autumn. This will involve re-contouring the land back to its original topography with topsoil, then re-seeding and whilst I am not privy to the estimate for this, the sum concerned is not inconsequential and it leaves Melford Hall Estates very much as a stake-holder in the whole project, not least as they own the land and have given permission for the whole project in the first place.

Photographs of all the above are attached to this briefing.

We have now had the remaining invoices from the contractor for the work being shared by the PC and the church, amounting to:

1) Long Melford Green

To install pair of Raised Helve 5 bar wooden gates, and install sleepers around edge of car park area, secured with iron work as per estimate dated 19/10/2021 20% 5,317.85

Total Net: £ 5,317.85

plus V.A.T.: £ 1,063.57

Total Invoice: £ 6,381.42

And

2) Long Melford Green

Install new barrier and posts opposite The Black Lion
and resurface to match the Old School car park 20% 2,945.98

Total Net: £ 2,945.98

plus V.A.T.: £ 589.20

Total Invoice: £ 3,535.18

Clearly the VAT can be discounted and Invoice 1) is as per the previously approved estimate. However Invoice 2) is £2,945.98 (+ vat) but the original estimate, for a metal single bar swing gate etc was for £1,950.68 (plus vat), so there is an excess of £995.30 and this motion seeks councillors' authorisation for this higher sum to be paid.

The reason for the excess relates to the planning approval for this lower gate, as the BDC Heritage Dept was not prepared to accept a metal swing gate (as per our planning application and as per the first quote) but wanted a hard-wood swing gate and in the end that was a condition of planning and had to be made specially for us by Clarke's of Walsham. I think the outcome is very good as per the attached photo.

This is an important gate which needs to look good whilst not being overbearing, as it is immediately in the line of vision for pedestrians and motorists at the eastern end of Westgate Street, one of the key entry points to the village.

NB

The church has agreed to pay half of the original estimate (that is half of £15,678.53) by way of a donation to the project cost. I have advised the church warden, Ian McDonald, of the excess, both informally when we were aware that there would be an excess of approx £1,000 and now. He has put forward his view to me that the church might be willing to pay half of the higher sum (50% x £16,673.83) in the spirit of being equal partners in the co-project and he has asked me to write to the church treasurer to that effect. So my request here is that councillors approve in the first instance, payment of the invoice including the excess of £995.30, with a good chance that for the council that excess may only be £497.65. I will seek that extra donation when I contact the church treasurer, but as it has to go through the church council it cannot be guaranteed. So the figure of £995.30 is the 'worst case' excess.

Finally the council previously approved that the next stage of the project will be to arrange re-surfacing of the car park itself on a similar basis to the re-surfacing at the rear of the Old School car park (with an upper budget of £20,000) and I will now be seeking 3 quotes for that work. I will also be entering discussions with the church as to a potential contributor towards that work as well.

Thank you.

Cllr Jonathan Ewbank

15/02/2022

Agenda Item 22/03-5 (c)
Melford Walk - Handrails

The Council will recall that it received a previous estimate (last year) for installing three handrails at a cost of £700 ex VAT. It transpired, however, that although the contractors was asked to conduct a pre-quote site visit, this didn't take place and they had offered a price for 20 metres of timber rail, job unseen. Ultimately, the project was deferred while maintenance work was carried out on the Walk. In the interim, a handrail has been installed at one of the site entrances by volunteers.

The revised estimate is for handrail installation at the two sloped entrances by Roman Way culvert. A site visit and assessment has revealed that 38 metres of rail is required. The price of £1,075 ex VAT includes a full credit of £215 for the material originally purchased by the Council for the project, and stored by the contractor since last year.

The contractor has advised that if the Council authorises the work then he can schedule it for the week commencing 14th March 2022.

During the site visit which took place w/c 14/02/2022, was confirmed that the work wouldn't disturb any nesting birds as no vehicular machinery would be required, and the slopes have been well cut back over the winter. The slopes remain quite slippery and one in particular is steep, so for safety reasons it is strongly advised that the installation of the handrails should be progressed as soon as possible.

Cllrs L. Tipper & I. Bartlett
22/02/2022

Appendix 6

BW Fencing Specialists Ltd
5 Granger Close
Walsham le Willows
Bury St Edmunds
Suffolk IP31 3FX
sales@bwfencingspecialists.co.uk
www.bwfencingspecialists.co.uk
VAT: 306251928

Lisa Tipper
Long Melford Parish Council

ESTIMATE 56 **17 February 2022**

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
Service	RE Station Road, Melford Walk, Long Melford To install 100mm Half Round rail beside 100mmx100mm square posts which are to be dug in and concreted at least 2ft. Green in colour. Galv screws for exterior use to be used when attaching rails to posts. Sanding sharp edges to be done when work is complete by us. Materials, labour, delivery included.	1,290.00	20%	1,290.00
Credit	Credit - for estimate to install rustic handrail last year. Materials were invoiced to store but now won't be used.	-215.00	20%	-215.00
Net Total				1,075.00
VAT				215.00
GBP Total				£1,290.00

Other Information

Company Registration Number: 13683516

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

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

When breaking ground, sometimes there are problems below the surface such as a large amount of concrete that is not obvious above ground, and this may incur additional costs if machinery is required. However these will be discussed with you as soon as the problem occurs.

From: Festival of Suffolk <info@festivalofsuffolk.org>
 Sent: 18 February 2022 12:07
 To: clerk@longmelford-pc.gov.uk
 Subject: Festival of Suffolk - Get involved in the Lord Lieutenant's Torch Relay

Dear Councillor,

Lord Lieutenant's Torch Relay

A symbolic torch will tour the county of Suffolk from Friday 13th May until Wednesday 1st June in order to herald the start of the Festival of Suffolk and the celebrations to mark HM the Queen's Platinum Jubilee. The torch will be carried by selected torch bearers and transported by rickshaw. The torch provides light, symbolising a bright and prosperous future for the county. Its function is threefold:

- to herald the Festival of Suffolk
- to transmit a message of peace, unity and friendship to the people of Suffolk
- to showcase all that is good in Suffolk; places and people
-

Route / Timings

The torch will begin its journey on the county boundary at Brandon and then pass through 250 towns and villages, a distance of over 550 miles, before reaching its final destination at the Suffolk Show in Ipswich.

Torch Bearers

Communities across Suffolk are invited to nominate worthy individuals to carry the torch. These could include local heroes or notable characters chosen in recognition for their service to the community. The torch bearer will be transported by e-rickshaw which is equipped to carry passengers of all ages and abilities. We would be grateful if you could please nominate a torch bearer for your area. We will need a response by 31st March if possible.

Escort Team

A small team comprising of the rickshaw driver and a support vehicle will escort the torch throughout its journey. The team will keep the torch on schedule and ensure the safe passage of the torch.

Risk Assessment / Safety Plan

Where possible the rickshaw will use bike lanes. However, a significant amount of the route will use the highway network where the rickshaw will be treated like any other slow moving vehicle.

Covid 19 Response

Throughout the planning for this event, every consideration has been given to the Covid 19 response and appropriate safety measures have been included.

Media

It is expected that there will be a lot of media interest in the torch relay and in particular in the stories of the local heroes carrying the torch.

Torch Relay Locations

The Long Melford leg of the Relay is scheduled for Day 6 of 20, Wednesday 18th May 2022, and is estimated to be 4.8 miles long. The relay points on the day are:

Haverhill, Kedington, Brockley Green, Chimney Street, Hundon, Clare, Cavendish, Glemsford, Boxted, Hartest, Lawshall, Lavenham, Long Melford, Sudbury.

The Torch Relay Route Schedule can be accessed on the internet [here](#).

The Torch Relay Route Map can be accessed on the internet [here](#).

Festival of Suffolk - Get involved...

From village picnics to race days, parades and carnivals, the events calendar for The Festival of Suffolk is already filling up! Visit the website below and be sure to connect with The Festival of Suffolk on social media too.