



Full Parish Council

Minutes of Annual Meeting

Meeting called for: **7:30pm, Thursday 6th May 2021**

Location: **Conducted by remote videoconferencing due to the COVID-19 pandemic.**

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

Councillors absent: **R. Kemp, J. Lines** (on an authorised leave of absence)

Also attending: **D. Lovelock** (Parish Clerk), **P. McLachlan** (RFO), **17 members of the public**

If not attached to these Minutes then associated documents referred to in it are available online at www.longmelford-pc.gov.uk, or from the Parish Clerk on request.

The Chair opened the meeting at 7:33pm, welcoming those present to the Council's Annual Meeting. The following Agenda Items were then addressed.

21/05-1 MOTION: Election of the Parish Council Chairman

Resolved, that the Council elects Cllr Liz Malvisi as its Chairman, to serve for a term one year.

21/05-2 MOTION: Election of the Parish Council Vice Chairman

Resolved, that the Council elects Cllr Dave Watts as its Vice Chairman, to serve for a term of one year.

21/05-3 Apologies for Absence

Apologies were received from Cllr Kemp.

21/05-4 Declarations of Interest & Requests for Dispensation

No declarations of interest were received regarding items on the Agenda.

No requests for dispensation were received regarding items on the Agenda.

21/05-5 MOTION: Accuracy of Minutes

Resolved, that the Council confirms the accuracy of the Minutes for the Full Parish Council Meeting held 1st April 2021, and for the Extraordinary Full Parish Council Meeting held 22nd April 2021, and that the Chairman authorises the Clerk to apply the Chairman's signature to them electronically.

21/05-6 Public Participation

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

21/05-7 County Councillor's Report

It was noted that Cllr Kemp has not submitted a report.

21/05-8 District Councillors Reports (Appendix 15)

- (1)** The Council received and noted a joint District Councillor's report, submitted by Cllrs Malvisi and Nunn.
- (2)**

21/05-9 Parish Clerk's Report (Appendix 1)

The Council received and noted the Clerk's report regarding matters arising since the last meeting.

21/05-10 Council Action Plan Review (Appendix 2)

The Council received and noted the updated Action Plan.

Regarding item 21/04-10 (4), Cllr Delderfield said that he hoped to convene a meeting of the charity trustees within the next two weeks.

Cllr D. Watts provided an update regarding the local Quiet Lanes project.

21/05-11 Council Financial Matters as Listed

The Council received and agree the following financial items.

(1) MOTION: Payments Schedule (Appendix 3)

Resolved, that the Council agrees the Payment Schedule for May 2021 with the exception of a payment due to its Solicitors, in respect of which the Clerk and the RFO were requested to obtain a detailed breakdown of the charges which could then be emailed to the Councillors for approval or otherwise.

(2) Cash Book Report (Appendix 4)

The Council received and noted the cashbook report for March 2021.

(3) MOTION: Matters Arising from the Finance Committee Report

Resolved, that the Council considers and notes the Finance Committee Report (Appendix 5 - draft minutes) and its recommendations, and acts as follows:

- i. **That the Council has considered the report of the Internal Auditor (Appendix 6) and notes the absence of any actions or recommendations.**
- ii. **That the Council adopts the 2020-21 accounts (Appendix 7).**
- iii. **That the Council approves the 2020-21 Annual Governance Statement at Section 1 of the Annual Governance & Accountability Return (Appendix 8), and authorises the Clerk and Chairman to add their signatures to the document.**
- iv. **The RFO advised that the External Auditor has directed Councils that staff expenses should be included in 'All Other Expenses' (Box 6) rather than in Staff costs (Box 4) and that this should also be applied retrospectively to totals for the year ending 31 March 2020. The Council then resolved that it approves the 2020-21 Annual Accounting Statement at Section 2 of the Annual Governance & Accountability Return (Appendix 9), and authorises the Chairman to add their signature to the document.**

The Councillors thanked the RFO for his efforts regarding the above items, and for ensuring that there were no issues of concern for the Auditor to raise.

21/05-12 Other Business to be Transacted

The Clerk requested that the Council agreed to voting for Agenda Items 21/05-12 (1), (2), and (3) to be conducted on the basis that, for its committees, working groups and Council representatives:

- The process of nominating and seconding each candidate would be dispensed with.
- Prior to each vote being taken, he would ask if any incumbent members wished to stand-down, and if any non-members wished to be considered for membership.
- Members would be elected based upon a simple quorate majority vote for a particular candidate, with the quorate majority for the meeting being six votes.
- He would advise Councillors where the Council also needed to vote for a committee's chairman.

This was agreed by the Council, and voting then proceeded regarding Agenda Items 21/05-12 (1), (2), and (3).

(1) MOTION: Election of Council Committee Members & Chairmen

Resolved, that the Council elects the members of the following Committees to serve for a term of one year, with the membership being as set out in Appendix 10.

- **Planning Committee**
- **Finance Committee**
- **Personnel Committee**



- Country Park Committee
- Emergency Planning Committee
- Village Volunteers Group Committee

(2) MOTION: Election of Council Working Group

Resolved, that the Council elects the members of the following Working Groups to serve for a term one year, with the membership being as set out in Appendix 10.

- Neighbourhood Planning Working Group
- Parish Infrastructure Investment Plan Working Group
- Melford Green Working Group
- Personal Data Working Group
- Village Seating Working Group
- Old School Car Park Upgrade Working Group

Only one Councillor was elected to the **Cordell Place Play Area Working Group**, and as a result it was decided during the discussion of Agenda Item 21/05-12 (4) to suspend its activities pending further consideration of the best way to progress the Play Area project.

(3) MOTION: Election of Council Representatives to External Bodies

Resolved, that the Council elects Councillors to act as its representatives for the following external bodies to serve for a term of one year or as otherwise indicated, with the appointments being as set out in Appendix 10.

- Melford in Bloom
- Long Melford Village Hall
- LM Community Association
- Long Melford Defibrillator Project
- Long Melford Business Association
- Long Melford Hospital Charity - There was a query regarding whether one of the Council's representatives (a member of the public) wished to continue for a further term. **As a result, resolved that:**
 - i. Cllr Nunn would be re-elected for a further term (four years).
 - ii. That the view of the member of the public representative would be ascertained and, if they did not wish to continue, then the Council would elect another representative at a later date.

(4) MOTION: Cordell Place Play Area Project (Appendix 11)

The motion consisted of three elements:

- i. To accept the recommendations of the Play Area Working Group regarding the type of new equipment to be installed in the play area.
- ii. To decide if the requirements of Council's Standing Orders and Financial Regulations regarding putting projects exceeding £25,000 out to tender can be and should be set aside regarding the project.
- iii. Contingent upon Motions 21/05-12 (4)(i) and (ii), to decide if it wished to accept one of the three quotations as contained in Appendix 11.

The Council commenced discussing the details of each proposal.

Cllr R. Michette left the meeting at 8:52pm.

Following further discussion the Council agreed to defer any decisions regarding the project pending obtaining more information about the equipment requirements for the Play Area, and to ensure that the relevant legislative obligations could be met in full, with a proposed timescale of returning to the matter within two months. As part of its reconsideration of the project the Council decided that the work of the Cordell Place Play Area Working Group should be suspended.

(5) MOTION: Cemetery Funeral Attendance

Resolved, that the Council agrees to the number of mourners allowed to attend a funeral at the Cemetery being in accordance with national guidelines, commencing with an immediate uplift from six persons to thirty persons.



(6) MOTION: Additional Costs for Lower Green Car Park Refurbishment (Appendix 12)

Resolved, that the Council authorises expenditure for the following items, additional to the original project funding.

- i. Brick pillar and donation safe (estimated) - £800
- ii. Car park and directional signage (estimated) - £1,500
- iii. Marking of 4 disability parking spaces (estimated) - £500
- iv. Additional 240L wheelie bin - £491 p.a for weekly emptying

(7) MOTION: SCW Service Agreement – Schedule of Works (Appendix 13)

The Council discussed the motion.

CLlr C. Michette left the meeting at 9:34pm.

Resolved, that the Council approves a set of qualifying works/projects that will fall within the Sudbury Community Wardens Service Agreement for 2021/22. These works to be overseen by the LMPC Parish Clerk, who will coordinate with the Sudbury Community Wardens regarding their completion.

21/05-13 Reports

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

(1) Country Park Committee Report (Appendix 14)

The Country Park Committee's report was received and noted.

21/05-14 Details of the Next Meeting

The Clerk advised that there had been two recent Court rulings regarding the ability of local authorities to meet remotely between 6th May and before the rescinding of most coronavirus remediation measures, planned by the Government for 21st June. He would consider the implications and report to the Council as soon as possible. The situation was further complicated by the URC closing, so a new venue had to be found for physical meetings. The Clerk said he had been able to make a provisional booking with the Old School Community Centre, which he would confirm subject to the Council's approval, which was given. **A decision regarding holding the June 2021 Planning Committee and Full Council meetings was then deferred, pending receipt of further information.**

There being no further business, the Chairman closed the Meeting at 9:49pm

Signed: _____


L. Malvisi

Chairman, Long Melford Parish Council

Date: 03/06/2021

Long Melford Parish Council
Meeting of the Full Parish Council
Thursday 6th May 2021
Annual Meeting - 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
21/05-9	1 Parish Clerk's Report
21/05-10	2 LMPC Action Plan
21/05-11 (1)	3 May 2021 Payments Schedule
21/05-11 (2)	4 March 2021 Cashbook Report
21/05-11 (3)	5 Finance Committee Meeting Report 20 21 04 27
21/05-11 (3)(i)	6 Internal Audit Report 2020-21
21/05-11 (3)(ii)	7 Accounts for the year to 31 March 2021
21/05-11 (3)(iii)	8 AGAR Section 1 - Governance
21/05-11 (3)(iv)	9 AGAR Section 2 - Accounting
21/05-12 (1, 2, 3)	10 LMPC - Annual Elections
21/05-12 (4)	11 Play Area Quotes
21/05-12 (6)	12 Additional Costs for Lower Green Car Park Refurbishment
21/05-12 (7)	13 Notes re qualifying works under SWC Agreement
21/05-13 (1)	14 Country Park Committee Report May 2021
21/05-8 (2)	15 District Councillor's Report

NOTES

Parish Clerk's Report for the FPC Meeting May 2021

Public Consultation Exercise

A public consultation in respect of the Neighbourhood Plan Rural Gap Spaces has closed and several responses were received. They are being considered by the NP Steering Group.

Cordell Place Play Equipment Refurbishment

Paint has been ordered for the refurbishment of play equipment by the Village Volunteers.

Country Park Toilet Plumbing Refurbishment

The current plumbing has reached the end of its service life and is in urgent need of repair and/or upgrading. Quotations for the work have been requested.

Public Seating

Three benches have been ordered, to be located in Hall Street. SCW have been commissioned to install them. The Hyde Parker Estate has been asked for permission to install a further two benches by the wall of the Trinity Hospital – response pending.

Mills Lane Quiet Lane Project

As part of the formal public consultation process a public meeting will be held jointly by LMPC and Acton PC on 21st June 2021, at 6:30pm via Zoom, to discuss the proposals. Cllr D. Watts is the LMPC lead for this project, and further details of the meeting will be published shortly.

Actions Arising from Meetings

Agenda Reference	Action Arising	For Action By	Status	Review Due
19/171 (Jan 2020)	Complete a land registry search to ascertain the ownership of the Hills Charity Land	Cllr Delderfield	In the hands of the Land Registry and likely to take 6-12 months to complete	Apr-21
19/187 (Feb 2020)	Resolve Melford Green access and parking issues	Cllr Ewbank Cllr Nunn	Investigating funding options for remedial work Working Group planning to meet to discuss public consultation phase of the project	May-21
19/194 (Feb 2020)	Council to instruct solicitors to conduct a Land Registry Search regarding the cricket playing field	Cllr Delderfield	In the hands of the Land Registry and likely to take 12-18 months to complete	Aug-21
20/03-17	Purchase additional VAS devices using over £3,600 of allocated S106 money	The Clerk	Information for purchase assembled and funds available	Apr-21
20/07-15	Investigate the cost of proposed improvement works to the Village centre and report to the Council	Cllr Bartlett Cllr Ewbank	Investigating the use of protective posts around mini-greens	May-21
20/08-17	Redraft the Civic Awards Policy	The Clerk	Pending	May-21
20/08-18	Progress Cordell Place Play Area improvement bid with BDC, to supplement £12,000 of S106 funding allocated by the Parish Council	Cllr C Michette Cllr R Michette	Cllrs C and R Michette progressing grant application with BDC and sourcing additional funds	May-21
20/10-16	Employ an external contractor to revamp the Council website	The Clerk	Pending	May-21
20/10-20	IT systems review	The Clerk	Pending	May-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	May-21
20/11-11 (c)ii	Make arrangements for Councillors, staff and contractors to undergo data protection and GDPR training	The Clerk	Pending	May-21
20/11-11 (c)iii	Create and adopt a policy for the use of social media by Councillors and Council staff	The Clerk	Pending	May-21
20/11-11 (e)	Progress the Old School Car Park Resurfacing project	Cllr Ewbank Cllr Delderfield	In progress	May-21
20/11-15 iii	Make Code of Conduct training available for Councillors	The Clerk	Pending	May-21
20/12-10 (1)	Pursue with the County Council the option of constructing a central pedestrian refuge in Hall Street to facilitate safe crossing of the road	Cllr Kemp	Being progressed with SCC	Apr-21
20/12-10 (3)	Implement a recommendation by the Monitoring Officer that Councillors and staff should receive training in conflict resolution	The Clerk	Pending	Jul-21
20/12-10 (5)1	Purchase new signage for the Country Park up to a maximum of £3,550	Country Park Committee	Pending	May-21
20/12-10 (5)3	Purchase new bins for the Park's car park area, up to a maximum of £600	Country Park Committee	Pending	May-21
21/01-10 (5)ii	Arrange for a risk assessment regarding cycling along the Railway walk to be conducted	The Clerk Cllr Tipper	Liaising with assessor regarding requirements	Apr-21
21/02-10 (8)	Obtain quotes for work to the three sloped entrances to the Melford Walk	The Clerk	In progress	May-21
21/03-10 (2)	Obtain further quotes for renovating the War Memorial and quotes/tenders for replacing the Memorial with a new item to the original design	The Clerk	In progress	Jun-21
21/04-10 (3)	Obtain quotes for the remedial tree work recommended in the H&S Tree Survey Report	The Clerk	In progress	May-21
21/04-10 (4)	Hold a meeting of the charity trustees to decide immediate and future actions required	Cllr Delderfield	Pending	
21/04-13	Ascertain the legal position regarding an alleged misuse of Council stationery	The Clerk	In progress	May-21
21/04-E4	Redraft the revised Standing Orders for the Council's further consideration	The Clerk	In progress	Jun-21

Appendix 3

Contractual and other payments approved by Cllrs email since the last meeting		Amount	VAT Accrual	Net Payment
Alan Sawyer	Passing on payment from War Graves Commission	£80.00	£0.00	£80.00
ETF Ltd	Cleaning of office & Cordell Rd toilets, Mar 2021	£838.40	£0.00	£838.40
ETF Ltd	Cleaning of Cemetery toilets, Mar 2021	£140.00	£0.00	£140.00
Cllr J Ewbank	Melford in Bloom plants	£334.75	£55.80	£278.95
Maps4Planners	Neighbourhood Plan maps	£262.50	£0.00	£262.50
Paul Wilson	MIB: Materials for 5 sleeper planters	£37.33	£6.22	£31.11
Paul Wilson	MIB: Materials for 5 sleeper planters	£690.00	£115.00	£575.00
Suffolk Tree Services Ltd	Tree survey at Country Park, Church and Railway Walk	£1,296.00	£216.00	£1,080.00
Tomlinson Groundcare	Trailer/Barrow for Country Park	£249.00	£41.50	£207.50
Cllr John Nunn	Woodstain for Community Volunteers work to benches	£19.00	£3.17	£15.83
Lee Phillips	Top up Council Covid-19 mobile phone	£20.00	£0.00	£20.00
Susanne Dixon	March 2021 Ranger contract	£550.00	£0.00	£550.00
TA Accounts	April 2021 payroll	£6,350.41	£6.80	£6,343.61
UK Power Networks	Provision of electricity supply to Old School car park	£2,373.60	£395.60	£1,978.00
		£13,240.99	£840.09	£12,400.90
Chargcard payments authorised by the Clerk				
Best Host	Website SSL certificate to 10 March 2022	£24.00	£0.00	£24.00
		£24.00	£0.00	£24.00
May 2021 payments for authorisation				
Suffolk Association of Local Councils	2021/22 SALC subscription	£810.44	£0.00	£810.44
Suffolk Association of Local Councils	2021/22 NALC subscription	£225.57	£0.00	£225.57
Rialtas Business Solutions Ltd	Year-end online closedown of 2020/21 accounts	£432.00	£72.00	£360.00
Babergh District Council	Collection of fortnightly trade refuse, Churchyard	£295.00	£0.00	£295.00
Babergh District Council	Collection of fortnightly trade refuse, Old School car park	£265.00	£0.00	£265.00
Inst of Cemetery & Crem Management	2021/22 ICCM Council membership	£95.00	£0.00	£95.00
Heelis & Lodge	2020/21 Internal Audit fee	£310.00	£0.00	£310.00
Birketts	Professional fees	£1,200.00	£200.00	£1,000.00
Amberol Ltd	Melford in Bloom, 19 barrel planters	£4,276.44	£712.74	£3,563.70
Paul Wilson Handyman	Country Park maintenance materials	£161.52	£21.09	£140.43
Alan Sawyer	April 2021 expenses	£144.97	£13.61	£131.36
Inst of Cemetery & Crem Management	2021/22 ICCM Cemetery Manager membership	£95.00	£0.00	£95.00
VR Electrical	Defibrillator installation at Cricket Pavillion	£240.00	£0.00	£240.00
Susanne Dixon	April Ranger contract	£550.00	£0.00	£550.00
Susanne Dixon	Country park hygiene products	£254.17	£42.33	£211.84
Grown in Suffolk	To fill sleeper planters with soil/gravel/compost, MIB	£210.00	£0.00	£210.00
Grown in Suffolk	Watering planters and barrels 14 April 2021, MIB	£60.00	£0.00	£60.00
Perrywood	MIB plants	£110.87	£18.50	£92.37
		£9,735.98	£1,080.27	£8,655.71

Payments due prior to next meeting

Direct debit and standing orders approved by the Council in March 2020, August 2020 and March 2021
May 2021 salary, pension and HMRC payments
Contractual payments arising from prior decisions of the Council
Payments arising from decisions of the Council on 6 May 2021

The payments above were authorised at the Parish Council meeting dated 6 May 2021

Councillor Signature:

Note: The April 2021 Payment Schedule recorded the payee for the covid-19 vaccine signage as Coastline Graphics Ltd. It was discovered that payment had already been made by Stuart Poole so he was the person paid

Appendix 4

How paid received	Payer	Description	Amount	VAT	Net
Council receipts during March 2021					
BGC	Babergh District Council	Recycling credit	477.30	0.00	477.30
Int	Nationwide BS	February interest	26.08	1.00	25.08
FPI	Stone Writer Memorials	Chatters Sec D: X4	105.00	2.00	103.00
500470	JS Munro	Country Park Cafe	100.00	3.00	97.00
500470	PM Davey	MIB donation	100.00	4.00	96.00
500470	Budgens	Collection for defibrillator	83.10	5.00	78.10
500471	General public	Feb CP car park donations	46.53	6.00	40.53
FPI	Luxstone Memorials	Steward Sec C: N2	55.00	7.00	48.00
BGC	Coomonwealth War Graves	Cemetery maintenance	80.00	8.00	72.00
BGC	Babergh District Council	Cleansing grant	1,020.24	9.00	1,011.24
BGC	Babergh District Council	Grant: Covid volunteer	800.00	10.00	790.00
BGC	Suffolk County Council	Locality grant: MIB	1,000.00	11.00	989.00
BGC	Suffolk County Council	Locality grant: Upper	1,000.00	12.00	988.00
FPI	H & AW Palmer	Freda Knott Sec D: P17	575.00	13.00	562.00
FPI	H & AW Palmer	James Morris Crem 4: A14	820.00	14.00	806.00
FPI	H & AW Palmer	Matthew Ames Sec D:	1,050.00	15.00	1,035.00
FPI	H&AW Palmer Ltd	Frances Riley Sec D: R1	410.00	16.00	394.00
			7,748.25	136.00	7,612.25
Council payments during March 2021					
DD	EOn	Electricity to 14/2/21	9.73	0.46	9.27
DD	Wave	Water to 3/2/21	11.97	0.00	11.97
DD	Wave	Water to 14/2/21	152.65	0.00	152.65
DD	Wave	Water to 14/2/21	274.06	0.00	274.06
DD	British Gas	Electricity to 12/2/21	53.88	2.56	51.32
DD	British Telecom	Cemetery Manager mobile	21.60	3.60	18.00
FPO	Alan Sawyer	Alan Sawyer Feb expenses	140.12	22.27	117.85
FPO	ETF Ltd	Jan & Feb cemetery / Cordell Rd toilets	1,616.00	0.00	1,616.00
FPO	Indigo Ross	Neighbourhood Plan 50% charge	952.50	208.75	743.75
FPO	Indigo Ross	Melford Walks A1 board design	300.00	0.00	300.00
FPO	Mrs Keogh	Maintenance materials	49.74	0.00	49.74
FPO	Susanne Dixon	Feb Ranger contract and maintenance costs	658.09	9.40	648.69
FPO	Sudbury Office Supplies	Office sundries	16.50	2.75	13.75
FPO	TA Accounts	March payroll	6,190.80	6.80	6,184.00
FPO	Top Marques	Comm volunteer hiviz vests	44.94	7.49	37.45
FPO	Trustees Hyde Parker Estate	Old Sch cp lease to 28/09/21	250.00	0.00	250.00
FPO	Trustees Hyde Parker Estate	Old Sch cp lease to 28/09/20	25.00	0.00	25.00
DD	PortalPlanQuest Ltd	Old Sch cp planning fee	58.00	0.00	58.00
DD	British Gas	Electricity to 20/2/21	89.11	4.24	84.87
FPO	Alan Sawyer	Alan Sawyer Mar expenses	78.43	4.58	73.85
FPO	Auto Innovations Ltd	Public toilet signage	144.00	24.00	120.00
FPO	Command Pest Control Ltd	Rat infestation at CP	108.00	18.00	90.00
FPO	Holmes & Hills	Old Sch cp lease legal fees	1,597.00	819.00	778.00
FPO	John Nunn	Woodstain for benches	19.00	0.00	19.00
FPO	KHA Survey & Design	Old Sch cp design fee	180.00	30.00	150.00
FPO	Mrs KR Keogh	Bench maintenance items	27.00	0.00	27.00
FPO	P Crawford	Old Sch hedge cutting	150.77	25.13	125.64
FPO	Paul MacLachlan	Paul MacLachlan expenses	11.69	0.45	11.24
FPO	Sudbury Town Council	Grit bin audit	56.98	9.50	47.48
FPO	Suffolk County Council	2020/21 Street light costs	5,954.40	992.40	4,962.00
FPO	WJ Green Ltd	Cemetery equip maint	448.16	74.70	373.46
CP cash	DB Security	key cutting	10.00	1.66	8.34
			19,700.12	2,267.74	17,432.38

Minutes of: Finance Committee
Date: Tuesday, 27 April 2021 at 3:00pm
Place: Conducted remotely using videoconferencing facilities.

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

Apologies: Cllr L Tipper, Cllr J Watts

In attendance: The Responsible Finance Officer (RFO).

Cllr Ewbank, the Acting Chair, opened the meeting at 15:00am.

Agenda Number	Description
F/20/36	Apologies for absence from Cllrs Lisa Tipper and John Watts were accepted.
F/20/37	There were no declarations of interest and no requests for dispensation had been received.
F/20/38	The minutes of the previous meeting held on Wednesday 17 February 2021 were unanimously agreed. The Acting Chair's signature will be appended after the meeting agreeing them as a true and accurate record.
F/20/39	Questions and or statements from the Public: There were no members of the public present.
F/20/40	The RFO reported that: (i) the closedown of accounts for 2020/21 has been completed; (ii) the first instalment (£72,500) of the 2021/22 precept has been received; (iii) the 2021/22 supplementary parish grant of £2,037 has been received.
F/20/41	The Committee considered the 2020/21 Internal Audit report (Appendix 1) and noted with satisfaction the absence of any actions or recommendations. It was agreed that the report be presented to the full Council.
F/20/42	The RFO presented the 2020/21 statement of income and expenditure, budget and bank reconciliation (Appendix 2) and, following questions, recommended that the accounts be presented to full Council for adoption.
F/20/43	The Committee considered the 2020/21 Annual Governance Statement (Appendix 3) and recommended that it be agreed by full Council and signed by the Clerk and Chairman.
F/20/44	The Committee considered the 2020/21 Accounting Statement (Appendix 4). The RFO indicated that he would be signing the document in advance of the next Council meeting. The Committee recommended that the 2020/21 Accounting Statement be agreed by full Council and signed by the Chairman

There being no further business on the agenda, the meeting closed at 15:30.

Signed

Acting Chair, Finance Committee
Long Melford Parish Council

HEELIS&LODGE

Local Council Services • Internal Audit

Internal Audit Report for Long Melford Parish Council – 2020/2021

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £232,660 Expenditure: £170,699 Reserves: £325,270

AGAR Completion:

Section One: **Yes – unsigned**

Section Two: **Yes – Draft figures**

Annual Internal Audit Report 2020/2021: **Yes**

Certificate of Exemption: **No**

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

The Council hold the General Power of Competence and LGAs137 does not apply. The Council use the RBS Alpha accounting software. VAT payments are tracked and identified.

The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: **Yes**

Reviewed: **1/4/2021 (Ref: 21/04-10)**

Financial Regulations in place: **Yes**

Reviewed: **17/2/2021 (Ref: 21/03-11)**

VAT reclaimed during the year: **Yes**

10/6/2020 £3,800.11

11/9/2020 £3,257.49

29/1/2021 £2,481.84

Registered: **No**

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

General Power of Competence: Yes

The Council undertook one tender process during the year that exceeded the £25,000 threshold. Whilst the Council's intention was to advertise the tender on the Contract Finders website, confirmation that registration was successful was not received in time for the tender process, however, advice was sought from SALC and their consultant who confirmed that the Council was able to invite tenders from a selected group of contractors chosen for that purpose under Regulation 110(5)(b) which states that:

'a contracting authority does not advertise an opportunity where it makes the opportunity available only to a number of particular economic operators who have been selected for that purpose (whether ad hoc or by virtue of their membership of some closed category such as a framework agreement)'

Further advice via SALC stated that 'If the Council are inviting specific, named firms, not opening up to wider competition, they don't need to advertise on Contracts Finder (Public Contracts Regulations 2015, Reg. 110(5)(b), ie the Regulations permit the selection of contractors without an 'approved' list or framework agreement'.

Given the above advice, the Council suspended Standing Order No. 18(c) to allow the tender process to take place.

Terms of Reference for Melford Country Park Committee were approved at a meeting held on 6/8/2020 (Ref: 20/08-12).

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: Yes

Data Protection registration: Yes

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.

Privacy Policy published: Yes

Insurance was in place for the year of audit. A review of the insurance was undertaken at a meeting held on 24/9/2020 (Ref: 21/03-11).

The Risk Assessment was reviewed at a meeting held on 17/2/2021 (Finance Committee) and full Council on 4/3/2021 (Ref: 21/03-11).

Internal Controls were reviewed at a meeting held on 17/2/2021 (Ref: F/20/32) and by full Council on 4/3/2021 (Ref: 21/03-11). Councillor reviews were undertaken on 12/8/2020, 3/3/2021 and 17/3/2021.

The Council have effective internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Bank signatories were reviewed at a meeting held on 3/9/2020 (Ref: 20/09-12).

Fidelity Cover: £300,000

Fidelity Cover was reviewed at a meeting held on 24/9/2020 (Ref: 20/09-F9).

The level of Fidelity cover is below the recommended guidelines of year end balances plus 50% of the precept. However, it is noted that there are several large projects due to be completed in the next quarter which will significantly reduce reserves.

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No

Website: www.longmelford-pc.gov

The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

Under **The Accounts & Audit Regulations 2015 15(15)** councils must publish on their website:

External audit report

2019 Annual Return, Section Three Published – Yes

Under **The Accounts & Audit Regulations 2015 15(2b)** councils must publish on their website:

Notice of period for the exercise of public rights

Published – Yes (evidenced in the minutes and website)

Period of Exercise of Public Rights

Start Date 13/7/2020

End Date 11/8/2020

Budgetary controls
supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £145,000 (2021-2022)

Date: 14/1/2021 (Ref: 21/01-9)

Precept: £145,000 (2020-2021)

Date: 9/1/2020 (Ref: 19/166)

Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.

Cemetery fees for 2020/2021 were reviewed at a meeting held on 5/3/2020 (Ref: 20/03-14) and on 14/1/2021 for 2021/2022 fees (Ref: 21/01).

Burial fees were reviewed at a meeting held on 26/11/2020 (Ref: F/20/21).

Petty Cash

Associated books and established system in place

A satisfactory petty cash system is in place with supporting paperwork.

Payroll controls

PAYE and NIC in place where necessary.

Compliance with Inland Revenue procedures

Records relating to contracts of employment

PAYE System in place: Yes

The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. All supporting paperwork is in place and P60s have been produced as part of the year end process.

A review of salaries was undertaken at a meeting held on 3/9/2020 (Ref: 20/09-7).

Asset control

Inspection of asset register and checks on existence of assets

Cross checking on insurance cover

A separate asset register is in place. The last review of the asset register was undertaken at a meeting held on 4/3/2021 (Ref: 21/03-11). Values are recorded at cost value/insurance value. The total value of assets are recorded at £229,626. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

Bank Reconciliation Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Bank Balances at 31 March were confirmed as:

Lloyds	xxxx0469	£154,198.45
Ipswich BS	xxxx7885	£85,937.58
Nationwide BS	xxxx3440	£85,000.93
CP petty cash		£112.25

Reserves General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have adequate general reserves (£141,425) and have identified earmarked reserves (£183,845) in their year end accounts.

A review of the Reserves Policy was undertaken at a meeting held on 14/1/2021 (Ref: 21/01-9).

Year-end procedures Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

End of year accounts are prepared on an Income & Expenditure basis. Creditors and Debtors are identified within the year end accounts.

Sole Trustee The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

Internal Audit Procedures *The 2020 Internal Audit report was considered by the Council at a meeting held on 4/6/2020 (Ref: 20/06-5).*

Heelis & Lodge were appointed as Internal Auditor at a meeting held on 17/2/2021 (Ref: F/20/31).

External Audit *The Council formally approved the AGAR at a meeting of the full Council held on*

The External Auditor's report was considered at a meeting held on 24/9/2020 (Ref: 20/09-F5) and 1/10/2020 (Ref: 20/10/11).

There were no matters arising from the External Audit.

Additional Comments/Recommendations

- Due to the Coronavirus pandemic the requirement to hold the Annual Parish/Town Council meeting was removed until May 2021.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the RFO for his assistance during the course of the audit work and a very well presented and organised set of accounts and audit files.



Heather Heelis
Heelis & Lodge
20 April 2021

Appendix 7

Actual to 31 March 2020	Nominal Account	Actual to 31 Mar 2021	2020/21 budget	Budget variance
138,132.00	Precept	145,000.00	145,000.00	0.00
0.00	Locality Grant	0.00	0.00	0.00
400.58	Interest received	505.51	500.00	5.51
25,490.00	Burial Ground Revenue	29,140.00	25,000.00	4,140.00
558.44	Recycling income	833.48	500.00	333.48
20.16	Recovered office costs	612.00	0.00	612.00
9,102.39	Donations	10,581.56	0.00	10,581.56
165.00	Advertising Income	0.00	0.00	0.00
1,462.50	Neighbourhood Plan grant	0.00	0.00	0.00
19,665.45	S106 Receipts	0.00	0.00	0.00
64,337.10	CIL Receipts	23,124.92	0.00	23,124.92
27,314.80	Reg 123 CIL Receipts	0.00	0.00	0.00
0.00	Grants received	12,000.00	10,000.00	2,000.00
3,842.28	Babergh Cleansing grant	4,080.96	2,000.00	2,080.96
0.00	Insurance claim payment	4,781.40	0.00	4,781.40
1,500.00	Suffolk County Council Locality grant	2,000.00	0.00	2,000.00
291,990.70	Total Income	232,659.83	183,000.00	49,659.83
41,255.72	Salaries	46,338.38	42,000.00	-4,338.38
12,793.74	Tax and National Insurance	13,184.54	15,000.00	1,815.46
15,300.01	Pension contributions	16,326.24	17,000.00	673.76
69,349.47	Staff costs	75,849.16	74,000.00	-1,849.16
0.00	Staff Contingencies	0.00	1,500.00	1,500.00
352.00	Payroll Charges	408.00	400.00	-8.00
721.79	Staff expenses	368.31	500.00	131.69
7,806.25	Temporary staffing costs	0.00	0.00	0.00
8,880.04	Other Employment Related Costs	776.31	2,400.00	1,623.69
458.33	Rent	0.00	0.00	0.00
1,288.50	Rates	0.00	0.00	0.00
1,864.55	Insurance	2,404.28	2,300.00	-104.28
145.34	Gas	0.00	0.00	0.00
555.20	Electricity	564.46	920.00	355.54
136.49	Water	0.00	270.00	270.00
1,208.54	Telephone and Broadband	893.04	850.00	-43.04
177.00	Website	102.00	120.00	18.00
806.54	Office Supplies	122.54	500.00	377.46
48.12	Postage	26.04	60.00	33.96
396.00	Software and Licences	659.47	750.00	90.53
0.00	IT Support	0.00	1,120.00	1,120.00
70.71	IT Hardware Purchases	0.00	0.00	0.00
900.00	Audit	900.00	980.00	80.00
2,460.00	Legal Fees	3,278.00	4,500.00	1,222.00
1,421.59	Equipment and Furnishings	54.00	800.00	746.00
434.00	Meeting Room Rental	121.50	400.00	278.50
1,175.84	Subscriptions	1,492.00	1,500.00	8.00
172.00	Training - Councillors	58.70	800.00	741.30
778.60	Training - Staff	1,325.00	500.00	-825.00
2,713.56	Elections	0.00	500.00	500.00
226.83	Miscellaneous Expenses	545.37	300.00	-245.37
0.00	Discretionary Spending	0.00	1,550.00	1,550.00
17,437.74	Office Administration Costs	12,546.40	18,720.00	6,173.60
477.95	Rates	558.43	550.00	-8.43
132.66	Electricity	117.39	400.00	282.61
141.70	Water	127.41	200.00	72.59
1,535.51	Servicing and Machinery	4,628.48	2,200.00	-2,428.48
330.60	Fuel	268.05	350.00	81.95
56.65	General Expenditure	80.00	50.00	-30.00
0.00	Church Drive	0.00	500.00	500.00
292.00	Bin Collection	295.00	850.00	555.00
1,350.00	Glebe Land Preparation	0.00	0.00	0.00
100.00	Operating Costs	3,083.68	500.00	-2,583.68
4,417.07	Burial Services	9,158.44	5,600.00	-3,558.44

Long Melford Parish Council
Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation
for the year to 31 March 2021

30/04/2021: 12:01

Actual to 31 March 2020	Nominal Account	Actual to 31 Mar 2021	2020/21 budget	Budget variance
9,540.03	Street Lighting Maintenance	4,962.00	8,500.00	3,538.00
73,250.72	New Street Lights - Phase 2	0.00	0.00	0.00
0.00	New Street Lights - Phase 3	0.00	7,500.00	7,500.00
82,790.75	Street Lighting Maintenance	4,962.00	16,000.00	11,038.00
738.83	Electricity	714.11	600.00	-114.11
948.15	Water	797.55	600.00	-197.55
5,000.00	LMOS Maintenance Contract/ Ranger	5,800.00	5,800.00	0.00
3,200.00	LMOS Tree Felling	0.00	5,000.00	5,000.00
2,717.71	Operating Costs	11,548.92	4,750.00	-6,798.92
12,604.69	Long Melford Country Park	18,860.58	16,750.00	-2,110.58
328.90	Electricity	539.27	350.00	-189.27
520.16	Water	592.92	550.00	-42.92
9,425.60	Operating Costs	8,002.38	6,180.00	-1,822.38
197.52	Grass Cutting and Paths Maintenance	0.00	200.00	200.00
23,101.66	Cordell Road Toilets	0.00	0.00	0.00
33,573.84	Public Toilets	9,134.57	7,280.00	-1,854.57
1,220.66	Operating Costs	835.42	700.00	-135.42
0.00	LM Community Volunteers	133.19	0.00	-133.19
2,217.27	Litter and Dog Bin Collection	4,586.43	2,000.00	-2,586.43
1.25	Bus Shelter	1.25	1.00	-0.25
126.79	Notice Boards	50.00	50.00	0.00
30,440.39	LM Village Memorial Hall	0.00	0.00	0.00
0.00	Heritage Centre	0.00	0.00	0.00
0.00	Old School Car Park Maintenance	3,437.11	250.00	-3,187.11
0.00	Melford Walk	1,107.00	0.00	-1,107.00
0.00	War Memorial	0.00	10,500.00	10,500.00
0.00	Walkers are Welcome	1,665.25	0.00	-1,665.25
0.00	SCC Locality Grant	0.00	0.00	0.00
34,006.36	Public Places	11,815.65	13,501.00	1,685.35
1,535.00	Neighbourhood Plan	1,558.16	2,000.00	441.84
1,046.25	Community Grants	4,928.00	3,000.00	-1,928.00
0.00	Youth Engagement	0.00	0.00	0.00
0.00	Miscellaneous Expenditure	0.00	0.00	0.00
2,581.25	Grants	6,486.16	5,000.00	-1,486.16
3,026.22	Christmas Lights	1,431.57	2,000.00	568.43
695.00	Christmas Tree	975.00	1,200.00	225.00
803.06	Remembrance Sunday	71.00	50.00	-21.00
7,623.90	Melford in Bloom	8,863.19	7,500.00	-1,363.19
0.00	Music on the Green	0.00	0.00	0.00
12,148.18	Events	11,340.76	10,750.00	-590.76
3,458.05	Defibrillator installations	9,768.88	2,500.00	-7,268.88
595.00	Vehicle Activated Signage	0.00	0.00	0.00
0.00	BT Phone Box	0.00	0.00	0.00
0.00	Policing	0.00	0.00	0.00
4,053.05	Projects	9,768.88	2,500.00	-7,268.88
10,148.26	Year to date surplus/ (deficit)	61,960.92	10,499.00	51,461.92

Long Melford Parish Council
Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation
for the year to 31 March 2021

30/04/2021: 12:01

Actual to 31 March 2020	Nominal Account	Actual to 31 Mar 2021	2020/21 budget	Budget variance
Balance sheet as at:				
31-Mar-20		31-Mar-21		
3,800.11	VAT Control	4,028.73		
0.00	Other Debtors	0.00		
177,955.14	Lloyds Bank (See reconciliation below)	154,227.33		
85,688.24	Ipswich BS (See reconciliation below)	85,937.58		
	Nationwide BB (See reconciliation below)	85,000.93		
	Country Park Petty Cash	112.25		
267,443.49	Total current assets		329,306.82	
746.97	Creditors	4,036.88		
1,350.00	Accruals	0.00		
2,037.50	Neighbourhood Plan Grant recoverable	0.00		
4,134.47	Total current liabilities		4,036.88	
263,309.02	Total assets less current liabilities		325,269.94	
Represented by:				
31-Mar-20		31-Mar-21	Movement	
142,192.21	General Funds	141,425.08	-767.13	
7,500.00	Phase 3 Street Lights Fund	90,000.00	82,500.00	
21,619.92	2018/19 Community Infrastructure Levy Fund	0.00	-21,619.92	
64,337.10	2019/20 Community Infrastructure Levy Fund	0.00	-64,337.10	
0.00	2020/21 Community Infrastructure Levy Fund	6,081.94	6,081.94	
500.00	Church Drive Fund	1,000.00	500.00	
500.00	2023 Election Fund	1,000.00	500.00	
500.00	War Memorial Repair Fund	11,000.00	10,500.00	
19,665.45	Earmarked Section 106 monies	8,427.20	-11,238.25	
0.00	Old School Car Park	28,000.00	28,000.00	
0.00	Upper Green Improvement	11,000.00	11,000.00	
0.00	Cemetery Expansion	5,000.00	5,000.00	
5,494.34	Defibrillator Fund	3,288.80	-2,205.54	
500.00	Neighbourhood Plan Projects Fund	0.00	-500.00	
500.00	Melford in Bloom Fund	3,246.92	2,746.92	
0.00	Village centre seating	5,000.00	5,000.00	
0.00	Highway improvements	7,500.00	7,500.00	
0.00	Council IT Fund	2,500.00	2,500.00	
0.00	Covid-19 Fund	800.00	800.00	
263,309.02	Total General and Earmarked Funds	325,269.94	61,960.92	
Bank reconciliations at 31 March 2021				
	Lloyds Bank	154,198.45		
	Less outstanding cheques	0.00		
	Plus receipts not cleared	28.88		
	Net balance at 31 March 2021		154,227.33	0.00
	Ipswich Building Society	85,937.58		
	Net balance at 31 March 2021		85,937.58	0.00
	Nationwide Building Society	85,000.93		
	Net balance at 31 March 2021		85,000.93	0.00
	Country Park Petty Cash account	112.25		
	Net balance at 31 March 2021		112.25	0.00

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

LONG MELFORD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

06/05/2021

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBL <http://www.longmelford-pc.gov.uk/> GE ADDRESS

Section 2 – Accounting Statements 2020/21 for

LONG MELFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	253,161	263,309	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	138,132	145,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	153,859	87,660	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	69,349	75,849	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	212,494	94,850	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	263,309	325,270	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	263,643	325,278	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	208,494	229,626	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

05/05/2021

I confirm that these Accounting Statements were approved by this authority on this date:

06/05/2021

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Full Parish Council		
Council Members Present	Council Chair & Vice Chair	Votes for
Ian Bartlett	Chair - Liz Malvisi	9
Richard Delderfield	Vice Chair - Dave Watts	9
Jonathan Ewbank		
Liz Malvisi		
Carole Michette		
Richard Michette		
John Nunn		
Lisa Tipper		
Dave Watts		
John Watts		

Candidates for the positions of Chairs and Vice Chairs selected by receiving nominations which are seconded. Elected to office by a simple quorate majority vote for a candidate. Ten Councillors participated in the elections, making the quorate majority six votes.

Candidates for membership of Committees, Working Parties, and Council Representatives selected by Councillors indicating their willingness to stand. Elected to membership by a simple quorate majority vote for a candidate. Ten Councillors participated in the elections, making the quorate majority six votes.

Councillor A	Indictes a candidate who was elected.
Councillor B	Indictes a candidate who was not elected.
Councillor C	Indictes an incumbent who stood down.
Councillor D	Indictes an ex officio member, appointed by virtue of their being the holder of a particular office and not by election.

Parish Council Committees									
Planning Committee		Finance Committee		Personnel Committee		Country Park Committee		Emergency Planning Committee	
No. of Members - Unspecified		No. of Members - Unspecified		No. of Members - 5no.		No. of Members - 3no.		No. of Members - Unspecified	
Chair elected by FPC		Chair elected by the Committee		Chair elected by the Committee		Chair elected by FPC		Chair elected by FPC	
MoP membership - Permitted		MoP membership - Not Permitted		MoP membership - Not Permitted		MoP membership - Unspecified		MoP membership - Permitted	
ToRs specify County and District Cllrs excluded from membership.		Draft ToRs state Committee to consist of 5 Cllrs.		ToRs specify 2 members must be the Council Chair and Vice Chair, ex officio.		ToRs make no other membership stipulations.		No ToRs on file.	
Committee has delegated powers	Votes for	Committee has delegated powers	Votes for	Committee has delegated powers	Votes for	Committee has delegated powers	Votes for	Committee has delegated powers	Votes for
Meetings open to the public		Meetings open to the public		Meetings NOT open to the public		Meetings NOT open to the public		Meetings NOT open to the public	
Ian Bartlett	8	Jonathan Ewbank	7	Ian Bartlett	9	Ian Bartlett	8	Liz Malvisi	8
Richard Delderfield	8	Jayne Lines	9	Richard Delderfield	8	Jonathan Ewbank	8	John Nunn	10
Jonathan Ewbank	9	Liz Malvisi	8	Lisa Tipper	7	Lisa Tipper	8	Lisa Tipper	8
Jayne Lines	9	Carole Michette	6	LMPC Chair (L. Malvisi)	n/a			Richard Delderfield	n/a
Richard Michette	6	Richard Michette	6	LMPC Vice-Chair (D. Watts)	n/a	Chair - Lisa Tipper	8	Carole Michette	5
Lisa Tipper	7	Dave Watts	10	Richard Michette	3				
Dave Watts	8	John Watts	9						
John Watts	7	Lisa Tipper	n/a						
Carole Michette	5								
Chair - John Watts	7							Chair - John Nunn	8

Parish Council Working Groups							
Neighbourhood Planning	Parish Infrastructure Investment Plan	Melford Green	Personal Data	Village Seating	Old School Car Park	Cordell Place Play Area (Activities Suspended)	
No. of Members - Unspecified	No. of Members - 5no.	No. of Members - Unspecified	No. of Members - 3no.	No. of Members - Unspecified	No. of Members - Unspecified	No. of Members - Unspecified	
MoP membership - Permitted	MoP membership - Unspecified	MoP membership - Permitted	MoP membership - Not Permitted	MoP membership - Unspecified	MoP membership - Unspecified	MoP membership - Unspecified	
ToRs specify membership to be a cross-section of community volunteers including Parish Councillors.	ToRs make no other membership stipulations	No ToRs on file	ToRs specify 2 members must be the Council Chair and Personnel Committee Chair, ex officio.	No ToRs on file	No ToRs on file	No ToRs on file	
Work Group has delegated powers	Advisory only - No delegated powers	Advisory only - No delegated powers	Work Group has delegated powers	Advisory only - No delegated powers	Advisory only - No delegated powers	Advisory only - No delegated powers	Votes for
Meetings NOT open to the public	Meetings NOT open to the public	Meetings NOT open to the public	Meetings NOT open to the public	Meetings NOT open to the public	Meetings NOT open to the public	Meetings NOT open to the public	
Ian Bartlett	Ian Bartlett	Jonathan Ewbank	John Watts	John Nunn	Richard Delderfield	John Nunn	9
Jonathan Ewbank	Richard Delderfield	John Nunn	LMPC Chair (L. Malvisi)	John Watts	Jonathan Ewbank	Carole Michette	4
Liz Malvisi	Jonathan Ewbank	Lisa Tipper	PerCom Chair (tba)	Carole Michette		Richard Michette	4
Lisa Tipper	Richard Michette						
Dave Watts	Dave Watts						

Council Representatives on External Bodies					
Melford in Bloom	Long Melford Village Hall	LM Community Association	Long Melford Defibrillator Project	Long Melford Business Association	Long Melford Hospital Charity
No. of Representatives - 2no.	No. of Representatives - 1no.	No. of Representatives - 1no.	No. of Representatives - 2no.	No. of Representatives - 4no.	No. of Representatives - 3no.
MoP membership - N/A	MoP membership - N/A	MoP membership - N/A	MoP membership - N/A	MoP membership - N/A	MoP membership - N/A
Other requirements - Unspecified	Other requirements - Unspecified	Other requirements - Unspecified	Other requirements - Unspecified	Other requirements - Unspecified	Other requirements - Term is 4 years
No Scheme of Delegation on file	No Scheme of Delegation on file	No Scheme of Delegation on file	No Scheme of Delegation on file	No Scheme of Delegation on file	No Scheme of Delegation on file
Public attendance status N/K	Public attendance status N/K	Public attendance status N/K	Public attendance status N/K	Public attendance status N/K	Public attendance status N/K
Jonathan Ewbank	Lisa Tipper	Ian Bartlett	Richard Michette	Jonathan Ewbank	Richard Michette (incumbent)
John Nunn			John Nunn	Liz Malvisi	John Nunn
				John Nunn	(Council Nominee Vacancy)
				Lisa Tipper	
				Carole Michette	

Richard Michette
Long Melford Parish Council
Brinley's
Hall Street
Long Melford
Suffolk
CO10 9JR

Playdale Playgrounds Ltd
Haverthwaite
Ulverston
Cumbria
LA12 8AE
✉ info@playdale.co.uk
☎ +44 (0)15395 31561
www.playdale.co.uk

Quotation Number: 0000068493
Quotation Date: 18/01/2021
Reference: 22084/SUF
Project for: Cordell Place Playground Development

Dear Richard

Please find enclosed our proposals for your play project as discussed.

The equipment featured will challenge and entertain the intended age range; providing endless play value, while requiring minimum maintenance.

All our equipment meets the European safety standard BS EN 1176/1177, and we guarantee each item has been independently tested and awarded the prestigious Kitemark to ensure our equipment is the safest on the market.

We hope you are now ready to begin your Playdale experience by placing an order based upon the enclosed proposals. To do so, please complete the attached order form stating our quotation number and signing the plan (if applicable). Alternatively, if you would prefer to raise your own order, please ensure the quotation reference number is stated clearly on the form and that you have attached a copy of the signed plan to confirm your approval (if applicable).

If you wish to discuss any aspect of your play project, or have questions regarding what happens next, please do not hesitate to contact me on 07879 607824 or by email at will.desborough@playdale.co.uk.

We look forward to working with you.

Yours sincerely

Will Desborough

Will Desborough
Area Sales Manager – East Anglia
Playdale Playgrounds Limited



Your Quote

Quotation Number: 0000068493

Product Code	Product Name	Quantity	Unit Price	Total
STS	Stainless Steel Team Swing Frame Only with Shackles SGF*	1.00	1,599.00	1,599.00
SEAT8	Green Team Swing Seat & Chains for Team Swing Frame	1.00	1,049.00	1,049.00
CGRD	Gravity Rider	1.00	1,099.00	1,099.00
CRRD	Rockin Rider	1.00	999.00	999.00
CFSS(1.85)	1.85m Free-standing Slide	1.00	3,142.00	3,142.00
CLC/ABU	Abu Dhabi	1.00	6,126.00	6,126.00
GRSL011	Black Grasslok Surfacing (30-150m2) Del & Ins	57.00	27.00	1,539.00
WP0002	Black EPDM Wet Pour 40mm thick (Sq m)	45.00	60.40	2,718.00
DEL008	Removal of foundation spoil, pallets, packaging and general rubbish.	1.00	338.00	338.00
DEL010	Container for on-site storage	1.00	422.00	422.00
DEL011	Welfare Facilities	1.00	259.00	259.00
DEL0002C	Delivery & Installation: Including excavation for extending bases, new stone subbase, PCC edgings, removal of concrete base and making good with top soil and turf.	1.00	7,134.00	7,134.00
	<p>N.B. If foundation spoil, pallets, packaging & general rubbish can be dispersed on site, the cost for the removal can be disregarded. If welfare facilities and secure storage are available on site for use by Playdale Installers during installation, then the cost for these can also be disregarded.</p> <p>* Equipment positioning is subject to receiving service plans (gas/electric/water/phone etc) - Please visit www.linesearchbeforeudig.co.uk or consult your Playdale Area Sales Manager for further details.</p>			

	* The installation costs assume access to site across good ground conditions. Our Installation Team will endeavour to keep any disturbance of the area to a minimum whilst accessing the play area. Should remedials be required to this access ie. making good grass, further costs may be incurred.			
		Less Discount	GBP 2,438.44	
		NET	GBP 23,985.55	

All the above prices are subject to VAT and are valid for a period of one month.

Please refer to our standard Terms & Conditions and our Additional Information.

Finance packages are available.



Richard Michette
Long Melford Parish Council
Milestone House
Hall Street
Long Melford
Sudbury
Suffolk
CO10 9HZ

19 April 2021

Dear Richard,

Thank you for allowing us the opportunity to quote for Cordell Place - Long Melford.

Our aim at Proludic is to capture the imagination of every visitor to our play areas through inventive designs, creative ideas on inclusive play and stimulating products.

We design our play areas to incorporate all these aspects whilst ensuring we achieve compliance with the relevant legislations.

We offer a full service including advice, design, contract management and a dedicated after sales service which is unmatched in this industry. We pride ourselves on our offering of complete solution from start to finish of your project.

We will contact you within two weeks to see how we can help further with your project. However if you have any queries regarding this quote or any part of our service in the meantime please do not hesitate to contact me on 0779 5118509.

Yours sincerely

Annabel Brown
Area Manager



Delivering Excellence

Equipment Including Installation & Delivery	£27,154.63
Surfacing	£5,399.00
Groundworks	£767.00
Site Set Up and Inspection	£1,500.00
Unique Project Discount	£3,588.30
Final total	£31,232.33

*A play area worth £34,820.63 delivered for
£31,232.33*






Proludic - Committed to being your perfect partner



Prepared for: Long Melford Parish Council

Our Reference: 2104.29146

Date: 19 April 2021

Quotation for Cordell Place - Long Melford

Qty	Code	Product Name	Unit Price	Total Line Price
01. Proludic Play				
1	J38710A-C	Diabolo Baby Multiplay Unit - Colour change	7,981.45	7,981.45
				
1	PJ38710A-C	Installation of J38710A-C	1,447.00	1,447.00
1	J858A	Face to Face Springer	1,199.00	1,199.00
				
1	PJ858A	Installation of J858A	188.50	188.50
1	J2409A	Wheelchair Accessible Roundabout With Ground Frame	5,194.00	5,194.00
				
1	PJ2409A	Installation of J2409A Wheelchair Accessible Roundabout - Inc Off Loading	640.90	640.90

1		J441A	Metal Pod Swing	2,914.00	2,914.00
1		PJ441A	Installation of J441A	603.20	603.20
1		J1057A	Surfslide	4,498.00	4,498.00
1		PJ1057A	Installation of J1057A	527.80	527.80
Total:					£25,193.85

09. Safer Surfacing

59	UKS1016	EcoSmart Grass mat 3m CFH (per m²)	28.00	1,652.00
1	UKANCWET POUR	64 Square Metres Black Wetpour with colour wearpads (see CAD for details)	3,747.00	3,747.00
Total:				£5,399.00

10. Groundwork and Landscaping

1	UKANCDRAINAGE	Drainage to help reduce standing water under flush roundabout	325.00	325.00
13	UKPB1300	Excavation into Grass up to 200mm deep	17.00	221.00
13	UKPB1700	MOT Type 1 Stone 100mm Deep Per m²	17.00	221.00
Total:				£767.00

11. Miscellaneous Items

1	UKA1003	Prelims	1,250.00	1,250.00
1	UKREM	Remove and dispose of existing red roundabout	250.00	250.00
Total:				£1,500.00

Delivery Charge: £1,960.78

Discount: £3,588.30

Total Quote Amount: £31,232.33

Optional Extras

Qty	Code	Product Name	Unit Price	Total Line Price
1	UKA1100	Post Installation Inspection	450.00	450.00
Total:				£450.00

Drainage for underneath the J2409A Roundabout has been included, this is to help prevent flooding but does not ensure that flooding will not occur.

Proposed Grassmat Safer surfacing is based on a fully established grass site (including a minimum of 150mm of good quality soil and turf).

Proposed Grassmat will follow the natural contours of the land.

Preliminaries have been included within your quotation, these equate to site setup, site storage, unloading of equipment, site welfare, heras fencing & signage and skips (this can also include supervision where necessary).

Some images shown are for illustrative purposes only. The quote and items list will show the exact equipment used.

This quote is valid until 06/07/2021
Please note all prices quoted are excluding VAT

From: Jodie Midlane jmidlane@wicksteed.co.uk

Subject: FW: Long Melford Children's playground

Date: 13 March 2021 at 16:38:31 GMT

To: "richard.michette@gmail.com" <richard.michette@gmail.com>

Good Afternoon Richard,

Thank you very much for your enquiry.

I have listed the prices below with the required safety surfacing. Although, we would need a site visit to assess the area and to be able to email an official quotation but hopefully the below is sufficient for the funding application.

Just let me know if you do require an official quotation and I would be more than happy to meet you on site and we can look at different options.

1 x Viking Swing - 2450mm(8') - 1 Bay Basket Seat @ £3,035.00
Installation @ £1,052.00
14 x Safety Grass Mats @ £462.00
Installation @ £364.00

1 x Holly Hedgehog – Sit-in Springer @ £900.00
1 x Ronnie Rabbit – Sit-on Springer @ £850.00
Installation @ £492.00
4 x Safety Grass Mats @ £132.00
Installation @ £108.00

1 x Free Standing High Pedestal Slide @ £4,950.00
Installation @ £791.00
25 x Safety Grass Mats @ £825.00
Installation @ £650.00

1 x Wheelchair Accessible Swirl Roundabout @ £5,950.00
Installation @ £1,356.00
To supply and install 26m² of 40mm thick Wetpour surfacing, including the required stone base works @ £3,159.00

1 x Mystical World – Dinosaur Domain @ £7,714.00
Installation @ £618.00
26 x Safety Grass Mats @ £858.00
Installation @ £676.00

Heras Fencing @ £300.00
Secure Storage Container (on/off site) @ £350.00

Sub-total - £35,792.00
Discount - £7,874.24
Carriage -£1,290.40
Total - £29,208.16 exclu. VAT

Additional Costs for Lower Green Car Park Refurbishment

With the main work to the Lower Green Car Park starting on Monday 26th April 2021, it is incumbent upon the Council to ensure that it understands additional costs that have inevitably arisen, albeit they were included in the overall CIL application package and subsequently approved. These are items not within the main development contract, but we feel it important to remind the Council of the core costs and how they are being funded.

Cllrs Delderfield and Ewbank are therefore seeking authorisation from the Council to incur further costs up to £3,000 Ex VAT in respect of the donation box, signage and disability parking spaces, made up as follows:-

- i. Brick pillar and donation safe (estimated) - £800
- ii. Car park and directional signage (estimated) - £1,500
- iii. Marking of 4 disability parking spaces (estimated) - £500

iv. Waste Bins

There is currently one maroon 240L (domestic size) wheelie bin marked "TRADE" on site, emptied weekly. Babergh District Council have confirmed that this could be replaced f.o.c. with a standard black item to discourage trade waste being brought onto the site. However, we are both of the opinion that the size, layout, people-flow of the car park requires two 240L black wheelie bins to accommodate the volume of waste, located by the vehicle exit point. BDC waste bin charges are as follows:

- 240L Wheelie - £491 p.a. for weekly emptying, £265 p.a. for 2 weekly emptying
- 360L Wheelie - £566 p.a. for weekly emptying, £295 p.a. for 2 weekly emptying
- 660L Wheelie - £738 p.a. for weekly emptying, £391 p.a. for 2 weekly emptying

If two 240L bins with a combined capacity of 480L were provided and emptied weekly, this would cost £982 p.a.. By comparison, if a single 660L bin was used instead, emptied weekly this would cost £738 p.a., a saving of £244 p.a..

The volume of waste and thus the required emptying cycle are based upon estimates. Consequently, we would wish for the Council to allow us to bring this matter before it again in future for further consideration if it becomes evident that, whatever bin arrangements it agrees initially, are either insufficient or overprovided.

Cllr R. Delderfield

Cllr J. Ewbank

Appendix 13

Notes for Motion re Sudbury Town Community Wardens Agreement Qualifying Works/Projects Falling Within the SCW Service Agreement for 2021/22

The Service Level Agreement with Sudbury Community Wardens (SCW) is for 100 hours p.a. and the annual cost estimate from our RFO is £2,500. We all know Bradley Smith and his team well and our feeling is that this Agreement represents excellent value to residents. The hourly rate is £20.60 or £41.20 on weekends. One thing to bear in mind, as confirmed by the RFO, is that the Community Wardens provide the traffic management and marshalling services for Remembrance Sunday, but these hours do not fall within the scope of the 100 hour Agreement and will be an additional cost, invoiced separately.

We now propose a range of works to utilise the Service Level Agreement as follows:

Work	Est. Hours	Cost @ 20.60/Hr	Notes
Christmas Lights and Tree	20	£412.00	
Install 3 Benches	3	£61.80	
Mowing Greens/Tree Work	24	494.40	Previously done by S. Poole.
Repaint Beacon	5	£103.00	
Hot / Dry Weather Backup Watering (MiB)	24	£494.40	Main watering by plant provider & volunteers.
Lower Hanging Baskets (MiB)	4	£82.40	Some baskets installed too high last year.
Clerk's Contingencies	20	£412.00	Bin installation, vandalism repairs etc.
TOTAL	100	£2,060.00	

This indicates an anticipated cost of £2,060 plus mileage of c£250, so £2,256 which should fall within budget (£2,500).

To provide details for each item:

- The Christmas lights and tree are of great importance each season to our village, its residents and businesses and SCW do this work very well.
- The bench seats project should fall well within its budget of £5,000, as at least one of the 3 seats just ordered is to be paid for by a donor, saving £500. SCW will fix them into the ground and will add any appropriate memorial plaques provided by donors. (The village volunteers have just renovated several existing benches).
- The mowing of central mini-greens was suggested last year by Melford in Bloom as part of the wider initiative to keep the village centre looking smart. It was done on an ad hoc basis by local contractor Stuart Poole. The suggestion now is to use SCW, noting that they have the capacity for this, are trained in roadside work and are covered by STC's public liability insurance etc.. However, this is a wider village benefit and it makes no sense to affix it to the budget of Melford in Bloom.

Notes:

(1) SCW have done one mowing so far and were approached by 4 residents all praising the fact that they were doing this work.

(2) Initially we thought this might be work for the village volunteer team, but on enquiry they felt it was too much of a fixed commitment for them.

- The Community Wardens have just painted the beacon in Sudbury and it is felt that a similar job would be beneficial for Melford's beacon.
- Melford in Bloom has just acquired 19 new barrels and 5 new sleeper planters. The majority of these will be placed on Hall Street between Lime Gallery and Chestnut Terrace, creating a promenade and pushing the parked cars a little away from buildings and towards the road. Also, planters/barrels will frame two new seats; by Lime Gallery green and Chestnut Terrace green. (See Seats project above). 2 new barrels will be placed at the entrance to Cordell Place and 4 new barrels will be placed at the entrance to Westropp's.
- The new units cost a total of c£5,000 but we obtained grants from BDC and Locality covering £4,500 of this cost. However, we have to pay each year for compost, new plants and for watering/feeding between May and October (mainly done by J Smith Nursery). Last year we had a dry and hot summer and it was clear that, to stop plants dying, extra watering was necessary. We managed to cover this via the hard work of our volunteers, and whilst we are happy those volunteers can continue to support the extra watering of the existing displays, we cannot over-rely on them so we need backup for the new units on Hall Street. That is where SCW can help, as they carry out plant watering in Sudbury. It really helps that they are flexible, so if it is a wet summer or in wet weeks they will 'stand down'. If the weather is dry and windy, however, they can provide this essential cover for the new units. We believe that a realistic estimate of the work required is 12 visits by SCW at 2 hours per visit = 24 hours, but it could be less if we have a rainy summer, or more if it is hot, dry and windy.
- If Melford in Bloom can count on SCW for this backup cover then there should be no need for us to come to the Council to request a budget extension from £7,500 p.a. for it, and we are confident that with the help of sponsorship we can continue to operate, despite the expansion noted above, on the basis of £7,500 p.a.. Without this Warden backup then we will need to request a budget increase, but we wish to avoid that.
- The intention for Melford in Bloom from this point forward is that, for the next 2 to 3 years, it will consolidate the existing displays and not to seek further short term growth.
- The Clerk's Contingency figure of 20 hours is to cover unexpected costs. e.g. if we suffer vandalism or some of our infrastructure needs moving around or installing. 20 hours is considered a sensible amount for this.
- We now ask our fellow councillors to vote in support of the plan proposed above, so that our Clerk can provide SCW with clear instructions.

Cllr John Nunn and Cllr Jonathan Ewbank

27th April 2021

Notes:

(1) SCW have done one mowing so far and were approached by 4 residents all praising the fact that they were doing this work.

(2) Initially we thought this might be work for the village volunteer team, but on enquiry they felt it was too much of a fixed commitment for them.

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- We now ask our fellow councillors to vote in support of the plan proposed above, so that our Clerk can provide SCW with clear instructions.

Cllr John Nunn and Cllr Jonathan Ewbank

27th April 2021

Appendix 14

Country Park/LNR Update – May 6th LMPC Meeting

Now that spring is in full flow quite a lot has been happening down at the park and nature reserve!

- Various wildlife surveys are underway or in the planning
- There is a bird breeding survey that is being carried out over the breeding months and we have 13 nesting boxes in the LNR as well as the owl box. We are organising a small dawn chorus walk with a couple of budding bird enthusiasts
- A moth survey is going to be carried out and reptiles are being surveyed. We are arranging for a survey of odonata as well once the warmer weather is upon us
- The Park Friends have been busy renovating and staining the picnic tables and benches throughout the park and still have about 4 to finish. The bollards in the car park have all been painted black and the toilet block doors and compound have had some work done to them
- Thanks to the sterling work the rabbits are doing at the park, there hasn't yet been the need to get the mower out but we envisage the first cut of the season will be in May sometime
- The 3 bird feeding stations are so popular and attracting lots of species. You will often see some beautiful photos on the Country Park FB page taken by our keen photographers
- The Park Ranger is doing a great job at trying to survive with a fortnightly collection of rubbish but since the better weather has come upon us the usage of the park has increased and therefore also the amount of rubbish. Additional ad hoc collections are being booked if really necessary and some rubbish has been transported to the Village Hall bins that have been rather empty the last few months. We will keep an eye on rubbish volumes and we may have to set up a regular extra collection as we progress into summer
- The signage project has stepped up a pace and we will soon be ready to share the designs and signs to all the Council before we get them made up and installed. There is a bright, friendly and welcoming theme that we have deployed and our designers are doing a wonderful job in preparing them all
- We are delighted to have been in talks with Little Woodland Tribe about an educational opportunity and below is the overview of that. We will share their literature with you separately and send links to their websites so you can read up even more about the great work they do

Little Woodland Tribe – Outdoor Nursery Opportunity

Background

In both the SCC-LMPC contract and the LMCP Management Plan there is very strong emphasis on using the park as a study site and to provide an educational resource that can be used by schools, groups, families and wildlife enthusiasts

The Park Committee are committed to ensuring that it can offer special opportunities to organised groups to study or learn about nature. Natural England recommends that LNRs are managed with the conservation of nature and/or the maintenance of special opportunities for study research or enjoyment of nature as the priority concern.

We approached the local Primary School about establishing a Forest School at the park but the headmistress explained that logistically it wouldn't work, due to the nature of the Borley Road and distance from the school.

We were recently approached by the directors of Springfields Pre-School who, as well as running two long-standing pre-school nurseries in Sudbury and Cornard, run Little Woodland Tribe which is an outdoor nursery situated in Clare Castle Country Park. They offer Early Years funded spaces during school term times. They would like to set up a Little Woodland Tribe at LMCP.

How would it work?

Little Woodland Tribe sessions would run on 3 days a week during school term times. They could choose their 3 days from Monday to Thursday as the park gets busier from Friday. The sessions last from 9 am to 12 noon and then 12 noon to 3 pm and each session would have 8 children and a minimum of two Professional Early Years Educators.

An area in the locked compound would be set aside for their sole use and they can erect a shed for storage of the items they use and would also be allowed to put up a tarpaulin or cover for rainy days. They can also make use of the extended pergola by the café, when the café isn't open.

The directors have carried out a thorough risk assessment and adjustments have been made based on our feedback. (an example of this is no fires are allowed in at LMCP and they would amend their handbooks in line with this)

The directors are happy to work within the parameters of a Local Nature Reserve and have a copy of the Management Plan.

The directors hold up to date public employer and private liability insurance and all educators are fully qualified in Early Years teaching and have also had to have extra outdoor health and safety training.

The Volunteer & Community Engagement Officer at Clare Country Park has provided a very favourable reference of Little Woodland Tribe.

A nominal fee of £10 per day is currently paid to Clare Country Park and we have agreed that would be a favourable amount for LMCP.

Next steps

Little Woodland Tribe are applying to OFSTED to be granted to set up this facility at LMCP and as that could take up to 26 weeks (hopefully less). The directors have lodged their application.

If OFSTED approves the directors would like to start from September 2021 term time.

This initiative fits within the SCC-LMPC Contract, The LMCP Management Plan and the Park Committee Terms of Reference.

The LMPC Management Plan states in its Principal Aims:

“To encourage public access and promote the Country Park to the local community for recreation, and as a study site, but this access should be managed in a way that protects the flora and fauna of the site.”

And then under Site Promotion Principal Objectives:

- To provide the visitor with quality signage, educational boards and opportunities to enhance their understanding of the site.
- To provide an educational resource which can be used by schools, groups, families and wildlife enthusiasts.

And in the Committee Terms of Reference it confirms in the Continuing Role of the Park Committee

- To help implement the Melford Country Park Management Plan 2020 (MCPMP 2020).

Major new grant launched to support business recovery

As we welcome the gradual re-opening of our towns and high streets, we continue to provide financial support to businesses across our districts. Since March 2020, 7,589 grants, worth £36,694,834, have been paid out to businesses in Babergh and 6,507 business grants, worth £31,513,835, paid out in Mid Suffolk.

A significant new grant fund, launched by Babergh and Mid Suffolk District Councils, is set to support the recovery of local businesses reopening after lockdown but unable to access the Government's Restart Grant scheme.

The councils' Discretionary Restart Grant is designed to help with costs associated with reopening following the lifting of lockdown restrictions, to help businesses resume trading at pre-Covid levels.

The grant will be a one-off payment of up to £18,000 for eligible businesses. Eligibility and payments will consider the scale and size of business, impact of Covid, permitted opening dates and anticipated reopening costs. It cannot be used to cover salaries, fixed costs such as utilities, or be accessed by businesses outside the districts.

Business owners must submit a new application for the Discretionary Restart Grant regardless of whether they have received a previous Covid business support grant. There are no automatic payments for either the Discretionary Restart Grant or Government Restart Grant.

When applying, businesses must provide:

- details about their business, including evidence that the business is located in Babergh or Mid Suffolk
- business insurance
- an overview of the impact of the Covid lockdowns
- evidence of how the grant will be used

Applications for the Discretionary Restart Grant must be submitted by Sunday 13 June 2021.

Fiona Duhamel, assistant director for economic development and regeneration at Babergh and Mid Suffolk District Councils, said:

"After a year of unprecedented challenges for businesses across the country, the Discretionary Restart Grant can provide business owners with much needed financial support to get them back on their feet and trading as they were before the introduction of lockdown restrictions.

"We are urging businesses in Babergh and Mid Suffolk who have not been able to access the Government's Restart Grant to find out whether they are eligible and to apply as soon as possible."

Samantha Vinyard-Jones, Growth Hub Manager at the New Anglia Growth Hub, commented:

"With the easing of lockdown restrictions, businesses across Suffolk are starting to look forward and explore ways to access support to help them thrive. Whether it is applying for financial grants or accessing business advice and guidance, we are working with businesses large and small to help them understand and access all the support that is available to them."

Further guidance and application forms can be found by visiting the councils' website.

The Government's Restart Grant scheme is open to businesses that are registered for business rates, and that offer in-person services at a fixed rate-paying premises. This includes non-essential retail, hospitality, accommodation, leisure, personal care, and gym & sport providers.

Business owners unsure of which grant they may be eligible for, can contact the councils' economic development team for further advice or call 01473 296444.