

# 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 7<sup>th</sup> April 2022**  
Location: **The Old School Community Centre, The Green, Long Melford, Suffolk CO10 9DX**  
Councillors present: **I. Bartlett, B. Joyce, R. Kemp, L. Malvisi (Chair), C. Michette, R. Michette J. Nunn, L. Tipper, D. Watts, J. Watts**  
Councillors absent: **R. Delderfield, J. Ewbank, S. Powell,**  
Also attending: **D. Lovelock (Parish Clerk)**

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

The Chair welcomed new Parish Councillor Ben Joyce to his first LMPC meeting.

### **22/04-1 PROCEDURAL MATTERS**

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

Apologies were received from Councillors Delderfield, Ewbank, and Powell. Cllr D. Watts was noted to be absent.

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

There were no declarations of interest or requests for dispensation.

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

**Resolved**, that the Council confirms the accuracy of the Minutes for its meeting held 3<sup>rd</sup> March 2022, and for its Extraordinary Meeting held 17<sup>th</sup> March 2022.

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

There were no members of the public present.

### **22/04-2 COUNTY AND DISTRICT COUNCILLORS' REPORTS**

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

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

### **Cllr D. Watts joined the meeting at 7:33pm.**

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

Cllr Malvisi said that she had submitted the first Babergh District Council (BDC) Climate Change & Biodiversity Report, as previously circulated. Cllr Nunn advised that BDC was currently in the process of housing 20 refugees in its area.

### **22/04-3 PARISH CLERK'S REPORTS**

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

Regarding item 13 (Community Governance Review), the Council requested that the matter should be put on the Agenda for the May 2022 FPC meeting so that the Parish Council could decide upon and submit a response. The Report was then received and noted.

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

Regarding item 2 (SID/ANPR installation), the Clerk was asked to have all of the current SID signs checked as two appeared to be non-functional, have SCW submit the downloaded SID data for review, and request the local police to step-up enforcement regarding pavement parking and speed checks on vehicles entering the village.

Regarding item 4 (Melford Walk signage), Cllr Tipper advised that all matters had been completed.

## **22/04-4 COUNCIL FINANCIAL MATTERS AS LISTED**

### **(a) MOTION: Payments Schedule (Appendix 3)**

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

### **(b) Cashbook Report (Appendix 4)**

The Cashbook Report for February 2022 was received and noted.

## **22/04-5 OTHER BUSINESS TO BE TRANSACTED**

### **(a) MOTION: Queen's Green Canopy (Appendix 5)**

**Resolved**, that the Council will plant a memorial oak tree in the bowl area of the Country Park in the autumn as part of the Queen's Green Canopy project, in honour of the Queen's Platinum Jubilee.

### **(b) MOTION: Parish Council Standing Orders Revision (Appendix 6)**

Cllr Malvisi asked for it to be Minuted that she supported the adoption of the revised Standing Orders but personally objected to the term 'Chair', as used in them, being applied to her as she considered herself to be the Council Chairperson and not an inanimate object. Cllr Joyce pointed out a sub-clause numbering error, which the Clerk confirmed would be corrected in the published version.

**Resolved**, that the Council adopts the revised Standing Orders circulated to it as DRAFT March 2022 v1.7, subject to possible amendment during the next six months.

It was agreed following the adoption of the revised Standing Orders that the Council would use the framework contained in the document to review and rationalise the structure of its sub-groups and their terms of reference.

### **(c) Council Staff Salaries – The Clerk, the RFO, & The Cemetery Manager (Appendix 7)**

The Council noted that the National Joint Council for Local Government Services has advised its new pay rates effective from 1 April 2021, being a 1.75% increase on the previous rates across the NJC SCP Scale. The salaries of the Clerk, the Responsible Financial Officer, and the Cemetery Manager are contractually governed by the NJC SCP Scale, and will be adjusted accordingly. (The NJC SCP Scale increase effective from 1 April 2022 has yet to be agreed).

### **(d) MOTION: Council Staff Salary – The Village Caretaker**

Although the Villager Caretaker's salary is not contractually governed by the NJC SCP Scale, the Council has previously agreed that NJC SCP Scale percentage increases will apply to it.

- i. **Resolved**, that the Council agrees an increment of 1.75% to the Village Caretaker's salary from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022.
- ii. **Resolved**, that the Council agrees to increase the Village Caretaker's salary to £9.50 per hour effective from 1<sup>st</sup> April 2022 so that it does not fall below the National Living Wage.

### **(e) MOTION: CIL Funding Applications – Bidding Rounds (Appendix 8)**

**Resolved**, that the Council instructs the PIIP Working Group to identify projects for CIL Funding applications and to bring recommendations to the Council no later than its July 2022 meeting for the October 2022 CIL bid round.

### **(f) MOTION: War Memorial Repair (Appendix 9)**

**Resolved**, that the Council engages a structural engineer to survey structural condition of the Long Melford War Memorial and submit a report regarding their findings and recommendations the sum of £685 ex VAT.

### **(g) MOTION: Queen's Platinum Jubilee Beacon Lighting Working Group**

The Motion was withdrawn after it was decided that the Clerk should liaise with Cllr Nunn regarding the Beacon lighting project as he had knowledge and experience of how a similar event had been managed previously.

## **22/04-6 REPORTS**

### **(a) Country Park Committee Report**

The report, as previously circulated, was received and noted.

## **22/04-7 DETAILS OF NEXT MEETING**

It was confirmed that the next Full Parish Council Meeting (being its Annual Meeting), would be held at The Old School Community Centre, The Green, Long Melford, Suffolk CO10 9DX at 7:30pm, Thursday 5<sup>th</sup> May 2022.

There being no further business the Chair closed the meeting at 8:48pm.

Signed:   
L. Malvisi  
Chair, Long Melford Parish Council

Date: 5<sup>th</sup> May 2022

**Long Melford Parish Council**  
**Meeting of the Full Parish Council**  
**Thursday 7<sup>th</sup> April 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
22/04-3 (a)	1 Parish Clerk's Report
22/04-3 (b)	2 LMPC Action Plan
22/04-4 (a)	3 April 2022 Payments Schedule
22/04-4 (b)	4 February 2022 Cashbook Report
22/04-5 (a)	5 The Queen's Green Canopy Project
22/04-5 (b)	6 Revised Standing Orders Briefing
22/04-5 (c)	7 NJC Salary Award 2021-22
22/04-4 (e)	8 CIL Funding Applications Email
22/04-5 (f)	9 Long Melford War Memorial Quotation

## Long Melford Parish Council

### Parish Clerk's Report for the FPC Meeting April 2022

#### 1. Councillor Vacancy

LMPC welcomes newly appointed Councillor Ben Joyce as a member, who was co-opted to fill a casual vacancy at its Extraordinary Meeting held 17/03/2022.

#### 2. War Memorial Repair

The local stonemasons firm asked to quote for repairing the Memorial have declined to do so without a structural survey being completed. A quote for this has been obtained from a structural engineer and submitted to the Council for consideration at its April 2022 meeting.

#### 3. Old School Car Park EV Charging Points

The faulty charging point has been repaired and all four are now in service.

#### 4. New Bins

3no. new dog waste bins and 2no. litter bins have been received and are in storage pending deployment. The current intention is that they will be used to replace items which fall into disrepair.

#### 5. VAS Batteries

2no. spare VAS unit batteries have been received and passed to SCW for use with the LNPC units.

#### 6. Old School Car Park - Fly Tipping Prosecution

The BDC Environment Department has advised that an £80 fixed penalty notice has been issued, and paid by the perpetrator, in respect of an incident where items were left on the ground in front of the Old School Car Park recycling bins.

#### 7. Councillor Disclosure of Interest Training

Remote training for Councillors by the Monitoring Officer re disclosure of interests and keeping Register of Interests entries current was completed on 10/03/2022. Four Councillors attended.

#### 8. Passing of Sir Richard Hyde Parker bt

A letter of condolence on behalf of the Council and staff has been sent to Jean, Lady Hyde Parker and her family on the sad occasion of the death of her husband.

#### 9. Melford Walk Handrails

Installation scheduled to commence 08/04/2022 and should be completed by the end of next week.

#### 10. Lifebuoy

A lifebuoy found by SCC workmen on the bank of the Chad Brook and handed-in to the Clerk has been returned to the Environment Agency to be reinstalled at the Gauging Station.

#### 11. Parish Meeting Annual Assembly

The Assembly will be held at 7:00pm, 28<sup>th</sup> April 2022 at the Old School Community Centre. The Notice & Agenda has been published, and local organisations have been invited to attend and/or submit reports regarding their activities during the last year.

#### 12. Tree Work – Melford Walk / Raile Walk

After initially failing to find anyone prepared to do the job, a tree surgeon has now agreed to provide a quote for the work. It is hoped this will be received shortly.

#### 13. Community Governance Review

BDC is conducting a Community Governance Review, the first stage being a consultation with residents and other parties regarding naming, creating, merging, splitting, altering, or abolishing Parishes; and a review of their electoral arrangements. The deadline for first stage review submissions is Friday 27 May 2022.

## 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	Progress obtaining a lease from BDC for the Play area contingent upon BDC first upgrading sub standard items, and progress disabled access to the Play Area with SCC.	21/11-5 (h)	Cllr Delderfield Cllr Powell	In progress
4	Purchase revised, replacement Melford Walk general signs to a revised design, and 4 new slope warning signs. Make an application for £538 from District Councillor Malvisi's locality award fund to defray the sign cost cost. Remove an old wooden sign.	22/02-5 (c)	Cllr Tipper	Pending
5	Register the Council's involvement in the Queen's Platinum Jubilee Beacon Lighting Ceremony with Her Majesty's Pageantmaster.	22/03-5 (d) (i)	The Clerk	Completed
6	<ul style="list-style-type: none"> <li>Notify the organisers that the Council will participate in the Festival of Suffolk Torch Relay.</li> <li>Nominate a worthy individual to carry the torch.</li> </ul>	22/03-5 (d) (ii)	The Clerk The Council	Completed
7	Report to the Charity Commission that two charities for which LMPC is a Body Corporate Trustee (BCT) have failed to meet their charitable objectives for many years, and that despite the BCTs endeavouring to remedy this situation, they are unable to progress the matter further due to significant obstacles encountered including resistance from the other trustees.	22/03-5 (e)	Cllr Delderfield	Pending

**Long Melford Parish Council**  
**Apr 2022 payment schedule**

Presented to the Parish Council meeting dated 7 April 2022

**Appendix 3**

<b>Products, services and contracts paid prior to financial year end</b>		<b>Amount</b>	<b>VAT Accrual</b>	<b>Net Payment</b>
Baldwin Alarms	Call out to alarm at cemetery	71.04	11.84	59.20
Clyde & Company Claims LLP	VAT only invoice - 100% of VAT will be recovered	200.00	200.00	0.00
Glasdon UK Ltd	2 x bins, liners and bags	805.39	134.23	671.16
Lexden Computer Services Ltd	3 x OneDrive for Business licences, March 2022	14.36	2.39	11.97
Sudbury Office Supplies	Printer ink and paper	46.91	7.82	39.09
Suffolk County Council	2021/22 street lighting energy and maintenance	6,162.48	1,027.08	5,135.40
SWARCO	2 x lithium batteries for speed indicator devices	612.00	102.00	510.00
Trustees Hyde Parker Resettle	2021/22 Old School car park lease	250.00	0.00	250.00
		<b>8,162.18</b>	<b>1,485.36</b>	<b>6,676.82</b>

**April 2022 payments for authorisation**

Amberol	4 x 860mm barrell planters	£976.63	£162.77	£813.86
Hanchets	Reimbursement of overpaid funeral charges	£305.00	£0.00	£305.00
GroundworkUK	Unspent amount from £1,600 Neighbourhood Grant received	£9.37	£0.00	£9.37
Suffolk Association of Local Councils	Training (via Zoom) for Cllr Joyce	£187.20	£31.20	£156.00
Lexden Computer Services Ltd	IT support, Mar 2022	£90.00	£15.00	£75.00
Lexden Computer Services Ltd	3 x OneDrive for Business licences, April 2022	£14.36	£2.39	£11.97
Inst of Cemetery & Crem Management	Corporate membership	£95.00	£0.00	£95.00
Inst of Cemetery & Crem Management	Personal Membership, Cemetery Manager	£95.00	£0.00	£95.00
Alan Sawyer	March expenses	£109.66	£14.79	£94.87
LM Old Sch Community Centre	Residual room hire for 2 x March 2022 parish council mtgs	£30.00	£0.00	£30.00
Suffolk Association of Local Councils	2022/23 subscption	£1,047.43	£0.00	£1,047.43
Babergh District Council	Cemetery - fortnightly trade refuse	£546.00	£0.00	£546.00
Babergh District Council	Old School car park - weekly trade refuse	£772.00	£0.00	£772.00
Gardenature	2 x frame owl boxes (one fitted with wireless camera)	£563.48	£93.91	£469.57
		<b>£4,841.13</b>	<b>£320.06</b>	<b>£4,521.07</b>

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

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

April 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 7 April 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 7 April 2022

Councillor Signature:

## Appendix 4

How paid received	Payer	Description	Amount	VAT	Net
<b>Council receipts during February 2022</b>					
FPI	Kind Hearts Coffee	CP mobile coffee van rental	75.00	0.00	75.00
FPI	Luxstones	Burial income	330.00	0.00	330.00
FPI	Saxon Memorials	Burial income	105.00	0.00	105.00
500537	Old School car park users	Old Sch car park donations	168.85	0.00	168.85
500537	CP car park users	CP car park donations	81.64	0.00	81.64
500537	Kind Hearts Coffee	CP mobile coffee van rental	12.50	0.00	12.50
500537NS	W&WG West Funeral	Burial income	575.00	0.00	575.00
500537NS	JS Munro	Feb CP cafe rental	125.00	0.00	125.00
BGC	Babergh District Council	Locality_JN_Cemetery owl boxes	300.00	0.00	300.00
FPI	Luxstone Memorials	Burial income	330.00	0.00	330.00
FPI	Holy Trinity Church	Donation for Upper Green	8,336.91	0.00	8,336.91
BGC	Babergh District Council	Locality grant_LM_Biodiversity Working Gp	300.00	0.00	300.00
BGC	Babergh District Council	Locality grant_LM_MIB	800.00	0.00	800.00
500538	Old School car park users	Old School car park	74.43	0.00	74.43
FPI	Kind Hearts Coffee	Kind Hearts Coffee rental	19.24	0.00	19.24
FPI	Palmers	Burial income	1,050.00	0.00	1,050.00
NWBS2LLO	Nationwide Building Society	NWBS interest Feb 2022	35.86	0.00	35.86
			<b>12,719.43</b>	<b>0.00</b>	<b>12,719.43</b>
<b>Council payments during February 2022</b>					
SO	A Hurrell & Son	February storage	132.00	22.00	110.00
FPO	BB Plumbing and Heating	CP toilet repair	120.00	0.00	120.00
DD	British Gas	Electricity to 12 Jan 2022	46.93	2.23	44.70
DD	British Telecom	Cemetery mobile	13.20	2.20	11.00
FPO	CLR Electrical	2-way switch at Council office	120.00	0.00	120.00
DD	EOn	Electricity to 31/1/22, office	307.27	51.21	256.06
DD	EOn	Electricity to 31/1/2022, cemetery	12.87	0.61	12.26
DD	EOn	Electricity to 31/1/2022, Country Park	9.95	0.47	9.48
FPO	ETF Ltd	Jan public toilet cleaning	1,024.80	0.00	1,024.80
SO	LM Old Sch Community Centre	February Council meeting	20.00	0.00	20.00
FPO	P Crawford	Upper Green gates / cp curbing	6,381.42	1,063.57	5,317.85
FPO	S Bennett Groundworks	Dig out ditches and sump, Melford Walk	432.00	72.00	360.00
SO	Susanne Dixon	Feb Ranger contract	550.00	0.00	550.00
FPO	TA Accounts	February payroll	6,250.41	6.80	6,243.61
			<b>15,420.85</b>	<b>1,221.09</b>	<b>14,199.76</b>



## What is The Queen's Green Canopy?

*The Queen's Green Canopy* (QGC) is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 which invites people from across the United Kingdom to **"Plant a Tree for the Jubilee"**.

Everyone from individuals to Scout and Girlguiding groups, villages, cities, counties, schools and corporates will be encouraged to play their part to enhance our environment by planting trees during the official planting season between October to March. Tree planting will commence again in October 2022, through to the end of the Jubilee year.

With a focus on planting sustainably, the QGC will encourage planting of trees to create a legacy in honour of The Queen's leadership of the Nation, which will benefit future generations.

As well as inviting the planting of new trees, *The Queen's Green Canopy* will dedicate a network of 70 Ancient Woodlands across the United Kingdom and identify 70 Ancient Trees to celebrate Her Majesty's 70 years of service.

## Get involved

Villages, parishes, towns and counties are encouraged to get involved in Planting a Tree for the Platinum Jubilee in celebration of The Queen's 70 years of Service to the Nation. You may wish to raise funds locally to plant significant trees, avenues or copses.

Advice on major planting projects should be directed through the Office of the Lord Lieutenant in your County.

Please see below our [PLAN](#) page for advice on the tree planting season (October to March), where to plant and how to secure a healthy tree which is right for your location.

From October, you can photograph your Jubilee tree and upload it on to the [QGC map](#).

You may also wish to mark the occasion with a commemorative plaque. The QGC is offering a physical, as well as a virtual commemorative plaque option, in keeping with an environmental initiative. Please visit our commemorative plaque page for more details.

Councils have a valuable role to play in championing the QGC in their area.

There are lots of ways they can get involved including supporting schools, community groups and other facilities, such as care homes and leisure centres, to plant trees; by coordinating activity with town and parish councils to ensure a good spread of new trees; and by working with partners to raise funds to support a local programme.

## **Planting Plan**

While you will be keen to start planting, to give your tree the best chance of thriving, it is really important to do some planning first. Guided by an ethos of sustainable planting, this page will help you to learn about the tree planting season, where to plant and how to secure a healthy tree which is right for your location.

Once you have finished reading our Plan page, carry on to our [PLANT](#) page for simple instructions on planting your tree.

### **When to plant**

You will need to consider the time of year. Experts recommend planting trees between October and March, when they are dormant and less likely to be damaged during planting. The summer months are a good time to plan your project, ready for planting during the autumn.

### **Where to plant and which species**

It is important to think about the size and spread of the trees and how you will use the site as the trees grow. There are many different varieties of trees, all of which have different characteristics, purposes and needs (soil, water, nutrients). Most trees can grow in a range of conditions, though some will prefer particular soil types.

### **Explore your local area and ask for advice**

Take a look around your neighbourhood and see what's thriving for an idea of what might do well, and ask experts for advice when purchasing on what type of species is recommended based on your location.

### **Securing a healthy tree**

In order to participate in this project, you may purchase your own trees from the recommended nurseries or, if you are a school or community group, you may apply for free saplings from autumn 2021 through our [Woodland Trust partnership](#).

Prices of trees vary greatly, from relatively inexpensive (less than £1) to substantially more depending on factors such as the species and size. It is really important when planning to factor in other costs associated with planting and establishing a tree as well.

Purchasing a tree from a certified nursery will reduce the likelihood of your tree carrying a pest or disease which will not only affect it but can spread to other plants. A nursery with a Plant Healthy certification will have a strong biosecurity standard and their trees are likely to be healthy plants and have high plant health. The OHAS Grower Standard is another certification scheme to look out for when searching for an accredited nursery.

If you are finding it difficult to locate a nearby nursery that has evidence of certification, the next best way you can do your bit is by asking the following questions ahead of purchasing:

- Is this tree from a certified nursery that follows Plant Healthy or OHAS or other certification?
- Have these trees been grown in the UK (UKISG assured)?

If storing your tree before planting, store it upright sheltered from frost and wind. Lightly spray the roots with water if they appear to be drying out. Or if your tree is in a container, ensure the roots do not dry out by watering.

The implications of planting an unhealthy tree can be devastating for the surrounding environment. If you would like to learn more about this, please visit our page on [tree diseases and pests](#).

# Revised Standing Orders – Draft v1.7

## Supporting Briefing

### Background

Historically, LMPC has based its SOs upon the NALC Model Standing Orders, and this continues to be the case with Draft v1.7. However, the SOs have been reviewed in their entirety and adjustments made where it was felt this was desirable to produce a document fit for purpose in the 21<sup>st</sup> century and meeting LMPC's requirements.

### Council Sub-Groups – Legal Situation

One of the most important aspects of the revision work has been to provide a framework within the Standing Orders to ensure that the Council doesn't contravene The Public Bodies (Admission to Meetings) Act 1960, under which the meeting of Council sub-groups which exercise some of the Council's public functions must be open to public attendance. (This implements Council Resolution 21/11-5 (f)). To clarify the situation, the adoption of two types of defined Council sub-groups has been proposed; '*Committees*', being sub-groups exercising public functions, and '*Working Groups*', being sub-groups acting only in an advisory capacity. As can be seen from ANNEX 1 of this document, the effect upon the Council's structure of adopting this measure is confined to the renaming of four sub-groups, with their powers and functions remaining completely unchanged. Neither does the allocation of a sub-group to the 'Working Group' category preclude the admission of the public to its meetings if the Council so wishes (the draft SOs confirm this point directly); it is only the case that there is no legal requirement to do so.

### Key Amendments to the Standing Orders

Other than the above key amendments are as follows:

- Making the SOs 'gender neutral' throughout.
- Reinstating a descriptive introduction which includes definitions for terms used in the document.
- Redrafting Section 3 (Meetings generally) to unify an array of differing meeting requirements, and to simplify the section by removing a confusing colour-coding system for various elements.
- Amending Section 4 (Committees) so that it includes 'Working Groups' within its scope.
- Amending Section 5 to streamline the business to be dealt with at the Council's Annual Meeting.
- Amending Section 18 (Financial controls and procurement) to reference new financial limits introduced by the Government following Brexit.

# Long Melford Parish Council

## EXISTING STRUCTURE

Full Parish Council
Discharges public functions
Meetings open to the public

**NOTE:** For Working Groups, there is no legal requirement for their meetings to be open to public attendance. However, their meetings can be open to public attendance if the Council chooses.

Country Park Committee	Emergency Planning Committee	Finance Committee	Hall Street & Little St Marys Traffic & Parking Working Group
Delegated powers to discharges public functions	Advisory only - No delegated powers	Advisory only - No delegated powers	Advisory only - No delegated powers
Meetings open to the public	Meetings NOT open to the public	Meetings open to the public	Meetings NOT open to the public

Long Melford Biodiversity NPSG Working Group	Long Melford Traffic & Parking NPSG Working Group	Melford Green Working Group	Neighbourhood Plan Steering Group
Advisory only - No delegated powers	Advisory only - No delegated powers	Advisory only - No delegated powers	Delegated powers to discharges public functions
Meetings NOT open to the public	Meetings NOT open to the public	Meetings NOT open to the public	Meetings open to the public

Old School Car Park Working Group	Parish Infrastructure Investment Plan Working Group	Personal Data Working Group	Personnel Committee
Advisory only - No delegated powers	Advisory only - No delegated powers	Delegated powers to discharges public functions	Delegated powers to discharges public functions
Meetings NOT open to the public	Meetings NOT open to the public	Meetings NOT open to the public (Exempt)	Meetings NOT open to the public (Exempt)

Standing Orders Working Group	Planning Committee	Village Seating Working Group	Village Volunteers Group Committee
Advisory only - No delegated powers	Delegated powers to discharges public functions	Advisory only - No delegated powers	Delegated powers to discharges public functions
Meetings NOT open to the public	Meetings open to the public	Meetings NOT open to the public	Meetings open to the public

# Long Melford Parish Council

## STRUCTURE UNDER REVISED SOs

Full Parish Council
Discharges public functions
Meetings open to the public

**NOTE:** For Working Groups, there is no legal requirement for their meetings to be open to public attendance. However, their meetings can be open to public attendance if the Council chooses.

Country Park Committee	Emergency Planning Working Group	Finance Working Group	Hall Street & Little St Marys Traffic & Parking Working Group
Delegated powers to discharges public functions	Advisory only - No delegated powers	Advisory only - No delegated powers	Advisory only - No delegated powers
Meetings open to the public	Meetings NOT open to the public	Meetings open to the public	Meetings NOT open to the public

Long Melford Biodiversity NPSG Working Group	Long Melford Traffic & Parking NPSG Working Group	Melford Green Working Group	Neighbourhood Plan Steering Committee
Advisory only - No delegated powers	Advisory only - No delegated powers	Advisory only - No delegated powers	Delegated powers to discharges public functions
Meetings NOT open to the public	Meetings NOT open to the public	Meetings NOT open to the public	Meetings open to the public

Old School Car Park Working Group	Parish Infrastructure Investment Plan Working Group	Personal Data Committee	Personnel Committee
Advisory only - No delegated powers	Advisory only - No delegated powers	Delegated powers to discharges public functions	Delegated powers to discharges public functions
Meetings NOT open to the public	Meetings NOT open to the public	Meetings NOT open to the public (Exempt)	Meetings NOT open to the public (Exempt)

Standing Orders Working Group	Planning Committee	Village Seating Working Group	Village Volunteers Group Committee
Advisory only - No delegated powers	Delegated powers to discharges public functions	Advisory only - No delegated powers	Delegated powers to discharges public functions
Meetings NOT open to the public	Meetings open to the public	Meetings NOT open to the public	Meetings open to the public

## **ANNEX 2**

### **Long Melford Parish Council Standing Orders**

**(DRAFT March 2022 v1.7)**

#### **Revisions to the NALC Model Standing Orders**

- The use of "he", "his", and "Chairman" has been removed throughout, being replaced by "they", "their", and "Chair" etc. with associated text amended so that sentences parse correctly. (This change is not indicated by coloured text).
- The term, and references to, "standing Committee" has been removed throughout and replaced by "Committee".
- The term, and references to, "sub-committee" has been removed throughout. The term "Working Group" and references to this sub-group have been inserted.
- Contents listing section titles amended at S4 and S6 to reflect amendments in the document.
- Introduction – Reinstated to provide information about the purpose and use of the Standing Orders and a glossary of standard terms.
- 3 Redrafted to unify the meeting requirements for different elements of the Council and simplify the section by removing a confusing colour-coding system which attempted to identify the relationship between clauses and the Council elements to which they applied.
- 3b Amended to clarify what meetings the Clause relates to.
- 3c Amended to clarify what meetings the Clause relates to, and to select a Clause option removing a confusing reference to Committee meetings being called "at shorter notice".
- 3d Amended to clarify what meetings the Clause relates to.
- 3e Text added for clarity.
- 3g Text added for clarity.
- 3n Text added for clarity.
- 3p Reworded so that the Clause applies to all types of Council meeting.
- 3v Amended to clarify that the quorum requirement applies to both council and committee meetings.
- 4 Explanatory preamble added to clarify that the Section encompasses both Committees and Working Groups, but not every provision of Section applies to both types of sub-Group.

- 4a Text added to confirm that no Council public function can be delegated to a Working Group unless this is determined by the Council.
- 4b Text added to expand the types of sub-group on which non-councillors cannot serve, to comply with current financial, employment and data protection law, and to confirm that the appointment of non-councillors to a sub-group and the allocation of any voting rights to them must be determined by the Council.
- 4c Text added to clarify that the creation of a sub-group consisting entirely of non-councillors is subject to the limitations imposed by Clause 4b.
- 4d ii Amended to provide more flexibility for Committees to arrange their own meeting timetable.
- 4d iii Amended to provide more flexibility for Committees to arrange their own meeting timetable.
- 4d vi Requirement left blank LMPC allows Committees to appoint their own Chairs.
- 4d vii Text added to clarify the actual process used for the initial and subsequent appointment of Committee Chairs and Vice Chairs.
- 4d viii Amended to confirm that the quorum requirements apply to all Committee meetings.
- 4d ix Amended to include the press in determination and to indicate that inclusion is the default position.
- 4d x Requirement left blank as it dealt with sub-committees.
- 4d xi Requirement left blank as it dealt with sub-committees.
- 4e New Clause added to define the terminology and powers applying to the Council's sub-sets.
- 5j Clause amended so that it now refers only to the irregular requirements of the Annual Meeting. Due to the amount of non-standard, mandatory business that must be transacted at the Annual Meeting, numerous non-mandatory items removed and transferred to new Clauses 5k and 5l.
- 5k New Clause inserted, detailing general requirements to be transacted at every council meeting. (Some transferred from Clause 5j).
- 5l New Clause inserted, detailing recurring, non-urgent requirements that in normal circumstances need attention no more often than once every 3 years on a rolling, cyclical basis. (Some transferred from Clause 5j).
- 6 Section title amended to show that it refers to both Council and Committee meetings.
- 6a Text added to clarify that it is the Council Chair who is authorised to sign public notices for extraordinary meetings (as per LGA 1972 Part II 9(1)).

- 6b Text added to clarify that requests for an extraordinary meeting must be made in writing.
- 6d Text added to clarify that requests for an extraordinary meeting must be made in writing.
- 9g Amended to detail the process actually used for receiving and listing Motions/agenda items.
- 9h Amended to include deferred Motions in the scope and to confirm that proposers will be notified of the reasons for rejection or deferment.
- 12a Revised to provide more flexibility regarding the receipt of draft minutes and clarify that draft minutes provided prior to a meeting will be taken as having been read, and not as correct and having been agreed.
- 13e Amended to remove a redundant option erroneously left in the previous version of the LMPC standing orders.
- 13g Amended to remove a redundant option erroneously left in the previous version of the LMPC standing orders.
- 14a Amended to clarify that the Proper Officer will report the details of a Code of Conduct Complaint to the Council, and not just that a complaint has been made.
- 15b xiv A "in a book" changed to "on a schedule"; most councils, including LMPC, now record this information on a database and not in a written ledger.
- 16a Revised to shift the emphasis the RFO's absence to dealing with potential problems with the Council's essential financial functions, and to extend the scope of who may be appointed to undertake the RFO's work to persons other than staff members.
- 18f Revised to account for changes to financial and contractual regulations resulting from Brexit.
- 18g Revised to account for changes to financial and contractual regulations resulting from Brexit.
- 19d Amended to clarify that grievance matters will be reported to the Personnel Committee and not to the complainant or subject of them.
- 19e Amended to clarify that grievance matters will be reported to the Personnel Committee and not to the complainant or subject of them.



2 MARCH 2022

## E01-22 | NATIONAL SALARY AWARD 2021/22

The National Association of Local Councils has been informed that the National Joint Council for Local Government Services (NJC) has agreed the new rates of pay applicable from 1 April 2021. They state:

Pay Agreement has been reached on rates of pay applicable from 1 April 2021.

Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2021

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2021 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section of \[www.lgpsregs.org\]\(http://www.lgpsregs.org\)](#).

The annex below lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be applied from 1 April 2021.

---

### E01-22 | NATIONAL SALARY AWARD 2021/22 As applied to LMPC Staff (pro-rated)

#### Annex 1

Pro-rated		1 April 2020		1 April 2021		Scale Ranges
LMPC Staff	SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
Clerk	26	£30,451	£15.83	£30,984	£16.10	LC2 (24-28) (substantive benchmark range)
RFO	27	£31,346	£16.29	£31,895	£16.58	
Cemetery Mgr	12	£22,183	£11.53	£22,571	£11.73	LC1 (7-12) (substantive benchmark range)

# CIL Funding Applications - May Bid Round

**From:** CIL Expenditure <[CILexpenditure@baberghmidsuffolk.gov.uk](mailto:CILexpenditure@baberghmidsuffolk.gov.uk)>

**Sent:** 25 March 2022 08:28

**Subject:** CIL Funding Applications - May Bid Round

Dear All,

Please be aware that the CIL funding bidding round will open on the 1 May 2022 and will run until the 31 May 2022. Another bidding round will take place later on in the year in October. For an application to be made a CIL Project Enquiry form must first be submitted. Please see the below link for this document:

CIL Funding Enquiry Form Link:

<https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/CIL-SPENDING/CIL-Funding-Enquiry-Form.pdf>

It is important for applicants to discuss any proposed projects that are looking to access CIL funding with the Infrastructure team prior to funding applications being made. If you are currently in discussions with the team please continue these to ascertain if a funding application would be appropriate in the May bid window. The criteria to access CIL funding is detailed in the CIL Expenditure program, this is linked below:

CIL Expenditure program Link:

<https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/CIL-Expenditure-Framework-Babergh-and-Mid-Suffolk-March-2021.pdf>

If you have any further queries on CIL funding, please contact the infrastructure team on:

Email - [cilexpenditure@baberghmidsuffolk.gov.uk](mailto:cilexpenditure@baberghmidsuffolk.gov.uk)

Telephone - 01449 724563

Kind Regards,

**Richard Kendrew**

**Infrastructure Officer**

Babergh District & Mid Suffolk District Council – Working Together

01449 724563

[www.babergh.gov.uk](http://www.babergh.gov.uk) & [www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk)

## Long Melford War Memorial Structural Survey Quotation

From: [REDACTED]  
Date: Fri, 25 Mar 2022, 09:25  
Subject: RE: War Memorial survey  
To: [alansawyer9@googlemail.com](mailto:alansawyer9@googlemail.com) <[alansawyer9@googlemail.com](mailto:alansawyer9@googlemail.com)>  
Cc: [REDACTED] [REDACTED]

Further to our conversation, I have forwarded my previous email below.

We can offer you a complete package of works from the;

- initial structural condition survey,
- feasibility of repair,
- assistance in correspondence with statutory bodies,
- production of schedule of works,
- management of contract with tenderers
- production of schedule of works and all necessary drawings / calculations

To give you an initial illustrative fee the price of a survey will be £685 +vat this includes travel and sundry expenses.

For this we would visit site, take measurements and produce a technical report with photographs and sketches outlining our findings and recommending the next course of action. It also covers 1 hour of telephone/ zoom consultation. We have not allowed for correspondence with other parties or attending meetings.

Until this initial survey is undertaken it is not possible to accurately illustrate our costs.

I would be happy to discuss this proposal with you &/or the clerk further.

Yours

[REDACTED] BSc (Hons) IEng MIED

Senior Engineer