

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 ANNUAL MEETING MINUTES

Meeting called for: **7:30pm, Thursday 5th May 2022**
Location: **The Old School Community Centre, The Green, Long Melford, Suffolk CO10 9DX**
Councillors present: **I. Bartlett, R. Delderfield, J. Ewbank, B. Joyce, L. Malvisi, J. Nunn, S. Powell, L. Tipper, D. Watts**
Councillors absent: **R. Kemp, C. Michette, R. Michette, J. Watts**
Also attending: **D. Lovelock (Parish Clerk), One Member of the public**

The Chair opened the meeting at 7:30pm.

22/05-1 PROCEDURAL MATTERS

(a) MOTION: Election of the Parish Council Chair

Resolved, that the Council elects Cllr L. Malvisi as its Chair to serve for one year. The newly elected Chair then signed their declaration of acceptance of office in the presence of the Council's Proper Officer.

(b) MOTION: Election of the Parish Council Vice Chair

Resolved, that the Council elects Cllr John Nunn as its Vice Chair to serve for one year.

(c) Apologies for Absence

Apologies were received from Cllrs R. Kemp, C. Michette, R. Michette, and J. Watts.

(d) Declarations of Interest & Requests for Dispensation

Non-pecuniary declarations of interest were received from Cllrs Tipper and D. Watts regarding Agenda Item 22/05-5 (e), on the basis that the matter involved the Ex-Service and Working Men's Club of which they were both members.

Non-pecuniary declarations of interest were received from Cllrs Ewbank, Nunn, and Tipper regarding Agenda Item 22/05-5 (f) on the grounds that they were involved with the community events committee that was planning it.

(e) MOTION: Accuracy of Minutes

Resolved, that the Council confirms the accuracy of the Minutes for its meeting held 7th April 2022.

(f) Public Participation

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

22/05-2 COUNTY AND DISTRICT COUNCILLORS' REPORTS

(a) County Councillor's Report

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

(b) District Councillors' Joint Report

No Report was submitted by District Councillors Malvisi and Nunn.

22/05-3 PARISH CLERK'S REPORTS

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

Regarding Item 7, the Clerk was asked to obtain a greater range of downloaded SID traffic data in MS Excel format.

The Clerk advised the Council regarding progress with the Queen's Jubilee Torch Relay event, to be held on 18/05/2022. It was agreed that posters advertising the event would be circulated, with Cllr Delderfield liaising with the Village Hall (relay start point) and Cllr Bartlett liaising with the Nethergate Brewery (relay terminus) about their putting on commencement / reception events in their car parks. The Silver Band would be asked if they could provide music. Arrangements for the Jubilee Beacon Lighting Event on 02/06/2022 were also discussed.

The Clerk's Report was then received and noted.

(b) Council Action Plan Status (Appendix 2)

Item 3 – Cordell Road Playing Field. Cllr Delderfield advised that he and Cllr Powell had met with a BDC representative on 28/02/2022. They had advised the LMPC position that the £30,000 offered by BDC as part of the deal for the Parish Council to take over the playing field was insufficient to cover the remedial work needed to upgrade it to the required acceptable standard, which BDC should already have done prior to negotiations commencing. A quote to ascertain the actual upgrade cost was pending, following receipt of which negotiations would continue.

Item 4 – Charity Matters. Cllr Delderfield had written to the Charity Commission explaining the problems. A formal response was expected by 19/05/2022.

Cllr Delderfield also mentioned that Cllr Kemp had been attempting to progress the desired pedestrian crossing at the southern end of the village with SCC; the matter remained ongoing.

The Action Plan was then received and noted.

22/05-4 COUNCIL FINANCIAL MATTERS AS LISTED

(a) MOTION: Payments Schedule (Appendix 3)

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

(b) Cashbook Report (Appendix 4)

The Cashbook Report for March 2022 was received and noted.

(c) MOTION: Authorisation to Place Business Electricity Contracts

The business electricity supply contracts for the sites listed below are due to expire shortly, with the quotations provided by the existing suppliers being valid only until the end of the working day indicated.

- Old School Car Park (28th May 2022)
- Cemetery Manager's Building (1st June 2022)
- Long Melford Country Park (6th June 2022)

Resolved, that the RFO and Chair of the Finance Working Group are authorised to place the Council's business electricity contracts for the above sites, with discretion to fix the contracts for either 1 or 2 years.

22/05-5 OTHER BUSINESS TO BE TRANSACTED

(a) MOTION: Election of Council Committee Members

Resolved, that the Council elects the members of the following Committees, to serve for one year, as shown in Appendix 5.

- | | |
|---------------------------|---|
| ▪ Country Park Committee | ▪ Neighbourhood Plan Steering Committee |
| ▪ Personal Data Committee | ▪ Personnel Committee |
| ▪ Planning Committee | ▪ Village Volunteers Group Committee |

(b) MOTION: Election of Council Working Group Members

Prior to the item being considered, Cllr Joyce declared a non-pecuniary interest in the membership of the Traffic & Parking Working Group, on the basis that his residence was affected by traffic in the area which was the focus of the Group's activities. He stated that he would thus recuse himself from voting on its membership or being a member of it.

Resolved, that the Council elects the members of the following Working Groups, to serve for one year, as shown in Appendix 5.

- | | |
|---------------------------------|---|
| ▪ Finance Working Group | ▪ Hall Street & Little St Marys Traffic & Parking Working Group |
| ▪ Melford Green Working Group | ▪ Old School Car Park Working Group |
| ▪ Standing Orders Working Group | ▪ Parish Infrastructure Investment Plan Working Group |

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

Resolved, that the Council elects Councillors to act as its representatives on the following external bodies, to serve for one year, as shown in Appendix 5.

- | | |
|--------------------------------------|---|
| ▪ Long Melford Community Association | ▪ LMBA / LMPC Posters, Notices, Signs & Fly-Posting Committee |
| ▪ Long Melford Defibrillator Group | ▪ Long Melford Village Hall |

The Councillors declined to vote for delegates to the following external bodies:

- Long Melford Business Association, on the basis that the Council dealt with village business matters through a LMPC Business Working Group and not by having delegate representation on the LMBA.
- Long Melford in Bloom, on the basis that this was a LMPC sub-group and not an external community organisation.

The Clerk advised that these matters had been raised before and he had been unable to find any Council minutes evidencing the creation of an LMPC Business Working Group, or Long Melford in Bloom Council sub-group. The Council then decided that these matters should be brought before it at its June 2022 meeting, together with the situation with the Biodiversity Working Group, so that these groups could be definitively constituted, and their membership decided at that time.

(d) MOTION: Letter of Thanks to Volunteer

Resolved, that the Council sends a letter of thanks to Mr Nigel Brady, volunteer assistant to the Cemetery Manager, in recognition of the significant time and hard work that he contributes to maintaining the Old Churchyards.

(e) MOTION: Spicers Lane / Hall Street Junction

Cllr Malvisi advised that arrangements were already in hand for SCC Councillor Kemp to meet the SCC Area Highways Manager, together with Parish Councillors, residents and a representative from the Ex-Service and Working Men's Club, at the junction to discuss possible improvements to create a safer egress from it. Consequently, the Motion was withdrawn.

(f) MOTION: Big Jubilee Lunch Match-Funding

Cllr Ewbank advised that local businesses and organisations had pledged £4,070 so far towards the cost of the Big Jubilee Lunch costs.

Resolved, that the Council will provide funding of £2,500 to the Long Melford Events Group towards the Big Jubilee Lunch costs, with any unused amount of this to be accounted for and reported to the Council for it to decide whether it should be returned or retained by the Events Group to be carried forward as a contribution towards future community events.

(g) MOTION: Sudbury Community Wardens Service Level Agreement (Appendix 6)

The SCW SLA hourly rate for both standard and weekend work has increased by 6.55%, while the mileage rate remains unaltered at £0.65/mile. Assuming the contracted 100 hours p.a. is all at the standard rate, this would cost the Council an additional £134.93 for 2022-23.

Resolved, that the Council accepts the SCW Service Level Agreement for 2022-23 and authorises the Clerk to sign it subject to SCW amending it to add the following to the list of tasks specifically prioritised for completion:

- Supporting Long Melford in Bloom with plant watering.
- Grass cutting of small greens in Hall Street and Little St Marys.

(h) MOTION: Street Lighting Upgrade

The average energy cost for the Parish Council's recently upgraded streetlights is £14.84 per unit p.a.. Two items remain which utilise old and inefficient technology: Unit 101 (adjacent to Dorset Cottage, Lower Green) costing £136.29 p.a., and Unit 286 (footpath at rear of Scutchers Restaurant) costing £47.75 p.a..

Resolved, that the Council will not accept a quote from SCC to replace the two units with modern, energy efficient equipment at a total cost of £1,206 ex VAT as it does not believe this represents a justifiable use of public funds.

(i) MOTION: Surface improvement & Drainage Works to Upper Green Car Park (Appendix 7)

Resolved, that the Council accepts a quotation in the sum of £19,855 ex VAT from A.J. Smith Contracting to carry out the further work required at the Upper Green Car Park, principally being removal of the existing compromised surface, installation of a French drain, laying kerbing, and the provision of a new gold stone surface and substrate.

(j) MOTION: Surface Repairs to Front of Old School Car Park (Appendix 8)

Resolved, that the Council accepts a quotation in the sum of £3,580 ex VAT from A.J. Smith Contracting to carry out repair work to several damaged areas at the front of the Old School Car Park, principally being to clean out and spray the damaged patches and re-dress them in stone matching the existing surface.

(k) MOTION: Community Governance Review

Resolved, that the Councillors would make individual submissions in respect of the Babergh District Council Community Governance Review consultation regarding naming, creating, merging, splitting, altering, or abolishing Parishes, and a review of their electoral arrangements. Submissions were to be made by the deadline of Friday 27 May 2022. The Clerk was asked to circulate the website portal details to facilitate this.

(l) Confirmation of Arrangements for Insurance Cover

The Council noted that its arrangements for insurance cover in respect of insurable risks were in place as follows:

- Employer's Liability Insurance - AXA Insurance UK PLC, £10,000,000 (any one occurrence, renewable 30/09/2022)
- Public Liability Insurance - AXA Insurance UK PLC, £10,000,000 (any one occurrence, renewable 30/09/2022)

(m) Expenditure Incurred under s137 LGA 1972 or the General Power of Competence

The Council noted that all of its expenditure during Financial Year 2021-22 was incurred under the General Power of Competence.

22/05-6 REPORTS

(a) Country Park Committee Report

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

22/05-7 DETAILS OF NEXT MEETING

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

There being no further business the Chair closed the meeting at 9:45pm.

Signed:



L. Malvisi

Chair, Long Melford Parish Council

Date: 10 / 06 / 22

Long Melford Parish Council
Meeting of the Full Parish Council
Thursday 5th May 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
22/05-3 (a)	1 Parish Clerk's Report
22/05-3 (b)	2 LMPC Action Plan
22/05-4 (a)	3 May 2022 Payments Schedule
22/05-4 (b)	4 March 2022 Cashbook Report
22/05-5 (a)(b)(c)	5 Council Sub-Group Structure
22/05-5 (g)	6 Sudbury Community Wardens SLA 2022-23
22/05-5 (i)	7 Work Required at Upper Green Car Park
22/05-4 (j)	8 Old School Car Park Repairs

Long Melford Parish Council

Parish Clerk's Report for the FPC Meeting May 2022

1. War Memorial

A structural engineer has been commissioned to provide a survey report and repair recommendations for the Long Melford War Memorial; submission target date 31/05/2022.

2. Memorial Bench

The Fred Larkin Memorial Bench has been reinstated around the tree outside the Bull Hotel.

3. Dog Waste Bins

A bin rendered unreachable when Suffolk County Council (SCC) installed handrails at the Station Road / Southgate Street Melford Walk entrance has been moved to an accessible point immediately nearby. A fallen bin in Bull Lane has been remounted on a new post.

4. Melford Walk Entrance Handrails

The installation of the handrails has been completed.

5. Owl Boxes

Two owl boxes have been ordered, one equipped with a camera. Delivery expected tomorrow.

6. Tree Work

The tree work at the Melford Walk where it borders a property in Raile Walk has been completed.

7. SID/VAS Signs

A faulty sign awaits repair. SCW have provide some downloaded traffic data, with more to come.

8. Old School Car Park Electric Supply

The electric meter cabinet lock was vandalised and has now been repaired. The meter remains functional but is displaying a fault code; this has been reported to the utility supplier.

9. Cordell Road Council Building

Faults with both the office and public toilet door locks have been repaired.

10. Increased Police Traffic Enforcement

The local police have been contacted in respect of a request by the Parish Council that they step-up enforcement regarding pavement parking and speed checks on vehicles entering the village. No response received to date.

11. Biodiversity – Wildflower Planting

The wildflowers for planting at various locations around the village have been delivered.

12. Cordell Road Flooding

SCC have jetted a main drain and cleared an outfall blocked by roots, and water is now running freely through them. Two unplotted catchpits have been located, and jetted over a length of more than 70 metres. Further investigations are planned to identify, clear and plot the drainage system in Cordell Road and The Limes, to try and make sure that these are also clear and free running.

13. Annual Tree Survey

A number of consultants/contractors have been asked to quote to conduct the annual survey of the Council's trees, primarily located in the Cemetery and along the Melford Walk.

14. Village Volunteer Training

One of the volunteers has completed and SCC course in roadside working, and is now able to supervise the others for projects such as road and direction sign cleaning.

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 upfrading sub standard items, and progress disbled access to the Play Area with SCC.	21/11-5 (h)	Cllr Delderfield Cllr Powell	In progress
4	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 encountred including resistance from the other trustees.	22/03-5 (e)	Cllr Delderfield	Pending
5	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.	22/04-5 (a)	Cllr Tipper	Pending
6	Use the framework contained in Council's revised Standing Orders to review and rationalise the structure of its sub-groups and their terms of reference.	22/04-5 (b)	Cllr D. Watts	Pending
7	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.	22/04-5 (e)	Cllr D. Watts	Pending

Long Melford Parish Council

May 2022 payment schedule

Presented to the Parish Council meeting dated 5 May 2022

Appendix 3

Payments made under Clerk's delegation

Boston Seeds	Wildflower order	£242.40	£40.42	£201.98
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May 2022 payments for authorisation (as at 4 May 2022)

MMC Locksmiths	Replace locking mechanism on Cordell Road toilets	£230.00	£0.00	£230.00
MMC Locksmiths	Replace faulty lock on Old School car park meter box	£85.00	£0.00	£85.00
BW Fencing Specialists Ltd	Supply and install hand rail at Melford Walk	£1,290.00	£215.00	£1,075.00
Sudbury Town Council	Q4 Community Warden mileage	£39.00	£6.50	£32.50
Sudbury Office Supplies	Lever arch files for 2022/23 financial year	16.26	£2.71	£13.55
Lexden Computer Services Ltd	IT support for April 2022	£30.00	£5.00	£25.00
Blake Tree Care	Field Maple - Melford Walk	£420.00	£70.00	£350.00
Holmes and Hills	Registration of land for Trustees of Charity of John Hill	£900.00	£150.00	£750.00
Rialtas	2021/22 year end closedown	£480.00	£80.00	£400.00
Grown in Suffolk	composting 4 x new barrels and watering all plants	£299.00	£0.00	£299.00
Breakout	2 x Civic Award certificates	£20.00	£0.00	£20.00
Perrywood Garden Centre	Melford in Bloom plants	£34.91	£5.84	£29.07
Alan Sawyer	April expenses	£103.16	£14.55	£88.61
Lexden Computer Services Ltd	OneDrive for business licence monthly charge	£14.36	£2.39	£11.97
Heelis & Lodge	2021/22 internal audit fee	£310.00	£0.00	£310.00
P Crawford (Contracting) Ltd	Over seeding the Upper Green following vehicular damage	£1,182.00	£197.00	£985.00
LM Old School Community Centre	Balance of Room Hire, April 2022	£30.00	£0.00	£30.00
		£5,483.69	£748.99	£4,734.70

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

May 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 5 May 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 5 May 2022

Councillor Signature:

How paid received	Payer	Description	Amount	VAT	Net
Council receipts during March 2022					
FPI	The Hare Inn	Hare Walk leaflet	100.00	0.00	100.00
FPI	Indigo Ross	Indigo Walk leaflet	100.00	0.00	100.00
BGC	Babergh District Council	Locality Grant_LM_MW	360.00	0.00	360.00
BGC	Babergh District Council	Locality grant_LM_MW	540.00	0.00	540.00
500539	Country Park car park users	CP car park donations	80.11	0.00	80.11
500539	Old Sch car park users	Old Sch car park	130.77	0.00	130.77
500539	Name withheld	Burial income	820.00	0.00	820.00
500539	JS Munro	Country Park cafe rental, March	125.00	0.00	125.00
FPI	Luxstone Memorials	Burial income	360.00	0.00	360.00
BGC	Babergh District Council	Q4 Cleansing grant	1,042.47	0.00	1,042.47
BGC	Babergh District Council	Recycling income	546.96	0.00	546.96
BGC	Holmes & Hills	Payment refund	3.00	0.00	3.00
BGC	War Graves Commission	Annual maintenance payment	80.00	0.00	80.00
FPI	Anglia Car Charging	EV charge income July to Sept 2021	161.04	0.00	161.04
BGC	Gallagher	Insurance credit	78.08	0.00	78.08
500540	Dignity	Burial income	575.00	0.00	575.00
500540	Donor name withheld	MIB donation	115.00	0.00	115.00
DEP	Hanchets	Burial income	360.00	0.00	360.00
BGC	HMRC	VAT refund to 28/02/22	2,409.32	0.00	2,409.32
FPI	Nethergate Brewery	Nethergate Walk leaflet	100.00	0.00	100.00
FPI	Luxstone Memorials	Burial income	360.00	0.00	360.00
500541	Old Sch car park users	Old Sch car park	192.26	0.00	192.26
FPI	The Mill	Mill Walk leaflet	100.00	0.00	100.00
FPI	Kind Hearts Coffee	CP site rental	19.24	0.00	19.24
500542	Old Sch car park users	Old Sch car park	100.39	0.00	100.39
500543	CP Petty Cash	Country Park car park donations	121.49	0.00	121.49
FPI	H&AW Palmer Ltd	Burial income	575.00	0.00	575.00
FPI	Anglia Car Charging	EV charge income Oct to Dec 2021	232.30	0.00	232.30
Int	Nationwide Building Society	March interest	39.71	0.00	39.71
			9,827.14	0.00	9,827.14
Council payments during March 2022					
000624	Name withheld	Return of Burial Rights	100.00	0.00	100.00
FPO	A Hurrell & Son	Council storage, March 2022	132.00	22.00	110.00
DD	Wave	Burial ground to 14/2/22	12.58	0.00	12.58
DD	Wave	Country Park to 14/2/22	103.67	0.00	103.67
DD	Wave	Upper Green toilets to 14/2/22	419.46	0.00	419.46
DD	British Gas	Country Park to 12/2/22	52.50	2.50	50.00
DD	British Telecom	Cemetery mobile	13.20	2.20	11.00
UNPCHQ	Resident	Unpaid burial income chq	820.00	0.00	820.00
FPO	Alan Sawyer	Cable and cut back office key	34.00	0.00	34.00
FPO	Auto Innovations Ltd	Melford Walk signage	645.60	107.60	538.00
FPO	Indigo Ross	Melford Walk signage	109.20	18.20	91.00
FPO	Lexden Computer Services Ltd	IT support, Feb 2022	120.00	20.00	100.00
FPO	Harcourt Powell Chartered Surv	Bld reinstatement cost assessmt	295.00	0.00	295.00
FPO	P Crawford	Upper Green maintenance	3,535.18	589.20	2,945.98
FPO	S Bennett Groundworks	Dig out Melford Walk ditches	432.00	72.00	360.00
FPO	WJ Green Ltd	Service cemetery equipmt	979.98	163.33	816.65
FPO	ETF Ltd	Clean Upper Gr toilets, Feb 22	846.00	0.00	846.00
FPO	TA Accounts	March 2022 payroll	6,250.41	6.80	6,243.61
DD	Lloyds Bank Chargecard	2 x heavy duty brooms	39.98	6.66	33.32
SO	LM Old Sch Community Centre	Council meeting, Mar 2022	20.00	0.00	20.00
DD	EOn	Electricity to 28/2/22	9.49	0.45	9.04
DD	EOn	Electricity to 28/2/22	19.64	0.94	18.70
DD	EOn	Electricity to 28/2/22	99.19	4.72	94.47
DD	EOn	Electricity to 28/2/22	135.73	6.46	129.27
FPO	Baldwin Alarms	Alarm call-out	71.04	11.84	59.20
FPO	Clyde&Co	VAT only invoice	200.00	200.00	0.00
FPO	Glasdon UK	2 x bins, liners and bags	805.39	134.23	671.16
FPO	Lexden Computer Services Ltd	OneDrive for Business licences	14.36	2.39	11.97
FPO	Sudbury Office Supplies	Printer ink and paper	46.91	7.82	39.09
FPO	Suffolk County Council	Street light maint & energy	6,162.48	1,027.08	5,135.40
FPO	Swarco	2 x SID batteries	612.00	102.00	510.00
FPO	Trustees Hyde Parker Resettle	2021/22 Old Sch car park lease	250.00	0.00	250.00
SO	Susanne Dixon	Mar Ranger contract	550.00	0.00	550.00
			23,936.99	2,508.42	21,428.57

LMPC Committee, Working Group, & External Body Membership

Appendix 5

As elected at the Parish Council's Annual Meeting, held 5th May 2022

Council Committees					
Council sub-groups have delegated powers to discharge public functions. Meetings must be legally open to public attendance.					
Country Park Committee	Neighbourhood Plan Steering Committee	Personal Data Committee	Personnel Committee	Planning Committee	Village Volunteers Group Committee
Max. Members - Unspecified	Max. Members - Unspecified	Max. Members - Unspecified	Max. Members - 5	Max. Members - Unspecified	Max. Members - Unspecified
Ian Bartlett	Ian Bartlett	FinWG Chair (J. Ewbank)	Ian Bartlett	Ian Bartlett	Jonathan Ewbank
Jonathan Ewbank	Jonathan Ewbank	LMPC Chair (L. Malvisi)	Richard Delderfield	Richard Delderfield	John Nunn
Ben Joyce	Liz Malvisi	PerCom Chair (R. Delderfield)	Dave Watts	Richard Michette	Scott Powell
Lisa Tipper	Lisa Tipper		LMPC Chair (L. Malvisi)	Scott Powell	
	Dave Watts		LMPC Vice-Chair (J. Nunn)	Lisa Tipper	
				Dave Watts	
				John Watts	

Council Working Groups					
Council sub-groups which are advisory only and have no delegated powers to discharge public functions. No legal requirement for meetings to be open to public attendance.					
Finance Working Group	Melford Green Working Group	Old School Car Park Working Group	Parish Infrastructure Investment Plan Working Group	Standing Orders Working Group	Traffic & Parking Working Group
Max. Members - 7	Max. Members - Unspecified	Max. Members - Unspecified	Max. Members - 5	Max. Members - Unspecified	Max. Members - 5
Jonathan Ewbank	Jonathan Ewbank	Richard Delderfield	Richard Delderfield	Liz Malvisi	Ian Bartlett
Ben Joyce	John Nunn	Jonathan Ewbank	Jonathan Ewbank	Dave Watts	Jonathan Ewbank
Liz Malvisi	Lisa Tipper	Scott Powell	Ben Joyce		Richard Kemp
Carole Michette			Scott Powell		Liz Malvisi
Richard Michette			Dave Watts		Dave Watts
Dave Watts					
John Watts					

Parish Council Delegates to External Bodies			
LMBA / LMPC Posters, Notices, Signs & Fly-Posting Committee	Long Melford Community Association	Long Melford Defibrillator Group	Long Melford Village Hall
Max. Delegates - 2no.	Max. Delegates - 1no.	Max. Delegates - 2no.	Max. Delegates - 1no.
Jonathan Ewbank	Ian Bartlett	Richard Michette	Lisa Tipper
Lisa Tipper		John Nunn	



SERVICE LEVEL AGREEMENT

This agreement sets out terms between Sudbury Town Council and Long Melford Parish Council for the period 1st April 2022 until 31st March 2023.

1. Sudbury Town Council will provide the services of its Community Wardens for 100 hours per year excluding the period between Christmas and New Year. Hours will be worked as agreed with the Clerk of Long Melford Parish Council (the Clerk) upon request.
2. The Clerk will liaise with the Community Warden Supervisor regarding work to be undertaken and agree the timetable within which the work requested will be undertaken.
Notwithstanding this, the Community Warden Supervisor will specifically prioritise completion of the following tasks:
 - installation of the Long Melford Parish Council Christmas tree;
 - installation (including licences and cherry picker) of the Long Melford Christmas lights;
 - removal of offensive graffiti.
3. Material costs and other charges (e.g. licences) arising as a result of the work requested by the Clerk will be identified by the Community Warden Supervisor and agreed in advance with the Clerk.
4. The hourly rate for work undertaken by the Community Wardens on Monday to Friday during normal working hours is £21.95 plus mileage and VAT. Work undertaken at weekends is £43.90 per hour plus mileage and VAT. Mileage will be charged at a rate of 65p per mile.
5. The Community Warden Supervisor will supply (by email) a formal quarterly report to the Clerk summarising the work undertaken in the previous quarter. This report to be received within 21 days of the quarter end.
6. Sudbury Town Council will invoice Long Melford Parish Council for 25 hours per quarter in advance. Mileage, materials and other charges will be invoiced quarterly in arrears.
7. In the event that Long Melford Parish Council calls on more than 100 hours, Sudbury Town Council will submit a supplementary invoice to Long Melford Parish Council on 1 April 2023.
8. In the event that Long Melford Parish Council fails to use all of the 100 hours available, Sudbury Town Council will, on 1 April 2023, reimburse Long Melford Town Council in full for the unused hours.

Signed:

Town Clerk of Sudbury

Date

Clerk to Long Melford Parish Council

Date

Surface improvement & Drainage Works to Upper Green Car Park

At the November 2021 FPC Motion 21/11-5(g) the Council approved a budget of £20,000 ex VAT towards the further work needed at the Upper Green Car Park - principally to remove the existing compromised surface, to install a French Drain, to lay kerbing and to provide a new gold stone surface (with under-surface) along similar lines to that installed at the rear of the Old School car park.

Note: This project will require a National Trust covenant approval and an answer is still awaited by KHA as to whether planning permission will be required. (It is hoped that BDC Planning will accept that this is a repair and resurfacing to an existing car park and not something that requires permission. However an answer has not yet been forthcoming).

Three quotes were required and have been obtained as follows:

- **CONTRACTOR A : £19,855 ex VAT**
- **CONTRACTOR B : £19,855 ex VAT
(price-matched to Contractor A following negotiation)**
- **CONTRACTOR C : £34,148 ex VAT**

The Melford Green Working Group suggests that the Council chooses between CONTRACTOR A and CONTRACTOR B for this work. The work is expected to take place in June 2022 (subject to National Trust and BDC Planning - see above).

It is anticipated that some level of contribution towards this project will be offered by the Holy Trinity Church, but this should not be relied upon.

Cllr J. Ewbank
25/04/2022

Surface Repairs to Front of Old School Car Park

There are several areas of damage at the front of the car park, caused by a poor original under surface and variable levels around the existing drain covers. Three contractors were approached about this work and the following quotes were received:

CONTRACTOR A : £3,580 ex VAT

They have advised that they would sub-contract this work to CONTRACTOR B without any markup as they consider CONTRACTOR B is the best, skilled contractor for this type of tar spray related work in the local area.

CONTRACTOR B : £3,580 ex VAT

To clean out, level and re-spray existing damaged patches and to re-dress in stone that matches existing surface)

CONTRACTOR C : £2,394 ex VAT

To clean out and spray existing damaged patches totalling approximately 8m² and then to fill and top with an anti-skid resin on those patches and around them (covering approximately 20m² in resin patches). The resin will be buff coloured.

The Old School Car Park Working Group suggests that the Council chooses between CONTRACTOR B and CONTRACTOR C, bearing in mind that CONTRACTOR B will repair the surface to its existing appearance and dressing whilst CONTRACTOR C will effect the repair with a resin patchwork effect.

Money has been raised via Old School Car Park donations box, and this can be put towards the repair work (amount to be advised at the FPC May 2022 Meeting). If this repair work subsequently breaks down in the next 1-2 years it is suggested that the Council should then consider a more thorough repair project.

Cllr J. Ewbank

25/04/2022