

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 4th August 2022**

Location: **The Old School Community Centre, The Green, Long Melford, Suffolk CO10 9DX**

Councillors present: **R. Delderfield, B. Joyce, R. Kemp, L. Malvisi (Chair), C. Michette, R. Michette, J. Nunn, S. Powell, L. Tipper, D. Watts**

Councillors absent: **J. Ewbank, J. Watts**

Also attending: **D. Lovelock (Parish Clerk), 10 Members of the Public**

The Chair opened the meeting at 7:30pm.

22/08-1 PROCEDURAL MATTERS

(a) Apologies for Absence

Apologies were received from Cllrs Ewbank and J. Watts.

(b) Declarations of Interest & Requests for Dispensation

No declarations of interest or requests for dispensation were received.

The Clerk clarified for Cllr C. Michette and Cllr R. Michette that they would be unable to vote regarding Agenda item 22/08-5 (d) as they were both trustees of the two charities in question in a personal capacity and thus could not also act as a constituent member of the Parish Council in its capacity as Body Corporate Trustee.

(c) MOTION: Accuracy of Minutes

Resolved, that the Council confirms the accuracy of the Minutes for its meetings held 7th July and 28th July 2022.

(d) Public Participation

A member of the public spoke regarding Agenda item 22/08-5 (b), to query the Council's position regarding parking control measures at Spicers Lane and to press for it to pursue appropriate road markings among other measures.

Lady Hyde Parker and a representative of Project Seven spoke regarding Agenda item 22/08-5 (g), to update the Council regarding the latest situation with the National Trust's refusal to grant licences for events at the Melford Hall Estate, and to ask for the Council's support in opposing the restrictions.

22/08-2 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

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

22/08-3 PARISH CLERK'S REPORTS

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

Item 3: Remembrance Sunday Band – The Clerk was asked to see if he could find a piper to play at the parade.

(b) Council Action Plan Status (Appendix 2)

Item 8: Car Park Direction Signs – It was noted that responsibility for this would be determined at the September 2022 FPC meeting, at which time the remit of the Traffic & Parking Working Group was to be determined.

22/08-4 COUNCIL FINANCIAL MATTERS AS LISTED

(a) MOTION: Payments Schedule (Appendix 3)

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

(b) Cashbook Report (Appendix 4)

The Cashbook Report for June 2022 was received and noted.

(c) Accounts to 30th June 2022 (Appendix 5)

The Statement of Accounts, Balance Sheet, and Bank Reconciliation for the period 1st April to 30th June 2022 was received and noted.

22/08-5 OTHER BUSINESS TO BE TRANSACTED

(a) Councillor Co-Option - Candidate Presentations

The Council received a verbal presentation from a candidate for the position of parish councillor, and asked questions of them regarding their application for the role which was to be appointed by co-option. A second candidate had sent their apologies for non-attendance as they were indisposed.

(b) MOTION: Spicers Lane Traffic Problems

Resolved, that the Parish Council will:

1. Write to County Councillor Kemp to request that he pursues with SCC Highways the painting of 'No Parking' indicator white lines and 'Keep Clear' signs on the road at the junction.
2. Write to the Ex-Servicemen and Working Me's Club, requesting that they remove their bench which is situated closest to Spicer Lane.

(c) MOTION: LMPC Grant Awarding Policy

Resolved, that the Council adopts the revised LMPC Grant Awarding Policy v1.2 in principle subject to subject to the Clerk ascertaining if there is a legal limit to the amount a parish council may award in grants in a financial year, and an upper limit on the amount it may award for a single grant, and:

- i. If legal limits exists then they are to be stated in the Policy.
- ii. If no legal limits exist then no maximum amounts will be stated in the Policy.

(d) MOTION: Charity Matters

Resolved, that in accordance with the report as previously circulated regarding the recent meeting of the Trustees of the charities Robert Colet 230706 and William Skeyne (For Poor) 239216, that the Council as Body Corporate Trustee will:

1. Resign as a Trustee of both charities with immediate effect.
2. Arrange for all applicable documentation relating to both charities to be transferred to the remaining trustees without delay.
3. Inform the Charity Commission, and all organisations and individuals having financial dealing with the charities, that the Council is no longer a Trustee for them or an authorised recipient for any communications regarding them.

Cllr Kemp asked for it to be recorded in the Minutes that he had voted against the Motion.

(e) MOTION: War Memorial Renovation (Appendix 6)

Resolved, that the Council selects a Heritage Stonemasons Ltd to carry out specified, sympathetic renovations to the War Memorial in the sum of £7,750 ex VAT.

(f) MOTION: Litter Bin Deployment

The Council noted that a litter bin located at the Top Green Car Park, and outside the Co-Op in Hall, are both regularly full to overflowing.

Resolved, that the Council deploys an additional litter bin from stock at both of the indicated locations, at a total cost of £74.26 p.a..

(g) MOTION: Melford Hall – Public Events

The Council debated the matter at length and was unanimous in its support for the Melford Hall Estate and Project Seven in their efforts to persuade the National Trust that community and charitable event such as The Big Night Out, LeeStock, and the Taste of Sudbury food and drink festival should be allowed to continue as in the past.

Resolved, that the Council sends a letter to the National Trust asking for them to allow community events such as had been held at Melford Hall in the past to continue in the future, on the same scale and without hinderance, with the precise wording of the letter to be decided by Cllr Tipper and the Clerk.

Cllr Tipper said that she would forward to the Clerk the relevant correspondence to date to provide him with context for the drafting process.

22/08-6 REPORTS

(a) Country Park Committee Report

Cllr Tipper reported that Cllr Joyce and herself were investigating long term solutions to the Park sewage management problems. Due to the hot weather the entire Park was very dry, and the pits had almost dried up. The Park Ranger was monitoring the situation closely and trying to ensure that BBQ and smoking bans within the Park perimeter were adhered to.

22/08-7 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 1st September 2022.

22/08-8 CO-OPTION TO FILL A CASUAL VACANCY

(a) MOTION: Exclusion of the Public and Press

Resolved, that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for Agenda item 22/08-8 (b) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

(b) MOTION: Co-Option of a Person to Fill a Casual Vacancy

Resolved, that:

1. Following a vote by the Councillors Mrs Helen Brabner is co-opted to fill the vacant position of Parish Councillor, subject to her signing her Declaration of Acceptance of Office in the presence of the Proper Officer.
2. Upon the Clerk receiving Mrs Brabner's signed Declaration of Acceptance of Office then she shall become a Councillor of Long Melford Parish Council by co-option.

Cllr Joyce mentioned that it was the Clerk's last full Parish Council meeting and thanked him for his advice and assistance in inducting him as a new Councillor. On behalf of the Council the Chair then thanked the Clerk for his sterling work during his time in the post, including dealing with the many challenges presented by having to maintain the Council's services during the period of the Covid-19 crisis. The Clerk replied that it had been a pleasure and an honour to serve the Council and the people of the community.

There being no further business, the Chair then closed the meeting at 9:05pm.

Signed:

L. Malvisi

Chair, Long Melford Parish Council

Date:

Long Melford Parish Council
Meeting of the Full Parish Council
Thursday 4th August 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
22/08-3 (a)	1 Parish Clerk's Report
22/08-3 (b)	2 LMPC Action Plan
22/08-4 (a)	3 Payments Schedule August 2022
22/08-4 (b)	4 Cashbook Report June 2022
22/08-4 (c)	5 Accounts to 30 June 2022
22/08-5 (e)	6 War Memorial Refurbishment

Long Melford Parish Council

Parish Clerk's Report for the FPC Meeting August 2022

1. Tree Survey

Ligna Consultants have been engaged to carry out the tree survey, and advise that their report and recommendations should be with the Council by 08/08/2022.

2. Asset of Community Value

The Full Moratorium period for the United Reformed Church ACV listed property expired on 17/07/2022. The owners now have a protected period lasting until 17/07/2023 during which they can sell without restriction or further delay. If they sell during this period, the ACV listing will be removed. If not, the previous protections apply again until the end of the 5 year listing.

3. Remembrance Sunday 2022 - Band

A lead from Councillors regarding the Boxted Methodist Silver Band being able to march with the procession was followed up, but it was found that they had a prior engagement on the required time/date. The situation remains that despite making numerous enquiries, no other reasonably local band has been found to march with village's November 2022 parade.

4. SID Signs

Sudbury Community Wardens (SCW) report that they have been unable to get the faulty SID unit working again and that it is so poorly designed and constructed that they would not deploy it if it was replaced with an item from the same manufacturer (Swarco). They are continuing to deploy the remaining two units, although the devices' ability to export traffic data has now failed completely and is, in their opinion, beyond economic repair. They strongly recommend that if the Council decided to purchase new SIDs then it should consider those manufactured by Westcotec.

5. Parish Clerk - Recruitment

The current Clerk will be retiring at the end of August. Following the Council agreeing the salary scale and job description for the role at a meeting held 28/07/2022, the vacancy has been advertised on the Council's website and noticeboards, and with a number of organisations including SALC, EALC, NALC, and BDC. At the time of writing three expressions of interest have been received.

6. Council Noticeboard

The official noticeboard outside the old URC building has been refurbished at a cost of £195 for the repair and repainting of the damaged frame, and replacing the cracked and partially opaque Perspex panel with a new item in a thicker, clear polycarbonate material.

9. Freedom of Information Act Request

The Clerk is dealing with a FoIA request for details relating to the registration of the Playing Field with the Land Registry. The information will be provided within the statutory time.

7. Queen's Green Canopy Oak Tree

An application for a free oak tree has been submitted to, and acknowledged by, BDC's biodiversity project manager. The intention is to plant this in the Country Park in the autumn as part of the Queen's Green Canopy Project.

8. Country Park Bin Emptying

The Village Caretaker and SCW have been asked if they would undertake CP bin emptying on a paid basis. The Village Caretaker declined, while SCW have agreed to quote for the job, receipt pending.

Action Plan - Actions Arising from Meetings

No.	Action Arising	Minute Reference	For Action By
1	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
2	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
3	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
4	Investigate converting the Council's existing donation boxes to a debit card 'tap payment' system, as used by Lavenham Parish Council.	22/06-4 (c)	The RFO
5	Progress the acquisition of land for a Cemetery extension and bring recommendations back to the Council ASAP.	22/06-5 (c) (1)	PIIP Working Group
6	Undertake a detailed financial forecast for future Cemetery costs and income.	22/06-5 (c) (3)	Cllr Joyce
7	invite a local landowner to a meeting to discuss purchasing land for a Cemetery extension with them.	22/06-5 (c) (4)	The Council
8	Obtain quotations and bring its recommendations back to the Council re obtaining four, new, larger Car Park direction signs.	22/06-5 (f)	Traffic & Parking WG
9	Formally set up Long Melford in Bloom as a Council Committee.	22/06-5 (k)	The Clerk
10	Re-draft the Country Park Committee Terms of Reference to include the management and operation of the Melford Walk.	22/06-5 (l)	Country Park Committee

Long Melford Parish Council
August 2022 payment schedule

Presented to the Parish Council meeting dated 4 August 2022

Appendix 3

Payments made by Susie Dixon prior to the meeting

		Gross	VAT	Net
Hygiene Depot	Heavy duty black sacks	£99.84	£16.64	£83.20
Saiful Kabir	200 x dog bags	£28.40	£4.73	£23.67
B&Q	Padlock	£17.00	£0.00	£17.00
		£145.24	£21.37	£123.87

August 2022 payments for authorisation (as at 3 August 2022)

		Gross	VAT	Net
DM Skrine	MIB planting	£28.98	£4.83	£24.15
Garden Nursery (Grown in Suffolk)	MIB, June watering	£396.00	£0.00	£396.00
WJ Green Ltd	Repair to John Deere mower	£40.80	£6.80	£34.00
4i Pumping Services Ltd	Call out charge re Country Park sewage failure	£474.00	£79.00	£395.00
Lexden Computer Services Ltd	July support and OneDrive Business licences	£44.36	£7.39	£36.97
Alan Sawyer	July expenses	£106.56	£6.09	£100.47
Paul MacLachlan	Jan to July expenses	£42.43	£2.50	£39.93
LM Old School Community Centre	Room Hire	£30.00	£0.00	£30.00
Karzees	Hire of 2 portaloos for Country Park, July	£252.00	£42.00	£210.00
Gillian Ann	Neighbourhood Plan website update	£93.75	£0.00	£93.75
Indigo Ross	Amendments to Neighbourhood Plan documentation	£507.00	£84.50	£422.50
AJ Gallagher Insurance	Insurance of 2 portaloos at Country Park to 3 Aug 2022	£67.20	£0.00	£67.20
Inst of Cemetery & Crem Management	Education module for Cemetery Manager	£613.60	£18.60	£595.00
Garden Nursery (Grown in Suffolk)	MIB, July watering	£451.00	£0.00	£451.00
		£3,147.68	£251.71	£2,895.97

Payments authorised for settlement prior to next meeting

Direct debit and standing orders approved by the Council on 7 July 2022

August 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 4 August 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 4 August 2022

Councillor Signature:

How paid received	Payer	Description	Amount	VAT	Net
Council receipts during June 2022					
FPI	Multiple payees	Swift box donations	250.00	0.00	250.00
FPI	LM Open Gardens	Open Gardens - share of profits	1,700.00	0.00	1,700.00
500548	Old School car park users	Old School car park	191.64	0.00	191.64
500548	CP car park users	CP car park donations	350.29	0.00	350.29
500548	Padlock and key	CP car park costs	-45.50	0.00	-45.50
500548+NS	JS Munro	June Country Park rental	120.00	0.00	120.00
500548+NS	Hunnaball	Burial income	603.75	0.00	603.75
FPI	Bespoke Blinds	MIB donation	250.00	0.00	250.00
BGC	East of England Co-op	Burial income	1,103.75	0.00	1,103.75
FPI	Memorials of Distinction	Burial income	380.00	0.00	380.00
FPI	Hanchets	Burial income	380.00	0.00	380.00
FPI	Anglia Car Charging	EV income to 220331	781.62	0.00	781.62
FPI	Kind Hearts Coffee	June CP KH Coffee rental	50.00	0.00	50.00
FPI	H&AW Palmer Ltd	Burial income	410.00	0.00	410.00
500549	Old School Car Park users	Old School car park	291.57	0.00	291.57
NWBS2LLO	Nationwide Building Society	Nationwide BS interest	45.41	0.00	45.41
			6,862.53	0.00	6,862.53
Council payments during June 2022					
DD	British Gas	Electricity to 12/5/22	54.05	2.57	51.48
SO	A Hurrell & Son	Council storage, June	132.00	22.00	110.00
CHG	Zoom	2022/23 licence	143.88	23.98	119.90
DD	British Telecom	Cemetery Manager mobile	14.53	2.42	12.11
FPO	Alan Sawyer	May expenses	199.19	24.80	174.39
FPO	Baldwin Alarms	Cemetery alarm contract	364.09	60.68	303.41
FPO	Baldwin Alarms	CP CCTV contract	172.80	28.80	144.00
FPO	ETF Ltd	Upper Green toilets, May	968.60	0.00	968.60
		Cordell Rd toilets, May	150.00	0.00	150.00
FPO	Indigo Ross	CP Marketing Board	102.00	17.00	85.00
FPO	Lexden Computer Services Ltd	IT support and licences, May	104.36	17.39	86.97
FPO	LM Old Sch Community Centre	Room hire, May	30.00	0.00	30.00
FPO	Sudbury Office Supplies	Print paper	30.00	5.00	25.00
FPO	TA Accounts	June payroll	6,386.69	6.80	6,379.89
FPO	WJ Green Ltd	Cemetery mower repair	62.40	10.40	52.00
DD	Lloyds Bank Chargecard	Beacon Jubilee event	211.64	31.49	180.15
DD	Lloyds Bank Chargecard	Amazon Prime deliveries	7.99	0.00	7.99
DD	Lloyds Bank Chargecard	Clerk SLCC subscription	215.00	0.00	215.00
SO	LM Old Sch Community Centre	Room Hire	20.00	0.00	20.00
DD	EOn	Electricity to 31/5/22	16.12	0.77	15.35
FPO	Karzees	CP portaloos hire	336.00	56.00	280.00
DD	EOn	Electricity to 31/5/22	9.67	0.46	9.21
DD	EOn	Electricity to 31/5/22	10.20	0.49	9.71
SO	Anglia Car Charging	EV maint & support	57.60	9.60	48.00
SO	Susanne Dixon	Ranger Contract, June	550.00	0.00	550.00
DD	EOn	Electricity to 31/5/22	90.52	4.31	86.21
FPO	LM Community Assoc (Charity)	Grant to LM Community Association	500.00	0.00	500.00
FPO	ISF Fire Protection	Fire equipment maintenance	75.60	12.60	63.00
			11,014.93	337.56	10,677.37

Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation
for the year to 30 June 2022

Actual to 31 March 2022	Nominal Account	Actual to 30 June 2022	2022/23 budget	Budget variance
145,000.00	Precept	75,540.00	151,080.00	-75,540.00
575.45	Interest received	130.06	600.00	-469.94
35,348.14	Burial Ground Revenue	7,569.50	31,000.00	-23,430.50
3,407.96	Country Park LNR Income	1,005.09	3,200.00	-2,194.91
4,360.25	Old School car park donations	2,062.88	4,000.00	-1,937.12
809.07	Cordell Place play area donations	0.00	0.00	0.00
1,565.00	Melford in Bloom donations	1,950.00	0.00	1,950.00
986.20	Recycling income	0.00	850.00	-850.00
0.00	Recovered office costs	0.00	0.00	0.00
12,197.62	Donations	725.00	0.00	725.00
0.00	CIL Receipts	54,445.24	0.00	54,445.24
29,837.00	Grants received	0.00	26,500.00	-26,500.00
4,169.88	Babergh Cleansing grant	0.00	4,100.00	-4,100.00
0.00	Insurance claim payment	0.00	0.00	0.00
238,256.57	Total Income	143,427.77	221,330.00	-77,902.23
47,491.33	Salaries	11,975.17	48,800.00	36,824.83
13,504.37	Tax and National Insurance	3,150.09	13,800.00	10,649.91
16,320.33	Pension contributions	4,028.11	16,500.00	12,471.89
77,316.03	Staff costs	19,153.37	79,100.00	59,946.63
408.00	Payroll Charges	102.00	450.00	348.00
376.64	Staff expenses	66.24	450.00	383.76
150.00	Temporary staffing costs	0.00	0.00	0.00
934.64	Other Employment Related Costs	168.24	900.00	731.76
4,761.71	Insurance	0.00	4,250.00	4,250.00
1,290.25	Electricity	325.03	1,250.00	924.97
360.64	Water	0.00	650.00	650.00
923.53	Telephone and Broadband	244.30	950.00	705.70
40.00	Website	0.00	100.00	100.00
86.80	Office Supplies	38.55	100.00	61.45
30.94	Postage	0.00	30.00	30.00
471.95	Council storage	330.00	0.00	-330.00
1,174.68	Software and Licences	679.81	1,050.00	370.19
0.00	IT Support	0.00	500.00	500.00
525.75	IT Hardware Purchases	0.00	500.00	500.00
910.00	Audit	310.00	950.00	640.00
2,261.00	Legal Fees	750.00	2,500.00	1,750.00
56.00	Equipment and Furnishings	0.00	100.00	100.00
270.00	Meeting Room Rental	120.00	320.00	200.00
1,613.01	Subscriptions	1,452.43	1,700.00	247.57
331.00	Training - Councillors	0.00	500.00	500.00
595.00	Training - Staff	0.00	800.00	800.00
0.00	Elections	0.00	0.00	0.00
227.79	Miscellaneous Expenses	363.95	100.00	-263.95
0.00	Discretionary Spending	0.00	18,830.00	18,830.00
15,930.05	Office Administration Costs	4,614.07	35,180.00	30,565.93
642.20	Rates	1,060.38	675.00	-385.38
122.83	Electricity	35.88	175.00	139.12
48.90	Water	12.35	700.00	687.65
1,257.64	Servicing and Machinery	52.00	500.00	448.00
470.84	Fuel	163.45	350.00	186.55
80.00	General Expenditure	0.00	100.00	100.00
295.00	Bin Collection	546.00	300.00	-246.00
2,053.65	Operating Costs	336.72	2,800.00	2,463.28
4,971.06	Burial Services	2,206.78	5,600.00	3,393.22

Long Melford Parish Council
Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation
for the year to 30 June 2022

29/07/2022: 15:40

Actual to 31 March 2022	Nominal Account	Actual to 30 June 2022	2022/23 budget	Budget variance
5,135.40	Street Lighting Maintenance	0.00	5,500.00	5,500.00
74,073.10	New Street Lights - Phase 3	0.00	0.00	0.00
79,208.50	Street Lighting Maintenance	0.00	5,500.00	5,500.00
676.78	Electricity	154.15	850.00	695.85
967.02	Water	294.89	1,150.00	855.11
6,600.00	LMOS Maintenance Contract/ Ranger	1,650.00	6,800.00	5,150.00
1,230.00	Tree survey / maintenance	0.00	3,000.00	3,000.00
10,170.35	Operating Costs	775.79	5,000.00	4,224.21
19,644.15	Long Melford Country Park	2,874.83	16,800.00	13,925.17
205.73	Electricity	27.26	250.00	222.74
1,351.57	Water	407.90	750.00	342.10
10,652.00	Operating Costs	2,937.80	10,500.00	7,562.20
12,209.30	Public Toilets	3,372.96	11,500.00	8,127.04
778.71	Operating Costs	696.28	600.00	-96.28
201.32	LM Community Volunteers	0.00	500.00	500.00
2,271.90	Sudbury Community Wardens	0.00	3,000.00	3,000.00
1,821.51	Litter and Dog Bin Collection	0.00	1,250.00	1,250.00
17,053.37	Upper Green Maintenance	985.00	20,000.00	19,015.00
1.25	Bus Shelter	0.00	1.00	1.00
0.00	Notice Boards	0.00	99.00	99.00
59,612.11	Old School Car Park Maintenance	1,281.41	2,000.00	718.59
0.00	Cordell Play Area	0.00	50,000.00	50,000.00
2,483.00	Melford Walk	1,425.00	2,000.00	575.00
4,103.14	Community seating	0.00	0.00	0.00
655.75	Walkers are Welcome	0.00	700.00	700.00
88,982.06	Public Places	4,387.69	80,150.00	75,762.31
3,300.00	Neighbourhood Plan	440.00	1,500.00	1,060.00
0.00	Community Grants	500.00	3,000.00	2,500.00
30.00	Covid-19 grants	0.00	0.00	0.00
3,330.00	Grants	940.00	4,500.00	3,560.00
1,330.70	Christmas Lights	0.00	500.00	500.00
1,350.00	Christmas Tree	0.00	800.00	800.00
433.68	Remembrance Sunday	0.00	800.00	800.00
12,908.35	Melford in Bloom	328.07	0.00	-328.07
1,905.00	Community Events	2,680.15	5,000.00	2,319.85
17,927.73	Events	3,008.22	7,100.00	4,091.78
1,590.00	Defibrillator installations	0.00	0.00	0.00
3,220.00	Vehicle Activated Signage	0.00	0.00	0.00
4,810.00	Projects	0.00	0.00	0.00
-87,006.95	Year to date surplus/ (deficit)	102,701.61	-25,000.00	127,701.61

Long Melford Parish Council
Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation
for the year to 30 June 2022

29/07/2022: 15:40

Actual to 31 March 2022	Nominal Account	Actual to 30 June 2022	2022/23 budget	Budget variance
Balance sheet as at:				
31-Mar-22		30-Jun-22		
2,511.05	VAT Control	1,771.27		
920.00	Other Debtors	0.00		
66,843.66	Lloyds Bank (See reconciliation below)	167,989.98		
86,152.42	Suffolk BS (See reconciliation below)	86,152.42		
85,000.93	Nationwide BB (See reconciliation below)	85,000.93		
50.00	Country Park Petty Cash	50.00		
241,478.06	Total current assets		340,964.60	
3,215.07	Creditors	0.00		
0.00	Accruals	0.00		
3,215.07	Total current liabilities		0.00	
238,262.99	Total assets less current liabilities		340,964.60	
Represented by:				
31-Mar-22		30-Jun-22	Movement	
168,862.24	General Funds	203,849.47	34,987.23	
0.00	2022/23 Community Infrastructure Levy	54,445.24	54,445.24	
1,500.00	Church Drive Fund	1,500.00	0.00	
1,500.00	2023 Election Fund	1,750.00	250.00	
11,500.00	War Memorial Repair Fund	11,750.00	250.00	
423.70	Earmarked Section 106 monies	423.70	0.00	
3,924.21	Old School Car Park	4,620.28	696.07	
16,356.90	Cordell Place Play Area Fund	19,356.90	3,000.00	
10,283.54	Upper Green Improvement	13,548.54	3,265.00	
10,000.00	Cemetery Expansion	11,250.00	1,250.00	
1,767.51	Defibrillator Fund	1,767.51	0.00	
0.00	Neighbourhood Plan	0.00	0.00	
2,632.37	Melford in Bloom Fund	7,190.44	4,558.07	
0.00	Village centre seating	0.00	0.00	
7,500.00	Highway improvements	7,500.00	0.00	
2,012.52	Council IT Fund	2,012.52	0.00	
0.00	Covid-19 Fund	0.00	0.00	
238,262.99	Total General and Earmarked Funds	340,964.60	102,701.61	0.00
Bank reconciliations at 30 June 2022				
	Lloyds Bank	167,944.57		
	Less outstanding cheques	0.00		
	Plus receipts not cleared	45.41		
	Net balance at 30 June 2022		167,989.98	0.00
	Suffolk Building Society	86,152.42		
	Net balance at 30 June 2022		86,152.42	0.00
	Nationwide Building Society	85,000.93		
	Net balance at 30 June 2022		85,000.93	0.00
	Country Park Petty Cash account	50.00		
	Net balance at 30 June 2022		50.00	0.00

Briefing – War Memorial Refurbishment

It has become apparent that the Long Melford War Memorial, situated in front of the Holy Trinity Church, would benefit from refurbishment. On the recommendation of several stonemasons a structural survey was commissioned from specialist consultants, and their report was considered by the Council at its June 2022 meeting. At that time the Council resolved that competitive quotes from reputable monumental masons, to carry out sympathetic repairs to the memorial, should be obtained.

Seven monumental masonry firms were approached and invited to quote for the renovation project. They were all provided with a copy of the structural survey report, and the renovation specification was stated as follows:

1. Formally identify the stone from which the Memorial is constructed to enable suitable repair/refurbishment materials to be used to meet the requirements of the structure's listed status, as per the guidance document 'Sourcing Stone for Historic Building Repair' published by Historic England.
2. Carry out sympathetic repairs to the 3no. lower steps forming the base of the Memorial, including removal of the inappropriate material and sympathetic repairs made in an approved manner and, if deemed necessary, removal and replacement of large areas of the treads.
3. Refresh the finer details of the carved decorations.
4. Conducting a site visit to assess the Memorial is considered to be an essential part of the quotation process. If you wish to quote and have not already carried out an on-site assessment, then please contact the undersigned to arrange an appointment.
5. Quotations required Monday 15th July 2022. With the required work to be fully completed and invoiced by 31st January 2023 at the latest.

Responses were received from two of the firms, both of whom indicated that they would conduct a site inspection of the Memorial and submit a quote. Subsequently, despite further correspondence regarding the matter, one of the respondents didn't quote for the project. The single quotation received is attached to this briefing, together with a portfolio showing images of their work and details of projects they have worked on. **In summary, the quoted price for the work is £7,750 ex VAT.**

D. Lovelock

Clerk to the Council

28/07/2022

HERITAGE STONEMASONS LTD

Stonework, Restoration and Conservation

Tel: 07725 858305 / 07788 641099

Email: heritagestonemasons@yahoo.com

Quotation

To: Clerk to Long Melford Parish Council

Ref: Holy Trinity Church, Long Melford, Suffolk CO10 9DT.

Date: 26/07/2022

Site: War Memorial

- *Carry out sympathetic repairs to the 3no. lower steps forming the base of the Memorial, including removal of the inappropriate material in 12 large areas and repaired in an approved manner and replacement of 3 treads.*
- *Refresh the finer details of the carved decorations*
- *100% repoint of all joints to memorial*

Sub Total: £7750.00

Vat: £1550.00

Total: £9300.00

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Registered in England at 30A Holt Farm Way, Rochford, Essex, SS4 1SU (No 11338840)

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Conservation

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Email: heritagestonemasons@yahoo.com

Heritage Stonemasons consists of a small team of qualified, time served masons. Our team has over 20 years' experience and have worked on the following projects:

- Westminster Abbey
- Westminster Palace
- Nelsons Column / Trafalgar Square
- Lambeth Palace
- Chelmsford Cathedral
- St John's Church, Saxmundham
- St Michael's Church, Beccles
- Bawdsey Manor
- Framlingham Castle
- Rochester Cathedral
- Chelsea Barracks, London
- Petre Chapel, Brentwood

Smaller projects include Steps, Copings, Indents, Slabs, Lime Plastering and repointing at various locations.

We have extensive experience in restoration of historical buildings and churches as well as domestic projects. Our team have skills in Banker work, stone fixing, rebuild, all stone repairs, brickwork, all pointing, Flint work and Hot Lime.

Here are some examples:



Petre Chapel, Brentwood(Stone fixing and stone carving)



Stone Paving in central london

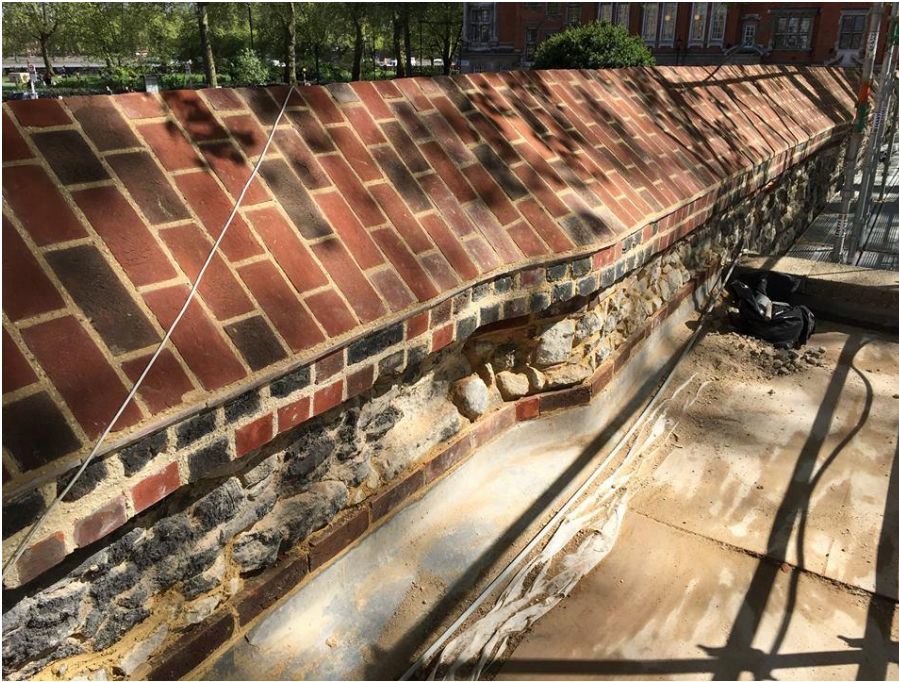


Paving and stone fixing. Private residence



Black dye Lime Pointing in Harrow-on-Hill,





Hot Lime Pointing, Flint work and bricklaying for Westminster Abbey.



Stone fixing and banker work for Colchester 6th form college.



Lime pointing at



Rebuilding Haha Wall in Saffron Walden for Saffron Walden council.

REFERENCES

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Patrick Duerden

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HERITAGE STONEMASONS LTD

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