

# 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> July 2022**

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

Councillors present: **R. Delderfield, J. Ewbank, B. Joyce, R. Kemp, C. Michette, R. Michette, J. Nunn, L. Tipper, D. Watts, J. Watts**

Councillors absent: **L. Malvisi, S. Powell**

Also attending: **D. Lovelock** (Parish Clerk)

**Council Vice Chair Cllr J. Nunn chaired the meeting in the absence of the Council Chair, Cllr Malvisi. The Chair opened the meeting at 7:30pm**

### **22/07-1 PROCEDURAL MATTERS**

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

Apologies were received from Cllr Malvisi.

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

Cllrs Ewbank, Nunn, and Tipper declared an Other Registerable Interest in Agenda item 22/07-5 (e) 'Long Melford Events Group Grant' on the grounds that they were members of the Events Group. No requests for dispensation were received.

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

Cllr Tipper stated that the Minutes for 09/06/2022 failed to record that a Minute amendment had been agreed in respect of Cllr Nunn recusing himself from discussion and voting for Agenda Item 22/05-5 (f). The Council agreed that the Minutes should be amended to record this.

**Resolved**, that subject to the above amendment being made the Council confirms the accuracy of the Minutes for its meetings held 9<sup>th</sup> June 2022 and 24<sup>th</sup> June 2022.

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

As permitted under the Code of Conduct, Cllr Ewbank spoke in his personal capacity regarding Agenda Item 22/07-5 (e). He said that upon receiving advice from the Clerk and the RFO, of the £2,500 grant awarded to the Long Melford Events Group (LMEG) for the Big Jubilee Lunch it would return £2,228.74. That it had only been necessary to use £271.26 of the grant reflected how successful LMEG had been in raising funds for the event from local businesses.

At Cllr Joyce's suggestion the Chair exercised their discretion to place Agenda item 22/07-5 (e) next in the order of business to be transacted. As required under the Code of Conduct, Cllrs Ewbank, Nunn, and Tipper then left the room, with Cllr D. Watts temporally acting a Chair for this one item in Cllr Nunn's absence.

#### **(e) MOTION: Long Melford Events Group Grant**

The Clerk explained that under the Council's Grant Awarding Policy only one application for a grant could be considered from each organisation in any one financial year. Consequently, LMEG was required to repay the remaining grant balance to the Council to avoid contravening a Policy for the control and disbursement of public funds. He recommended that the Council might wish to consider revising the Policy to provide it with greater flexibility in awarding grants in future.

The Council agreed that voting on the Motion wasn't required as it needed to abide by the Grant Awarding Policy, and it was now clear that the grant balance was to be repaid. It was agreed that the Clerk should present a revised Grant Awarding Policy, with the problematic requirement removed, for consideration at the August 2022 Council meeting.

Cllrs Ewbank, Nunn, and Tipper then re-joined the meeting and Cllr Nunn resumed chairing it.

### **22/07-2 COUNTY AND DISTRICT COUNCILLORS' REPORTS**

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

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

**(b) District Councillor's Report**

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

**22/07-3 PARISH CLERK'S REPORTS**

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

In response to questions the Clerk advised as follows:

**Item 5 – Charity Matters.** Cllr Kemp had confirmed that he would be trying to set up a meeting with the other charity trustees so that the future of the three charities and the Parish Council as a body corporate trustee to them could be decided at the August 2022 Council Meeting.

**Item 6 – Remembrance Sunday Band.** Several Councillors said they would provide the Clerk with further leads regarding bands in the area that might be able to play at the parade in November.

**Item 8 – War Memorial Renovation.** The Clerk confirmed that two contractors had advised that they wished to quote; he had yet to hear back from a further four.

The report was then received and noted.

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

**Item 9 – Car Park Signs.** Cllr Nunn advised that Suffolk County Council had confirmed that the signs 25% larger than the current items could be erected, and the Clerk would be obtaining the sign dimensions shortly.

**Item 15 – Play Area Funding.** Cllr Delderfield said that following his recent communications with Babergh District Council, several of its departments appeared to be coalescing to make a joint response. Quotes for various elements of the required work remained outstanding. If agreement couldn't be reached with BDC regarding the lease and funding for the required remedial work at Cordell Place, then LMPC could explore the options for creating a play area at another location.

**22/07-4 COUNCIL FINANCIAL MATTERS AS LISTED**

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

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

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

The Cashbook Report for May 2022 was received and noted.

**(c) MOTION: Annual Review of Approved Direct Debits & Standing Orders** (Appendix 5)

**Resolved,** that the Council agrees the schedule of direct debits and standing orders that can be paid without further reference to the Council.

**(d) MOTION: 2021-22 Neighbourhood CIL Expenditure Report** (Appendix 6)

On a technical accounting point, Babergh DC have asked that £22,000 is removed from the Report approved by the Council in June 2022 on the grounds that the funds received for the Old School Car Park were District CIL funds and not Neighbourhood CIL funds.

**Resolved,** that the Council adopts a revised 2021-22 Community Infrastructure Levy Expenditure Report (Appendix 5) and that it is submitted to Babergh DC and posted on the LMPC website.

**(e) MOTION: Council Insurance**

**Resolved,** that the Council delegates the placing of insurance from 1 October 2022 to the Responsible Finance Officer following presentation of market quotations to the Finance Committee.

**22/07-5 OTHER BUSINESS TO BE TRANSACTED**

**(a) MOTION: LMPC Personnel Committee – Election of Additional Member**

The Personnel Committee ToRs require that it is constituted of 5no. Councillor members. A Committee vacancy now exists due to the resignation of Cllr Bartlett from the Council.

**Resolved,** that Cllr J. Watts is elected to fill the Personnel Committee vacancy.

**(b) MOTION: Country Park Operational Matters**

The Park Ranger has advised that she wishes to cease being a paid contractor to the Council, including her duties opening, closing, and cleaning the Country Park toilets, and emptying its litter and dog waste bins, effective from 31<sup>st</sup> August 2022.

**Resolved**, that the Council agrees that:

1. Cllr Tipper will prepare and advert for somebody to undertake the Park toilet opening, closing, and cleaning, to be published locally including on the Council's website.
2. Cllr Tipper will liaise with a local resident who has expressed an interest in opening the toilets at 7:00am.
3. The Clerk will ask the Village Caretaker if he would undertake bin emptying at the Park as an additional, paid duty.
4. The Clerk asks Sudbury Community Wardens to quote for bin emptying at the Park.
5. BDC is contacted to arrange for weekly collections of the 1,100 litre bin situated in the Park car park.
6. That subject to receiving a satisfactory quotation in line with their current pricing structure and if no other solution is found, ETF Cleaning Contractors should be engaged on a short-term basis to carry out the toilet opening, closing, and cleaning from 01/09/2022.

**(c) MOTION: Standing Orders** (Appendix 7)

**Resolved**, that the Council adopts minor amendments to its Standing Orders, primarily to mirror revisions recently made by NALC to its model Standing Orders on which the LMPC version is based, as detailed in Appendix 7.

**(d) MOTION: Country Park Coffee Van – License Variation**

The Kind Heart Coffee Van proprietor would like flexibility to spread her trading days from Monday to Friday rather than the Monday to Wednesday as the license currently permits.

**Resolved**, that the Council approves the variation of the Kind Heart Coffee license to permit trading on any weekday between the hours of 7:00am to 5:00pm.

**(f) MOTION: Country Park – Sewage System Failure** (Appendix 10)

**Resolved**, that the Council will:

1. Engage the services of a sewage management consultancy to provide professional advice regarding viable solutions.
2. Investigate Option E, a complete overhaul of the toilet system including new sanitaryware, the provision of a disabled toilet for the disabled and of a baby changing facility, and "green" options including the installation of a septic tank.
3. Pursue grant funding opportunities to assist with financing the project.

**(g) MOTION: Tree Survey** (Appendix 8)

**Resolved**, that the Council selects Ligna Consultancy (Consultant B) to conduct its Annual Tree Survey for 2022.

## **22/07-6 REPORTS**

**(a) Country Park Committee Report**

The Council agreed that all important matters pertaining to the Park has already been comprehensively covered under Agenda Items 22/07-5 (b), (d) and (f).

**(b) MOTION: PIIP Working Group Report** (Appendix 9)

**Resolved**, that the Council receives and notes the PIIP Working Group's report and adopts its recommendations as set out in Appendix 9.


**(c) Long Melford Business Group Report**

The Council noted Cllr Ewbank's information that at a recent meeting of the Business Group it had decided to constitute itself as a business-led community organisation, chaired by local business persons and separate to the Parish Council.

## **22/07-7 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 4<sup>th</sup> August 2022.

**There being no further business the Chair closed the meeting at 9.22pm.**

Signed:   
L. Malvisi  
Chair, Long Melford Parish Council

Date: 4/08/2022

**Long Melford Parish Council**  
**Meeting of the Full Parish Council**  
**Thursday 7<sup>th</sup> July 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
22/07-3 (a)	1 Parish Clerk's Report
22/07-3 (b)	2 LMPC Action Plan
22/07-4 (a)	3 July 2022 Payments Schedule
22/07-4 (b)	4 May 2022 Cashbook Report
22/07-4 (c)	5 Schedule of Approved Direct Debits
22/07-4 (d)	6 CIL Amended Final Report for 2021-22
22/07-5 (c)	7 Standing Orders Minor Revision
22/07-5 (g)	8 Annual Tree Survey Quotations
22/07-6 (b)	9 PIIP WG Meeting 2022 06 16 - Report
22/07-5 (f)	10 Country Park Toilets Discussion Paper

## Long Melford Parish Council

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

#### 1. Cordell Road and Top Green Public Toilets

- a) Cordell Road – ETF have completed door refurbishment and repainting . The purchase and installation of a new metal door sign is to follow.
- b) Top Green – ETF have completed spot retiling. A paper towel dispenser has been vandalised four times during June and the towel roll either stolen or urinated upon. On the last occasion the dispenser was damaged beyond repair; a replacement is on order. A local resident alleged to Babergh District Council (BDC) Environmental Services that sewage from the facility was leaking into a culvert which empties into a drainage ditch in their garden. The Clerk met BDC's Senior Environmental Officer on site to witness him conducting a dye-test, which proved negative.

#### 2. Coin Counting Machine

A Safescan 1250 coin counting machine has been acquired for use by the RFO.

#### 3. Car Park Charges

The Old School Car Park electric vehicle unit charge rate has been increased from £0.25 to £0.40.

#### 4. Casual Vacancy

BDC Electoral Services have confirmed that the current Casual Vacancy can be filled by co-option. Notices advertising for applicants have been published on the Council's website and noticeboards in the village, with a closing date of 27/07/2022 for the submission of application forms.

#### 5. Charity Matters

Cllrs Kemp and Nunn have agreed to represent LMPC-as-Body-Corporate-Trustee at a meeting to be held with other trustees during July 2022, in a final attempt to see if the other trustees can be persuaded to agree to the amalgamation of three existing charities to form a new charitable body.

#### 6. Remembrance Sunday 2022 - Band

Despite making numerous enquiries, no band has been found within reasonable travelling distance that is either willing or able to march with the Long Melford parade to be held in November 2022.

#### 7. SID Signs

Sudbury Community Wardens (SCW) are liaising with the manufacturer regarding the repair of a faulty unit. Attempts to download traffic data from the other devices have ceased due to the installed Bluetooth function used for having become unreliable or failing completely. A definitive list of the authorised SID mounting points has been obtained from SCC. There are six of them, details have been passed to SCW, and in future the SIDs will only be deployed to the official locations.

#### 8. War Memorial

A number of stonemasons have been approached to quote for renovating the Memorial. In each instance a copy of the recently obtained structural survey has been supplied to them.

#### 9. Long Melford Biodiversity Group

The Biodiversity Group has agreed that it should be constituted as an independent body, separate to the Parish Council, with a minimum two Parish Councillor delegates as members. A meeting will be held shortly between representatives from the Group, the Clerk and the RFO to finalise the details.

#### 10. Melford in Bloom

The Clerk and RFO attended a virtual SLCC seminar regarding committees and working groups. Some clarity has now been obtained regarding how MiB could operate on a daily basis as a Committee, using delegated powers and without constant reference to the Council or numerous formal meetings. This will require a revision of its ToRs, which will commence shortly.

## Action Plan - Actions Arising from Meetings

No.	Action Arising	Minute Reference	For Action By	Status
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	In progress
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	Pending
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	Pending
4	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
5	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	Pending
6	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	Pending
7	Undertake a detailed financial forecast for future Cemetery costs and income.	22/06-5 (c) (3)	Cllr Joyce	Pending
8	invite a local landowner to a meeting to discuss purchasing land for a Cemetery extension with them.	22/06-5 (c) (4)	The Council	Pending
9	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	Pending
10	Report back to the Council re the outcome of a meeting by the Long Melford Business Group regarding its potential reconstitution as community organisation, separate to the Parish Council.	22/06-5 (j)	Cllr Ewbank	Pending
11	Formally set up Long Melford in Bloom as a Council Committee.	22/06-5 (k)	The Clerk	Pending
12	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	Pending
13	Advise BDC that LMPC is unable to accept a recent grant offer re the Play Area due to uncertainty re the associated lease issue.	22/06-5 (m) (1)	Cllr Delderfield	Pending
14	Ask BDC why District Councillors Malvisi & Nunn were not consulted by BDC prior to the Play Area grant offer being made, and who and by what authority they decided acceptance was time-limited to 05/07/2022.	22/06-5 (m) (2)	Cllr Delderfield	Pending
15	Advise BDC that for LMPC to take on a lease for the Play Area, the realistic sum payable to the PC is £130,000 and not £30,000 as currently offered (Cllr Joyce to provide supporting calculations and costings for this estimate).	22/06-5 (m) (3)	Cllr Delderfield Cllr Joyce	Pending

**Long Melford Parish Council**  
**July 2022 payment schedule**  
Presented to the Parish Council meeting dated 7 July 2022

**Appendix 3**

<b>Contractual or agreed payments made prior to the meeting</b>		<b>Gross</b>	<b>VAT</b>	<b>Net</b>
Karzees	2 x portallos for Country Park (4-week hire)	£336.00	£56.00	£280.00
		<b>£336.00</b>	<b>£56.00</b>	<b>£280.00</b>

<b>July 2022 payments for authorisation (as at 27 June 2022)</b>		<b>Gross</b>	<b>VAT</b>	<b>Net</b>
Top Marques	Hi-Viz vests for Melford in Bloom	£144.96	£24.16	£120.80
Garden Nursery (Grown in Suffolk)	MIB plants, baskets, compost and watering	£4,094.00	£0.00	£4,094.00
Richard Jackson (Engineering Consultant)	Long Melford war Memorial inspection	£822.00	£137.00	£685.00
WJ Green Ltd	Tree marking spray	£9.20	£1.53	£7.67
Babergh District Council	L2022/23 litter and dog bin emptying	£2,379.20	£396.53	£1,982.67
Sudbury Office Supplies	Safescan 1250 coin sorter and counter	£195.35	£32.56	£162.79
Sudbury Office Supplies	12 x Pentel marker pens	£18.14	£3.02	£15.12
Long Melford Heritage Trust	Grant approved for geophysical survey in Dec 2021	£1,000.00	£0.00	£1,000.00
				£0.00
				£0.00
				£0.00
		<b>£8,662.85</b>	<b>£594.80</b>	<b>£8,068.05</b>

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

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

July 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 July 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 July 2022

Councillor Signature:

How paid received	Payer	Description	Amount	VAT	Net
<b>Council receipts during May 2022</b>					
BGC	Ray Powell	Burial income	930.00		930.00
FPI	Stuart Buckle	Burial income	380.00	0.00	380.00
FPI	Stonewriters	Burial income	380.00	0.00	380.00
BGC	HMRC	Vat refund for March 2022	2,511.05	0.00	2,511.05
FPI	Luxstones	Burial income	174.00	0.00	174.00
FPI	Kind Hearts Coffee	Cafe rental, May 2022	50.00	0.00	50.00
FPI	Cheryl Morgan	Burial income	430.00	0.00	430.00
FPI	Cheryl Morgan, HT Hosp	Burial income	430.00	0.00	430.00
FPI	Donors' names withheld	Swift box donations	400.00	0.00	400.00
FPI	Hanchets	Burial income	380.00	0.00	380.00
FPI	Hanchets	Burial income	380.00	0.00	380.00
500546	Old School car park users	Old School car park	391.95	0.00	391.95
500546	Country Park car park users	Country park car park	96.75	0.00	96.75
500546	B&Q	Country park padlock	-14.00	0.00	-14.00
500546	Country Park users	CP open morning	43.05	0.00	43.05
500547	East of England Co-op	Burial income	58.00	0.00	58.00
500547	JS Munro	May cafe rental	120.00	0.00	120.00
500547	Donor's name withheld	Swift box donation	50.00	0.00	50.00
500547	Donor's name withheld	Swift box donation	25.00	0.00	25.00
Int	Nationwide Building Society	Interest, May 2022	46.22	0.00	46.22
			<b>7,262.02</b>	<b>0.00</b>	<b>7,262.02</b>
<b>Council payments during May 2022</b>					
DD	British Telecom	Office telephony	250.90	41.82	209.08
SO	A Hurrell & Son	Council storage, May 2022	132.00	22.00	110.00
DD	British Telecom	Cemetery mobile	14.53	2.42	12.11
DD	British Gas	Electricity to 12/4/22	60.04	2.85	57.19
FPO	Alan Sawyer	Cemetery fuel, AS Expenses	103.16	14.55	88.61
FPO	Blake Tree Care	Tree maint on Melford Walk	420.00	70.00	350.00
FPO	Breakout	Printing 2 certificates	20.00	0.00	20.00
FPO	BW Fencing & Landscaping	Melford Walk handrail	1,290.00	215.00	1,075.00
FPO	Garden Nursery	Composting and water for MIB	299.00	0.00	299.00
FPO	Heelis & Lodge	2021/22 Internal audit	310.00	0.00	310.00
FPO	Holmes & Hills	Registration of charity land	900.00	150.00	750.00
FPO	Lexden Computer Services Ltd	IT support, Apr	44.36	7.39	36.97
FPO	LM Old Sch Community Centre	Balance of April room hire	30.00	0.00	30.00
FPO	MMC Locksmith	Office and OSCP door locks	315.00	0.00	315.00
FPO	P Crawford	over seeding of Upper Green	1,182.00	197.00	985.00
FPO	Perrywood	MIB plants	34.91	5.84	29.07
FPO	Rialtas Business Solutions	2021/22 acc year end closedown	480.00	80.00	400.00
FPO	Susanne Dixon	CP loo seat and rolls	248.75	41.46	207.29
FPO	Sudbury Office Supplies	5 lever arch files	16.26	2.71	13.55
FPO	Sudbury Town Council	Q4 contract mileage costs	39.00	6.50	32.50
FPO	TA Accounts	May payroll	6,497.13	6.80	6,490.33
DD	Lloyds chargecard	Refuse sacks, certificates	79.01	11.34	67.67
SO	LM Old Sch Community Centre	Monthly room hire	20.00	0.00	20.00
DD	EOn	Electricity to 30/4/22	9.34	0.44	8.90
DD	EOn	Electricity to 30/4/22	18.43	0.88	17.55
DD	EOn	Electricity to 30/4/22	89.67	4.27	85.40
DD	EOn	Electricity to 30/4/22	131.27	6.25	125.02
SO	Anglia Car Charging	Maint and support, May 2022	57.60	9.60	48.00
FPO	LM Events Group	LM Events Group	2,500.00	0.00	2,500.00
DD	Wave	Water to 14/5/2022	12.35	0.00	12.35
SO	Susanne Dixon	Ranger contract, May 2022	550.00	0.00	550.00
DD	Wave	Water to 14/5/22	294.89	0.00	294.89
DD	Wave	Water to 14/5/2022	407.90	0.00	407.90
FPO	Dataloft Ltd	LM map for Neighbourhood Plan	528.00	88.00	440.00
FPO	ETF Ltd	Upper Green toilets, Apr 2022	730.80	0.00	730.80
FPO	ETF Ltd	Cordell Rd toilets, Apr 2022	120.00	0.00	120.00
			<b>18,236.30</b>	<b>987.12</b>	<b>17,249.18</b>



**Schedule of direct debit and standing order mandates for annual approval by the Council  
Presented to the Council on 7 July 2022**

<b>Type</b>	<b>Company</b>	<b>Purpose</b>	<b>Location</b>	<b>Account No</b>	<b>Periodicity</b>	<b>Amount</b>
DD	Babergh District Council	Rates	Cemetery	740004800	Annual	Variable
DD	Anglian Water (Wave)	Water rates	Burial ground	355983001	Quarterly	Variable
DD	Anglian Water (Wave)	Water rates	Burial ground	310024701	Quarterly	Variable
DD	Anglian Water (Wave)	Water rates	Cemetery toilets	336194201	Quarterly	Variable
DD	Anglian Water (Wave)	Water rates	Country Park, LNR	310281001	Quarterly	Variable
DD	British Gas	Electricity	Country Park, LNR	600996947	Monthly	Variable
DD	Eon Ltd	Electricity	Upper Green toilets	A-7822B5FC-001	Monthly	Variable
DD	Eon Ltd	Electricity	Old School car park	A-66B8ABC4-001	Monthly	Variable
DD	Eon Ltd	Electricity	Gravediggers building	A-16B34475-001	Monthly	Variable
DD	Eon Ltd	Electricity	Office	A-58D5B692-001	Monthly	Variable
DD	British telecom	Mobile phone	Cemetery Manager	7970293003	Monthly	Variable
DD	British telecom	Telephony / broadband	Office	EA4085 4550	Quarterly	Variable
DD	Lloyds Bank plc	Business chargecard	Clerk	ending 2271	Monthly	Variable
DD	Information Commissioner	Data Protection	n/a	Z3274651	Annual	Variable
SO	LM Old School Community Hall	Room hire	Old School Community Hall		Monthly	£25.00
SO	A Hurrell and Son	Parish Council storage	Gt Waldingfield	C19	Monthly	£132.00
SO	Workplace Charging	Electric charging points	Old School car park	Ref C923	Monthly	£57.80
SO	Mrs SM Dixon	Country Park Ranger	Country Park		Monthly	£550.00

# Neighbourhood Community Infrastructure Levy (CIL) Expenditure Report

## Long Melford Parish Council

1 April 2021 to 31 March 2022

		£	£
A	Total CIL income balance carried forward from previous year		109,081.94
B	Total CIL income received in reporting year (receipts)		0.00
C	Total CIL spent within reporting year (expenditure, net of recoverable VAT)		93,155.04
	Total CIL allocated but not yet spent to an agreed project (expenditure, net of recoverable VAT)	15,926.90	
	Total CIL requested to be repaid in the year	0.00	
	Total value of CIL receipts subject to a Repayment Notice served in any year that has not been repaid	0.00	
D	Total CIL repaid in the year following a Repayment Notice		0.00
E	Total CIL retained at year end (A+B-C-D)		15,926.90

### Note 1: CIL Expenditure – Spent Funds

Items to which CIL Funds have been spent (net of recoverable VAT)

Phase 3 street light installations	74,073.10
Old School car park improvements	19,081.94

### Note 2: CIL Expenditure – Allocated Funds (not yet spent)

Items to which CIL Funds have been allocated but not yet spent (net of recoverable VAT)

Cordell Place play area	15,926.90
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This statement was adopted by Long Melford Parish Council on Thursday 7 July 2022.

Signed: \_\_\_\_\_

Position: Chairman

Signed: \_\_\_\_\_

Position: Responsible Finance Officer

Following adoption this statement was uploaded to the Parish Council's website

## Minor Revision to Standing Orders

It is recommended that the Council adopts the following minor amendments to its Standing Orders v3.0, primarily to mirror revisions recently made by NALC to its model Standing Orders on which the LMPC version is based.

**Clause 3(s)** - The addition of the following words to form the final sentence, to mesh with co-option procedures:

*“The requirements of this Standing Order 3(s) shall not be mandatory when voting to co-opt a member to the Council, where a different process may be used.”*

**Clause 16(a)** - For clarity, the replacement of the current wording:

~~*“If required to ensure the continuance of the Council’s essential financial functions in the event of the Responsible Financial Officer’s absence, the Council shall appoint an appropriate person to undertake the work of the Responsible Financial Officer until their return.”*~~

with

*“The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.”*

**Clause 18(c)** - To add a reference to arrangements quoted in the legislation while removing unnecessary detail.

~~*“A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in Standing Order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).”*~~

**Clause 18(f)** - To mirror current legislation and remove the necessity of having to update the Standing Orders when financial regulation values change, replace:

~~*“A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £213,477 for a public service or supply contract or in excess of £5,336,937 for a public works contract shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in Find a Tender.”*~~

with

*“Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules.”*

**Clause 18(g)** - To mirror current legislation and remove the necessity of having to update the Standing Orders when financial regulation values change, delete clause completely:

~~*“A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £426,955 for a supply, services or design contract; or in excess of £5,336,937 for a works contract; or £663,540 for a social and other specific services contract shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.”*~~

D. Lovelock - Parish Clerk

30/06/2022

## Briefing - Annual Tree Survey Quotations

The Parish Council is responsible for a number of trees in the village, primarily located in the Melford Country Park, along the Melford Walk, in the Cemetery and Old Churchyards, and with a few others in Hall Street.

Every year the Parish Council arranges for a survey of these trees, to identify what works might be required to ensure that the health & safety of people who come into the immediate vicinity of them can be maintained, to protect adjacent properties from damage, and to monitor their condition so that they can be properly managed as a vital resource for the community.

Five arboricultural consultants were approached to quote for the annual survey of the Council's trees, including Haydens who conducted the survey last year. Three consultants responded; Haydens was not among them.

The three quotes received were as follows:

- ~~CONSULTANT A : £875 ex VAT~~
- **CONSULTANT B : £368 ex VAT**
- **CONSULTANT C : £528 ex VAT**

All of the consultants contacted were provided with access to the last Tree Survey to use as a basis upon which to quote. For information, the survey conducted in 2021 was priced at £1,080 ex VAT.

On the Council's instructions the three responding consultants were asked to provide an example tree survey report to assist the Council with the selection process. Only two responded (consultants B and C) and their reports are appended as part of this briefing note.

**D. Lovelock**  
Clerk to the Council  
28/06/2022

Consultant B

2022

# TREE CONDITION SURVEY REPORT



CLIENT - [REDACTED]  
SITE - [REDACTED]  
DOC. REF - [REDACTED]  
SURVEY DATE - 28/04/2022



## TABLE OF CONTENTS

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## PURPOSE OF DOCUMENT

This purpose of this document is to highlight management recommendations for each of the site's trees/group of trees.

Recommended works are aimed at the following criteria:

- The requirements for access to the tree for future site maintenance.
- Reducing the health and safety risk to the public posed by trees to an acceptable level.
- Reducing the potential for damage to property by trees, especially where close to buildings, carparks or fencelines.
- Eliminating trees which have the potential to cause significant health and safety hazards.
- Eliminating inappropriate trees (e.g. tree species that are well known to have safety issues).

# 1. SUMMARY

## 1.1 PURPOSE OF REPORT

[REDACTED] were instructed to undertake a visual condition assessment of the site's tree population; creating an inventory of all significant trees, identifying and assessing possible risks, and specifying any recommended remedial works.

This document highlights works that are deemed to be necessary in order to maintain the tree population responsibly and in accordance with relevant legal obligations.

## 1.2 SITE VISIT

The author of this report, [REDACTED] visited the site and undertook a visual assessment of the condition of the site's tree population on 28/04/2022.

## 1.3 TREE PRESERVATION ORDERS & CONSERVATION AREAS

The site is situated within a Conservation Area. Details of which trees are protected by the Conservation Area are included within the survey schedule (Appendix 1).

Where trees are protected, any works other than the removal of deadwood or work to trees with a stem diameter less than 75mm at 1.5m will require approval from the Local Planning Authority.

## 1.4 TREE SURVEY SUMMARY

The following table highlights the numbers of trees and groups recorded as part of the survey, and the number of trees/groups requiring management and/or safety related works:

Tree Inventory	No.
Individual Trees	52
Hedges & Groups	0
Woodland Groups	0

Priority of Works	No.
Overdue	0
Due	0
1 Week	0
2 Months	3
6 Months	7
12 Months	3
24 Months	1
IBA (if budget allows / optional)	9
<b>Trees / groups with recommended works</b>	<b>23</b>

## 2. GENERAL INFORMATION

## 2.1 BRIEF

[REDACTED] were instructed to undertake a visual condition assessment of the site's tree population; creating an inventory of all significant trees, identifying possible risks, and specifying any necessary remedial and maintenance works.

All significant individual trees within the site were physically tagged with a unique identification code (where easily accessible) and their locations mapped using GNSS.

## 2.2 SITE

The site discussed within this report is located at [REDACTED]

## 2.3 SCOPE OF REPORT

This document includes the following:

- Tree survey methodology
- Tree survey summary
- Work recommendations
- Survey schedule
- Tree Location Plan

## 2.4 AUTHOR

The survey was undertaken by [REDACTED]

██████████ has been involved in arboriculture since 2002, working as an arborist for most of this time. He is a professional member of the Arb Association (MARborA) and possesses LANTRA PTI certification. His work has included the practical elements of arboriculture and supervisory roles, working with teams on commercial, domestic and street trees. ██████████ a keen and active interest in tree issues including fungi, and has always kept up to date with current developments and research. A full CV and list of experience and CPD is available on request.

██████████ is a tree surveyor. He has worked in arboriculture for over 6 years, initially working with tree surgery firms to carry out domestic tree work operations. He has worked at Cambridge University Botanic Gardens for 3 years on the Tree and Shrub team and has experience with large-scale tree planting projects with the National Trust. He has a level 3 in arboriculture and LANTRA Basic Tree Inspection. Alistair is currently furthering his academic knowledge by undertaking a level 4 ABC qualification in arboriculture with Myerscough College in Preston.

## 2.5 TREE PRESERVATION ORDERS & CONSERVATION AREAS

The site is situated within a Conservation Area. Details of which trees are protected by the Conservation Area are included within the survey schedule (Appendix 1).

Where trees are protected, any works other than the removal of deadwood or work to trees with a stem diameter less than 75mm at 1.5m will require approval from the Local Planning Authority.



## 2.6 NESTING BIRDS / BATS

Officially, the 'Bird Nesting Season' is between February and August (Natural England). During this time, it is recommended that vegetation works (tree or hedge cutting) or site clearance is avoided if there is a reasonable potential for the disruption of nesting birds.

All parties involved in the management and/or development of a site must actively avoid causing disturbance and disruption to nesting birds. Failure to do this may result in an infringement of the Wildlife and Countryside Act 1981 and the European Habitats Directive 1992 / Nesting Birds Directive.

When tree or vegetation clearance work has to be undertaken during the nesting season, a pre works survey needs to be carried out by a suitably competent person

## 2.7 LIMITATIONS

Information provided by third parties, considered in the creation of this report, is assumed to be correct.

Trees are dynamic structures that can never be guaranteed as 100% safe; even those in good condition can suffer damage under average conditions.

This report considers the risks posed by the presence of the tree/trees in their current condition, only. Any impacts of tree retention or removal on soil heave/subsidence should be considered by an expert in soil shrinkage and its impact on structures.

## 2.8 COPYRIGHT

This report was prepared for use by the clients and their contractors for risk and condition management purposes. The report and its appendices may not be modified without the written consent of [REDACTED]

## 3. TREE SURVEY

### 3.1 SITE VISIT

The author of this report, [REDACTED] visited the site and undertook a visual assessment of the condition of the site's tree population on 28/04/2022.

### 3.2 METHOD OF DATA COLLECTION

All observations were from ground level without detailed or invasive investigations, unless otherwise stated.

Where appropriate, measurements were taken using a laser clinometer. Where this was not necessary, possible, or reasonably practical, measurements were estimated by eye.

Only defects and features which were considered to pose a notable risk to the safety of people and property within the site were noted.

The trees were surveyed and assessed impartially.

Tree locations were recorded using GNSS.

Trees may be recorded as group or woodland where:

- The canopies touch.
- The trees have more group value than individual merit.
- They are part of a formal landscape feature like an avenue.
- It is impractical to record them individually.

Trees within groups or woodlands etc. are recorded individually where it is necessary to distinguish them from others.

### 3.3 SUMMARY OF TREE POPULATION MAKE-UP

Life Stage	Individual Trees		Hedges & Groups		Woodland Groups	
	No	%	No	%	No	%
Newly Planted / Self-Set	2	4%	0	-	0	-
Young	1	2%	0	-	0	-
Semi-Mature	13	25%	0	-	0	-
Early-Mature	12	23%	0	-	0	-
Mature	24	46%	0	-	0	-
Late-Mature	0	0%	0	-	0	-
Veteran	0	0%	0	-	0	-
Total	52	-	0	-	0	-

### 3.4 SURVEY KEY & GLOSSARY OF TERMS

Term	Definition
Ref.	Tree reference number
Tag	Physical tag attached to some trees with unique identification number (not the same as Ref.)
Height	The measured/estimated height of the tree (measured in metres)
Branch Spread	The estimated average length of a tree's branches from stem to tip.
Life Stage	<p>A quantification of a trees' state of physical maturity:</p> <ul style="list-style-type: none"> <li>• Young</li> <li>• Semi-mature</li> <li>• Early-mature</li> <li>• Mature</li> <li>• Late-mature</li> <li>• Veteran</li> <li>• Dead</li> </ul>
Structural	<p>Summary statement relating to the structural condition of a tree:</p> <ul style="list-style-type: none"> <li>• Good (no apparent problems / normal optimal condition for a tree of its species.)</li> <li>• Fair (minor problems, no instabilities)</li> <li>• Poor (major problems, potential instabilities)</li> <li>• Unstable (extreme problems, likely to result in failure)</li> </ul>
Vitality	<p>Summary statement relating to the overall observed vitality of a tree:</p> <ul style="list-style-type: none"> <li>• Good (no apparent problems / normal optimal vitality for a tree of its species)</li> <li>• Fair (minor / temporary reduction in tree vitality)</li> <li>• Poor (major reduction in tree vitality, often with some branch dieback)</li> <li>• Dead / Dying (extreme / total reduction in tree vitality)</li> </ul>
Modified QTRA	<p>Quantitative Risk Assessment of Trees – Assessed in the following categories:</p> <ul style="list-style-type: none"> <li>• Broadly Acceptable - No significant hazards - No safety works required.</li> <li>• Tolerable - Hazard present but safety works are not yet required (although may be prudent if budget allows).</li> <li>• Tolerable - Hazard present context of tree makes harm unlikely.</li> <li>• Unacceptable - Presence of hazard is unacceptable - Works are required.</li> </ul>
Recommendations	Works to the tree that would benefit its long-term condition and/or prevent significant defects from developing, or for aesthetic purposes.
SAD	The safe actionable date (SAD) for tree work recommendations
Priority	The timeframe in which the reactive tree works should be undertaken to avoid being negligent.



## 4. RECOMMENDATIONS

### 4.1 PRIORITISATION OF WORKS

*The works listed in the following sections should be undertaken within the stated timeframe. It is recommended that the works are undertaken by suitably qualified and insured tree surgeons.*

*Work priority has been allocated according to the following factors:*

- 1) Risk level*
- 2) Good arboricultural management*
- 3) Spreading of annual costs*

*Works listed as 'IBA' are works that are in the interests of good general management but do not pose a significant risk to people or property. It is recommended that these works are undertaken within 2 years, where budgets allow. However, time prioritised works should be undertaken first.*

### 4.2 GENERAL SITE MANAGEMENT RECOMMENDATIONS

A repeat tree survey should be undertaken in approximately 12 months.

It is recommended that 50mm deep mulch/woodchip is used around the base of tree stems for grass and weed management as an alternative to using chemical weedkiller or strimming. The use of weedkillers and strimming around the base of trees is highly likely to impact the overall health and condition of trees over the long-term.

Where budgets allow, the removal of small diameter deadwood form within tree canopies can be considered for aesthetic reasons.

It is highly recommended that new and young trees are irrigated during the summer months. This is of particular importance during a tree's first 3 years. Products such as Treegator watering bags can be useful when this is required. It is also recommended that 50mm deep mulch/woodchip is spread around the 1m immediately around the trees stem so as to reduce evaporation.

#### 4.3 TREE WORK RECOMMENDATIONS

Tree works requiring action within a set timeframe ("priority works") and general management works ("IBA") are listed on the following pages. The table below outlines the numbers of trees/groups with work recommendations:

Priority of Works	No.
Overdue	0
Due	0
1 Week	0
2 Months	3
6 Months	7
12 Months	3
24 Months	1
IBA (if budget allows / optional)	9
<b>Trees / groups with recommended works</b>	<b>23</b>

# Work Specification - Individual Trees

Ref.	Tag	Species	Height	Branch Spread (radius)	Life Stage	Vitality	Structural	Additional Notes	QTRA	Recommendations	Priority	Due Date	TPO/CA
T38	3 4 7	Tilia x Europaea (Common Lime)	12-15 m	4	Mature	Good	Good	Minor deadwood in crown. Epicormic growth at base of tree.	Broadly Acceptable - No significant hazards - No safety works required.	Remove epicormic growth.	6 Months	Oct-22	CA
T44	3 4 9	Tilia x Europaea (Common Lime)	15-20 m	3.5	Mature	Good	Good	Major deadwood in crown.	Unacceptable - Presence of hazard is unacceptable - Works are required.	Remove significant deadwood.	6 Months	Oct-22	CA
T37	3 7 3	Tilia x Europaea (Common Lime)	12-15 m	4	Mature	Good	Good	Moderate deadwood in canopy. Epicormic growth at base of tree.	Tolerable - Hazard present context of tree makes harm unlikely.	Remove significant deadwood.	12 Months	Apr-23	CA
T46	3 2 1	Tilia x Europaea (Common Lime)	8-12 m	4	Mature	Good	Fair	Major deadwood in crown. Epicormic growth at base of tree. Cavity evident at base of stem - No concerns at this point in time, due to size and low footfall.	Unacceptable - Presence of hazard is unacceptable - Works are required.	Remove significant deadwood.	12 Months	Apr-23	CA
T48	3 7 9	Tilia x Europaea (Common Lime)	15-20 m	6	Mature	Good	Fair	Moderate deadwood in canopy.	Unacceptable - Presence of hazard is unacceptable - Works are required.	Remove significant deadwood.	12 Months	Apr-23	CA
T27	1 5 5	Tilia x Europaea (Common Lime)	8-12 m	3	Early-Mature	Fair	Good	Minor deadwood in crown. Mower/strimmer damage at base.	Broadly Acceptable - No significant hazards - No safety works required.	Remove significant deadwood.	24 Months	Apr-24	CA
T1	1 6 0	Tilia x Europaea (Common Lime)	<8 m	0.25	Newly Planted / Self-Set	Good	Good	Poor staking. Mulch and irrigation required especially during dry periods.	Broadly Acceptable - No significant hazards - No safety works required.	Instal new stake and tie in line with BS 8545:2014 standard. Mulch and irrigation required especially during dry periods.	IBA		CA
T2	1 8 3	Tilia x Europaea (Common Lime)	15-20 m	4	Mature	Good	Good	Epicormic growth at base of tree. potential drain works going ahead in near future.	Broadly Acceptable - No significant hazards - No safety works required.	Remove epicormic growth.	IBA		CA
T3	4 0 0	Tilia x Europaea (Common Lime)	<8 m	0.25	Newly Planted / Self-Set	Good	Good	Mulch and irrigation required especially during dry periods.	Broadly Acceptable - No significant hazards - No safety works required.	Mulch and irrigation required especially during dry periods.	IBA		CA

## 5. APPENDICES

### 5.1 INTERNAL APPENDICES

The following appendices are included within this document:

Appendix	Document
1	Survey Schedule

### 5.2 ASSOCIATED DOCUMENTS

Doc. Ref
Tree Location Plan
Tree Survey (spreadsheet)



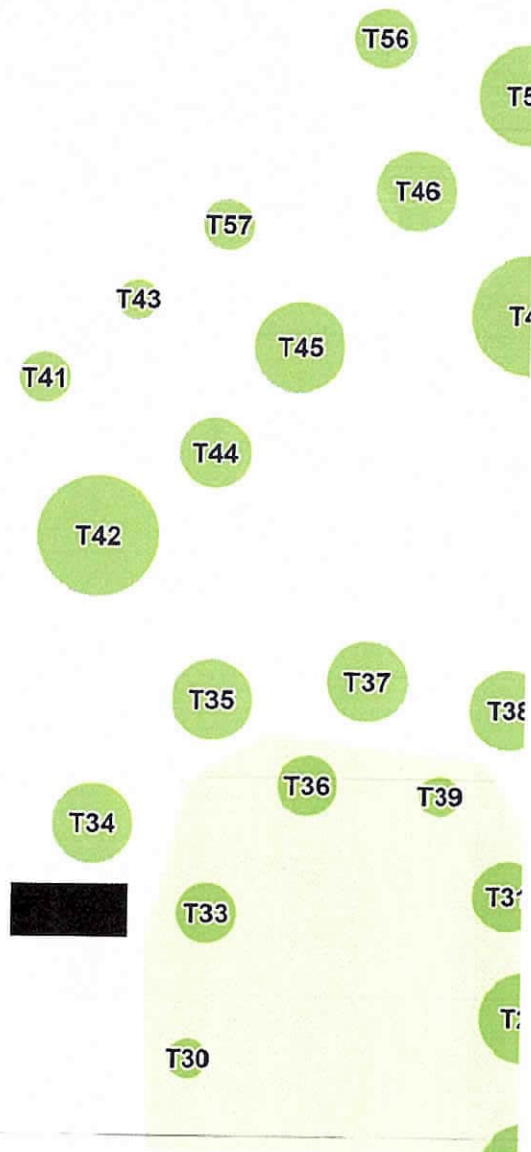
# APPENDIX 1 - SCHEDULE OF TREES

Ref.	Tag	Species	Height	Branch Spread (radius)	Life Stage	Vitality	Structural	Additional Notes	QTRA	Recommendations	Priority	Due Date	TPO/CA
T10	3 5 6	Tilia x Europaea (Common Lime)	15-20 m	3	Mature	Good	Good	Major deadwood in crown. Epicormic growth at base of tree. Probed to 400mm and tap tested hollow between buttresses on north side of tree. Potential young Ganoderma present.	Unacceptable - Presence of hazard is unacceptable - Works are required.	Remove significant deadwood. Remove epicormic growth. Crown reduce tree down to 10m and reduce lateral growth by 1m to manage trees decline.	2 Months	Jun-22	CA
T11	3 9 8	Tilia x Europaea (Common Lime)	<8 m	1.5	Semi-Mature	Fair	Good	Minor deadwood in crown.	Broadly Acceptable - No significant hazards - No safety works required.	Remove significant deadwood.	IBA		CA
T12	1 6 4	Tilia x Europaea (Common Lime)	8-12 m	5	Early-Mature	Good	Good	Minor deadwood in crown. No concerns at this point in time.	Broadly Acceptable - No significant hazards - No safety works required.				CA
T13	3 9 6	Tilia x Europaea (Common Lime)	8-12 m	4	Early-Mature	Good	Good		Broadly Acceptable - No significant hazards - No safety works required.				CA
T14	3 9 7	Tilia x Europaea (Common Lime)	8-12 m	6	Mature	Good	Good		Broadly Acceptable - No significant hazards - No safety works required.				CA
T15	1 7 1	Tilia x Europaea (Common Lime)	12-15 m	5	Mature	Good	Fair	Major deadwood in crown. Epicormic growth at base of tree.	Unacceptable - Presence of hazard is unacceptable - Works are required.	Remove significant deadwood. Remove epicormic growth.	6 Months	Oct-22	CA
T16	1 1 9	Tilia x Europaea (Common Lime)	8-12 m	4	Early-Mature	Good	Good		Broadly Acceptable - No significant hazards - No safety works required.				CA
T17		Tilia x Europaea (Common Lime)	8-12 m	5	Mature	Good	Good		Broadly Acceptable - No significant hazards - No safety works required.				CA
T18	3 1 7	Tilia x Europaea (Common Lime)	8-12 m	5	Early-Mature	Good	Good		Broadly Acceptable - No significant hazards - No safety works required.				CA





Cane End La





Prepared by:

Address:

Work Package:

Site Name/Order No:

Inspector's Name:

Date of Report:

09-02-2022

**Executive Summary:**

The following tree report was produced by [REDACTED] represents the observations and findings recorded on site by the Tree Inspector between the 5th and 7th February 2022. The report should be read in its entirety and any recommendations actioned in accordance with the stipulated timeline, please see 'Keys, Tree-work Priority and Definitions' below.

The highest priority identified is Priority 3, i.e. work should be carried out within 6 months from the date of the report.

Please see continuation sheet.

This tree and woodland survey was undertaken by a qualified inspector from ground level. It is advised that following any extreme weather conditions any damaged tree or tree movement that has occurred and noticed by persons on site or ground staff is reported to the surveyor for further advice or a revisit if required.






**Keys:**

Condition	Definition
Good	Good - Healthy full crown, long life expectancy, no significant defects.
Fair	Fair - Generally healthy, some thinning in the crown, with defects of low significance.
Poor	Poor - Lacking vigour, poor leaf cover, with significant defects.
Dangerous	Dangerous - Urgent removal required
Dead	Dead

**Treework Priority**

0	No work required
1	Within 1 week
2	Within 1 month
3	Within 6 months
4	Within 1 year

**Definition****Category Definition**

Category	Definition	BS5837 Classification
A		Trees of high quality and value capable of making a significant contribution to the area for 40 or more years.
B		Trees of moderate quality or value capable of making a significant contribution to the area for 20 or more years.
C		Trees of low quality, adequate for retention for a minimum of 10 years expecting new planting to take place; or young trees that are less than 15 cms in diameter which should be considered for re-planting where they impinge significantly on the proposed development.
U		Unretainable
?		Category not known

**Subcategory**

1	Mainly arboricultural values
2	Mainly landscape values
3	Mainly cultural values, including conservation

**Definition**

**Report Information:**

Continuation Sheet.

The report also recommends that some trees are monitored for signs of deterioration in health over the next year and appropriate action taken, as applicable.

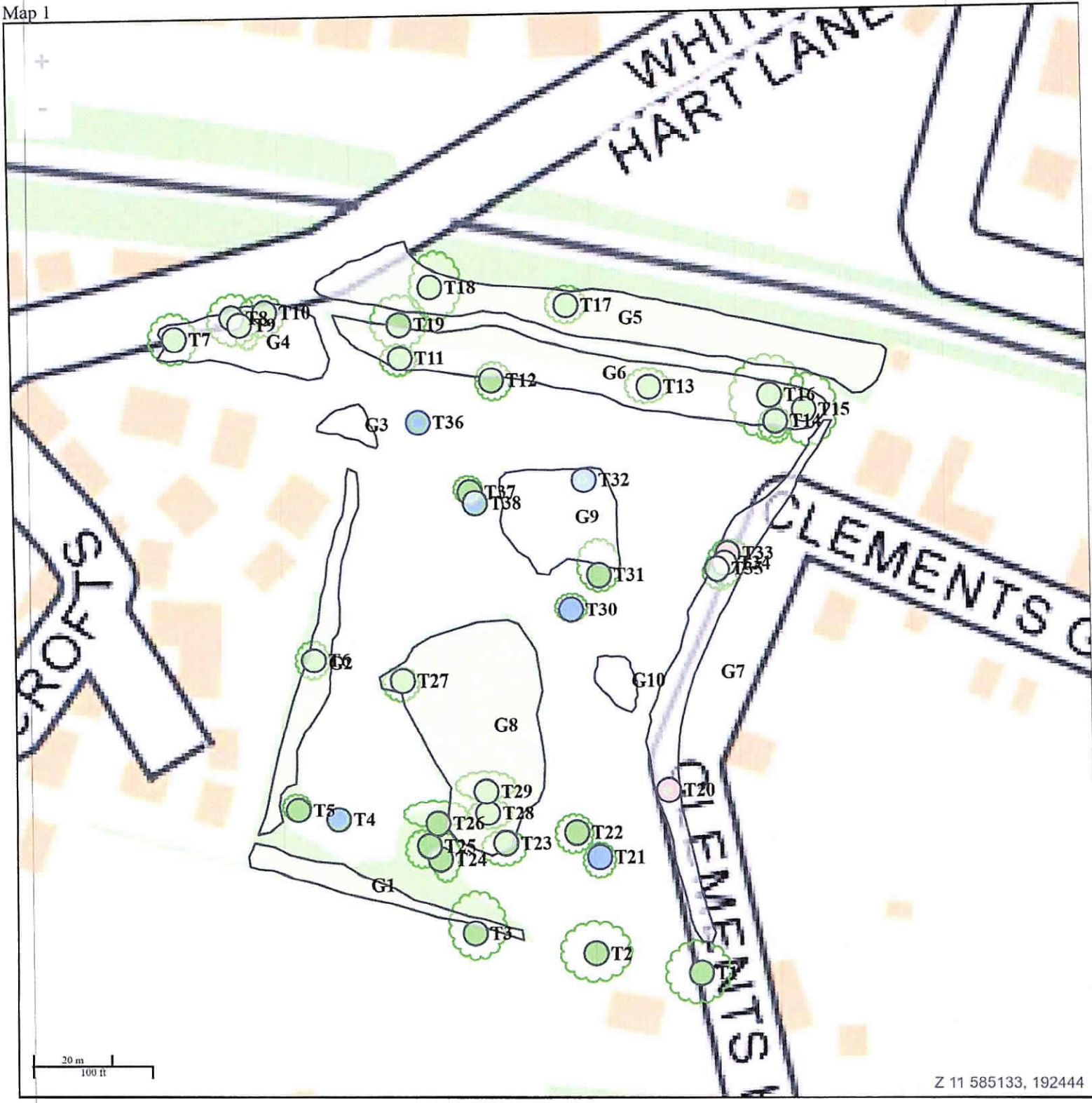
Before any tree work is carried out the client is advised to consult with the Local Planning Authority and obtain all necessary permissions / consents for the work, as applicable.

It should be noted that the inspection was conducted from ground level and provides a visual assessment of tree health, representing a 'snapshot' in time. The condition of any tree may deteriorate over time and / or after a severe weather event, e.g. gales and heavy snowfall etc and further inspection may therefore be required.



No	Species	Height (m)	Age Class	Next Inspection	Priority	Est. Duration
T1	Quercus robur ( English Oak )	16.5	Mature	05-02-2023	3	0
GENERAL OBSERVATIONS Minor deadwood throughout canopy, low risk. Scarring to lower branch on northern side of tree. Ivy growing around trunk and obscuring close inspection, recommend severing ivy. Cables traversing canopy. CATEGORY A1+2+3; PHYSICAL_CONDITION Good; STRUCTURAL_CONDITION Good; KT ASSET ID 110118809; STEM DIAMETERS 58cm; COMMENT Large specimen. ; CAVAT FUNCTIONAL VALUE 75%; CAVAT CASH VALUE -; USER NAME [REDACTED] 05-02-2022			PRELIMINARY RECOMMENDATIONS Sever ivy Priority 3 OPERATIONS CARRIED OUT Inspect			
T2	Quercus robur ( English Oak )	18	Mature	05-02-2023	3	0
GENERAL OBSERVATIONS Minor deadwood throughout canopy, low risk. Ivy developing around tree trunk, recommend severing ivy. CATEGORY A1+2+3; PHYSICAL_CONDITION Good; STRUCTURAL_CONDITION Good; LIFE EXPECTANCY >40 years; KT ASSET ID 110118810; STEM DIAMETERS 55cm; COMMENT Large specimen. ; CAVAT FUNCTIONAL VALUE 75%; CAVAT CASH VALUE £22091; USER NAME [REDACTED] 05-02-2022			PRELIMINARY RECOMMENDATIONS Sever ivy Priority 3 OPERATIONS CARRIED OUT Inspect			
T3	Quercus robur ( English Oak )	19	Mature	05-02-2023		0
GENERAL OBSERVATIONS Tree located within garden of neighbouring property. Significant deadwood throughout canopy, low risk due to location of tree. Ivy growing around trunk and obscuring close inspection. CATEGORY A1+2+3; PHYSICAL_CONDITION Fair; STRUCTURAL_CONDITION Fair; LIFE EXPECTANCY 20-40 years; KT ASSET ID 110118811; STEM DIAMETERS 57cm; COMMENT Large specimen. ; CAVAT FUNCTIONAL VALUE 50%; CAVAT CASH VALUE £11627; USER NAME [REDACTED] 05-02-2022			NO WORKS REQUIRED AT THE TIME OF INSPECTION OPERATIONS CARRIED OUT Inspect			
G1	Prunus cerasifera ( Myrobalan Plum ) (group)	12	EarlyMature	05-02-2023		0
KT ASSET ID 110118812 SPECIES Prunus cerasifera ( Myrobalan Plum ) 75% PHYSICAL CONDITION Good STRUCTURAL CONDITION Poor AGE CLASS EarlyMature SPECIES Sambucus nigra ( Elder ) 15% PHYSICAL CONDITION Fair STRUCTURAL CONDITION Fair AGE CLASS OverMature GENERAL OBSERVATIONS Ivy growing around trunk and obscuring close inspection. SPECIES Fraxinus excelsior ( Ash ) 10% PHYSICAL CONDITION Good STRUCTURAL CONDITION Good AGE CLASS EarlyMature USER NAME [REDACTED] 05-02-2022			NO WORKS REQUIRED AT THE TIME OF INSPECTION OPERATIONS CARRIED OUT Inspect			
T4	Crataegus monogyna ( Hawthorn )	4.5	EarlyMature	05-02-2023		0
GENERAL OBSERVATIONS CATEGORY B2+3; PHYSICAL_CONDITION Good; STRUCTURAL_CONDITION Good; LIFE EXPECTANCY 20-40 years; KT ASSET ID 110118813; STEM DIAMETERS 10cm, 8cm, 3.5cm; COMMENT Small specimen. ; CAVAT FUNCTIONAL VALUE 75%; CAVAT CASH VALUE £1051; USER NAME [REDACTED] 05-02-2022			NO WORKS REQUIRED AT THE TIME OF INSPECTION OPERATIONS CARRIED OUT Inspect			
T5	Prunus cerasifera ( Myrobalan Plum )	8	Mature	05-02-2023		0
GENERAL OBSERVATIONS Co-dominant leader at low level with included tissue. CATEGORY A2+3; PHYSICAL_CONDITION Good; STRUCTURAL_CONDITION Fair; LIFE EXPECTANCY 20-40 years; KT ASSET ID 110118814; STEM DIAMETERS 17cm, 12cm; COMMENT Medium-sized tree. ; CAVAT FUNCTIONAL VALUE 75%; CAVAT CASH VALUE £2919; USER NAME [REDACTED] 05-02-2022			NO WORKS REQUIRED AT THE TIME OF INSPECTION OPERATIONS CARRIED OUT Inspect			
T6	Quercus robur ( English Oak )	12	Mature	05-02-2023		0
GENERAL OBSERVATIONS Minor deadwood in lower canopy, low risk. CATEGORY A1+2+3; PHYSICAL_CONDITION Good; STRUCTURAL_CONDITION Good; LIFE EXPECTANCY >40 years; KT ASSET ID 110118815; STEM DIAMETERS 38cm; COMMENT Large specimen. ; CAVAT FUNCTIONAL VALUE 75%; CAVAT CASH VALUE £8946; USER NAME [REDACTED] 05-02-2022			NO WORKS REQUIRED AT THE TIME OF INSPECTION OPERATIONS CARRIED OUT Inspect			
G2	Prunus cerasifera ( Myrobalan Plum ) (group)	5	EarlyMature	05-02-2023		0
KT ASSET ID 110118816 SPECIES Prunus cerasifera ( Myrobalan Plum ) 50% PHYSICAL CONDITION Good STRUCTURAL CONDITION Good AGE CLASS EarlyMature SPECIES Quercus robur ( English Oak ) 35% PHYSICAL CONDITION Good STRUCTURAL CONDITION Good AGE CLASS SemiMature SPECIES Fraxinus excelsior ( Ash ) 15% PHYSICAL CONDITION Good STRUCTURAL CONDITION Good AGE CLASS EarlyMature USER NAME [REDACTED] 05-02-2022			NO WORKS REQUIRED AT THE TIME OF INSPECTION OPERATIONS CARRIED OUT Inspect			
G3	Quercus robur ( English Oak ) (group)	4.5	Young	05-02-2023		0
KT ASSET ID 110118817 SPECIES Quercus robur ( English Oak ) 50% PHYSICAL CONDITION Good STRUCTURAL CONDITION Good AGE CLASS Young SPECIES Prunus cerasifera ( Myrobalan Plum ) 40% PHYSICAL CONDITION Good STRUCTURAL CONDITION Good AGE CLASS EarlyMature SPECIES Fraxinus excelsior ( Ash ) 10% PHYSICAL CONDITION Good STRUCTURAL CONDITION Good AGE CLASS SemiMature USER NAME [REDACTED] 05-02-2022			NO WORKS REQUIRED AT THE TIME OF INSPECTION OPERATIONS CARRIED OUT Inspect			
T7	Quercus robur ( English Oak )	14	Mature	05-02-2023		0
GENERAL OBSERVATIONS Evidence of crown reduction having been carried out in past. CATEGORY A1+2+3; PHYSICAL_CONDITION Good; STRUCTURAL_CONDITION Good; LIFE EXPECTANCY >40 years; KT ASSET ID 110118818; STEM DIAMETERS 73cm; COMMENT Large specimen. ; CAVAT FUNCTIONAL VALUE 75%; CAVAT CASH VALUE £41078; USER NAME [REDACTED] 05-02-2022			NO WORKS REQUIRED AT THE TIME OF INSPECTION OPERATIONS CARRIED OUT Inspect			
T8	Quercus robur ( English Oak )	15	Mature	05-02-2023	4	0

Map 1



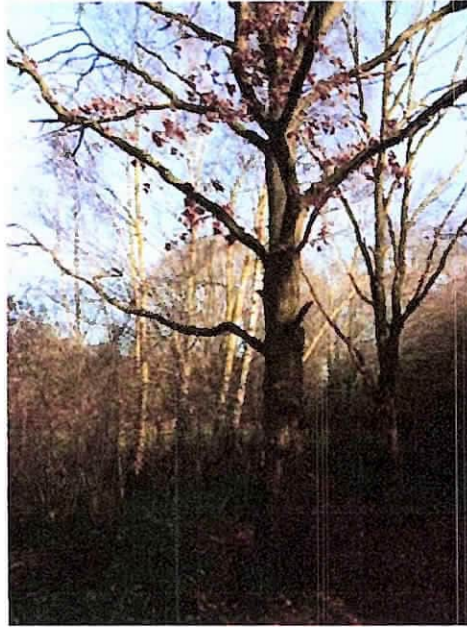


MapNo: T34 KTId: 110118851  
Date: 2022-02-07



Large scar to trunk at low level.

MapNo: T34 KTId: 110118851  
Date: 2022-02-07



MapNo: T35 KTId: 110118852  
Date: 2022-02-07



Branch stubs at low level.

MapNo: T35 KTId: 110118852  
Date: 2022-02-07



Stem lying on ground (still alive) having failed / split in past.

MapNo: T36 KTId: 110118853  
Date: 2022-02-07



MapNo: T37 KTId: 110118854  
Date: 2022-02-07



# PIIP WORKING GROUP

UPDATE AND RECOMMENDATIONS FROM THE 16 JUNE 2022 PIIP WORKING GROUP MEETING

## SUMMARY OF AVAILABLE CIL FUNDS

(Please note that the figures below are provisional and have not yet been verified by the RFO.)

CIL funds in bank	54,445.24	(as at 31 May 2022)
CIL funds due Oct 2022	+ 53,436.92	(= 51,751.37 + 1,685.55 with demand dates in August 2022)
Total available (2022/23)	= 107,882.16	(17 Nov 2022 demand date CIL not expected until May 2023)
Existing allocations	- 19,356.90	(see below)
<b>Available unallocated</b>	= <b>88,525.26</b>	

## PROJECTS

Note that the Cordell Place Play Area project has been split into two projects:

- Cordell Place Play Area Refurbishment (subdivided into "Safety surface requirements", "Like-for-like replacements" and "Additions")
- Toddlers' Play Area

## CORDELL PLACE PLAY AREA REFURBISHMENT

Due to ongoing negotiations with Babergh District Council (BDC) and the shared feeling of LMPC that the costs of this should be met by BDC, the PIIP Working Group felt that it would not be appropriate to recommend a CIL allocation for this project.

## TODDLERS' PLAY AREA (FORMERLY "CORDELL PLACE PLAY AREA")

Estimated cost	60,000	<b>Recommendations</b>  That the Council allocates £10,000 of the 2022/23 CIL fund.  That the Council considers alternative locations for the toddlers' play area.
Previous CIL allocation	19,536	
<b>New CIL recommendation</b>	<b>10,000</b>	
Other funding*	31,000	
Total funding	60,356	

\* £12,000 s.106 + £15,000 grant + estimated £4,000 locality grants and donations

## UPPER GREEN PARKING

Estimated cost	21,000	<b>Recommendations</b>  That the Council makes no additional allocation because the costs are already covered.
Previous CIL allocation	0	
<b>New CIL recommendation</b>	<b>0</b>	
Other funding*	22,048	
Total funding	22,048	

\* Previously agreed sums of £13,548 and £8,500 from non-CIL Council funds

#### ADDITIONAL LAND FOR CEMETERY

Estimated cost	TBC
Previous CIL allocation	0
<b>New CIL recommendation</b>	<b>0</b>
Other funding*	11,250
Total funding	11,250

##### Recommendations

That the Council makes no allocation from the 2022/23 CIL fund because this is likely to be a longer term project with currently unknown costs and the Council is yet to make a decision on the way forward.

That Councillors Ewbank and Joyce, with support from the Clerk, RFO and Cemetery Manager Alan Sawyer, begin discussions with landowners regarding potential land purchase.

\* Previously agreed sum from non-CIL Council funds

#### ADDITIONAL PEDESTRIAN CROSSINGS

Estimated cost	TBC
Previous CIL allocation	0
<b>New CIL recommendation</b>	<b>TBC</b>
Other funding	0
Total funding	TBC

##### Recommendations

That the Council considers using CIL funding where needed to support this project once further details are available.

#### PROPOSALS ARISING FROM THE TRAFFIC & PARKING WORKING GROUP

Estimated cost	TBC
Previous CIL allocation	0
<b>New CIL recommendation</b>	<b>TBC</b>
Other funding	0
Total funding	TBC

##### Recommendations

That the Council considers using CIL funding where needed to support any decisions made based on recommendations from the Traffic & Parking Working Group.

Note that no specific allocation for the Spicers Lane entrance parking issue, which the PIIP group deems should be considered holistically alongside other locations with traffic and parking difficulties.

#### TOILET FACILITIES AT COUNTRY PARK

Estimated cost	TBC
Previous CIL allocation	0
<b>New CIL recommendation</b>	<b>TBC</b>
Other funding	0
Total funding	TBC

##### Recommendations

That the Council considers the full range of options and alternative sources of funding for toilet provision at the Country Park.

That the Council also considers the Upper Green toilets as part of this project.

That the Council supports investment in toilet provision within the Parish, using CIL funding where needed.



## Country Park Toilet Block Options

	Option	Benefits	Negatives/Risks	Costs & Funding Sources	Timescale
<b>A</b>	Have no toilet provision at Park	Eliminate cleaning, maintenance and running costs	People will use Park area for toilet needs which will require clearing as would be a public health risk. Nursery provision & café facilities without toilets. Loss of vital public toilet provision in south of village (toilets are used by many non-visitors of the Park)	Cost would be hugely reduced by removing public toilets but costs would be involved in clearing up vandalism of the Park.	Immediate
<b>B</b>	Keep 2 portaloos as current situation	A public facility is being provided at low cost. Easier to clean as only two cubicles. Company empty on weekly basis.	No access for disabled or less able-bodied. No baby changing facility. Rather ugly and doesn't fit well with the Park and LNR, but could be screened off with wooden panelling? Portaloos are at LMPC risk in the Park and need cover on LMPC insurance and require locking and unlocking in order to prevent vandalism.	4 weekly hire cost for 2 portaloos is £200. Annualised costs £2,600 (5 year estimates £13,000 without inflation factored in). Cleaning/locking/unlocking of portaloos currently included as part of Park Ranger role but would require daily attention from September at cost currently unknown.	This is the current situation.
<b>C</b>	Replace the pumps with new, having sought two further quotes Sewage chamber also needs relining/fixing as there are cracks where leaks are	This would allow toilets to be reopened.	Short to medium term fix as unable to know how long pumps will last. Costly to keep changing them every 18 mths to 2 yrs.	1 quote received for £4,397 (ex. VAT) however cost would be less as that included emptying and cleaning the chamber and this has been carried out already as was required. Other quotes would need to be sought including fixing of chamber. Based on above quote annual cost of pumps is £2,931 p.a. with a 5 year £14,700 without cost of inflation factored in.	within 3 months
<b>D</b>	Installation of septic tank or biodigester at Park	Pumps wouldn't be needed. Could look into "green" options of biodigesters. No connection to mains sewage system	Emptying costs would incur (3 or 4 times a year?)	Quotes and various options would need to be looked at. Could CIL/Grants be used for this? Daily cleaning costs/opening and closing would be required.	3 to 6 months
<b>E</b>	Complete overhaul - new toilets with disabled loo provision, baby changing facility and "green" option of septic tank	As well as the benefits as above, LMPC would be providing for disabled and families with baby-changing		Quotes and various options would need to be looked at. CIL and grants such as Changing Places (specific provision for disabled toilets). Daily cleaning costs/opening and closing would be required.	6mth to 1 year
<b>F</b>	Demolition of entire toilet block and build new building which incorporates toilets, areas for the nursery and a café/education facility	Excellent provision of public amenities, contributing towards education and wellbeing. Extra revenue could come from increased rent of nursery and a café facility. (Talk to Clare CP trust as they invested huge amounts in Clare CP)	Disruption, building, potential relocation of nursery area for the build period.	Quotes and various options would need to be looked at. Could CIL/Grants be used for this? Daily cleaning costs/opening and closing would be required.	1 to 2 years