

Long Melford Parish Council

Parish Council Offices, Cordell Road, Long Melford, Suffolk, CO10 9EH
Tel: 01787 378084 Website: www.longmelford-pc.gov.uk

Full Parish Council MEETING MINUTES

Meeting called for: **7:30pm, Thursday 6th October 2022**

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

Councillors present: **L. Malvisi (Chair) H. Brabner, B. Joyce, J. Ewbank, , D. Watts, J. Watts**

Councillors absent: **R. Kemp, S. Powell, C. Michette, R. Michette, J. Nunn, L. Tipper,**

Also attending: **C. Lee (Clerk), P MacLachlan (Responsible Finance Officer), 1 Member of the Public**

The Chair opened the meeting at 7:30pm.

The Chair wanted it to be recorded that The Council wished to thank Richard Delderfield for all of the support, hard work and dedication he has given to the Parish Council over the years and the complex matters he has been involved in. The Council is indebted to him.

22/10-1 PROCEDURAL MATTERS

(a) Apologies for Absence received, and reasons accepted

Apologies were received from Cllrs Kemp, Powell, Tipper, Nunn, R. Michette, C. Michette.

(b) Declarations of Interest & Requests for Dispensation

Cllrs Malvisi declared a non-pecuniary interest in agenda item 22/10-5, Grant application – Outdoor seating on Hall Street and Little St Mary's

No other declarations of interest or requests for dispensation were received.

(c) MOTION: Accuracy of Minutes

Resolved, that the Council confirms the accuracy of the minutes of the meeting held on 1st September 2022.

(d) Public Participation

No members of the public participated.

22/10-2 COUNTY AND DISTRICT COUNCILLORS' REPORTS

(a) County Councillor's Report

Cllr Kemp's report was not available.

(b) District Councillors' Joint Report

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

22/10-3 PARISH CLERK'S REPORTS

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

The Clerk's Report was received and noted.

The Chair advised the meeting that a new 'solar' bin was on order and to be placed outside the Co-op. This new bin compacts the waste so needs to be emptied less.

The Clerk advised that she had approved quotes of £150 for the Piper and £471.51 from Sudbury Town Council to supply traffic management for the Remembrance Sunday Parade as this fell within the Council's agreed budget.

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The Clerk was requested to prepare, for the next Council meeting, a position statement regarding the impact on the Council of not having the General Power of Competence.

Cllr Joyce enquired as to whether a bid for a new crossing to be sited in the village would be submitted before the CIL bid deadline is 31st October 2022. The RFO advised he would investigate what decisions the Council had made and progress accordingly. It was anticipated the Council would not meet the specified deadline of 31st October 2022.

Cllr Ewbank informed the meeting that a CIL bid for the Country Park Toilets would be submitted in time for the next round of bids in April 2023.

(b) Council Action Plan Status (Appendix 2)

The Action Plan was received and noted. The Clerk was requested to add back the following items;

- (i) the play area, Cordell Road
- (ii) the John Hill Charity

22/10-4 COUNCIL FINANCIAL MATTERS AS LISTED

(a) MOTION: Payments Schedule (Appendix 3)

Resolved, that the Council agrees the Payment Schedule for October 2022 and approves the purchase of a new scanner for the Parish Office, up to the cost of £350 to be paid from the Office IT earmarked fund.

(b) Cashbook Report (Appendix 4)

The Cashbook Report for August 2022 was received and noted.

(c) MOTION: Lloyds Bank Signatories

Resolved, that the Council

- (i) agrees to remove the former Clerk, Don Lovelock's access to the account and replace with the Council's current Clerk, Clare Lee;
- (ii) agrees to remove Cllr Ian Bartlett as a cheque signatory;
- (iii) agrees to remove Cllr Richard Delderfield as a cheque and online signatory;
- (iv) agrees to elect Cllr Joyce and Cllr Ewbank as cheque and online signatories;

(d) MOTION: Council Charge Card

Resolved, that the Council agreed to cancel the Council charge card in the name of Don Lovelock and to order a new one in the name of Clare Lee.

(e) MOTION: Clerk's Training

Resolved, that the Clerk attends four introductory courses in November 2022 at a cost of £300.

(f) External Auditor's Report and Certificate (Appendix 5)

The Council received and accepted the External Auditor's report and noted that Sections 1 and 2 of the Annual Governance and Accountability Return were prepared in accordance with proper practices and that there are no matters which the Auditor wishes to bring to the Council's attention.

The Chair wished for it to be recorded that the Council commends Paul MacLachlan, RFO for his commitment and continued due diligence to his role.

22/10-5 OTHER BUSINESS TO BE TRANSACTED

Long Melford Parish Council

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(a) MOTION: Outdoor Seating on Hall Street and Little St Mary's Appendix 6

Cllr Dave Watts chaired this agenda item, as Cllr Malvisi had declared a non-pecuniary interest at the beginning of this meeting.

Councillors discussed the briefing note submitted by Cllr Ewbank concerning the impact of BDCL letter on small independent businesses.

Resolved, the Council supports outdoor seating on Hall Street and Little St Mary's and requests the Clerk to write to BDCL asking them to review its policy of seeking licences and charging for them at a time when small businesses are facing the harshest of economic circumstances.

(b) MOTION: Speed Indicator Devices (SID's) Appendix 7

The Clerk presented a quote from Westcotec to supply three portable Speed Indicator Devices, additional Brackets, Combination Padlocks and three additional batteries.

Resolved,

(i) that the Council agreed to the purchasing of two SID's and that we would continue to use the one existing SID already owned by the Parish Council until that needed replacing. It was accepted that this SID does not download data.

(ii) that the Clerk contacts local Parish Clerks to ascertain the effectiveness and reliability of the SID's from the company Westcotec.

(iii) that the Clerk obtains two further quotes for SID's and circulates these to Councillors with a recommendation regarding the preferred supplier.

(iv) **Resolved**, that the Clerk contact Cllr Kemp in relation to traffic data request between Bull Lane and Rodbridge Hill on the B1064.

(c) MOTION: Work to trees on Melford Walk Appendix 8

Resolved, that the Council adds the removal of one tree and the pollarding of eight Hawthorns to be included in the schedule of works approved by the Council in September 2022, for which quotations will be sought.

(d) MOTION: CCTV at Old School car Park

This item was withdrawn as Cllr Ewbank informed the meeting that Cllr Delderfield conducted some research on this subject a year or so ago and it was found that the cost was likely to be prohibitive as we need not only a camera, but a substantial metal pole to be sited in concrete, an electric source link and an outdoor cabinet to store the mechanism.

(e) MOTION: Cemetery Risk Assessment Appendix 9

Resolved, that the Council agreed to the repair works at the cemetery of the two raised tarmac areas by the gate and the sunken drain by the Church as this could result in a trip and or slipping incident in poor weather. The Clerk was requested to contact AJ Smith who is already carrying out work on behalf of the Council. If the repairs totalled more than £500 then the Clerk would seek further approval from them. In addition to the repair work indicated above the Clerk will be looking at all the medium and high-risk items and report back to the Council.

(f) MOTION: Floodlights at Stoneylands Stadium

This item was withdrawn as the Community Association had not submitted its funding application in time.

(g) MOTION: Election of Councillor to Personnel Committee

Resolved, Cllr Helen Brabner was elected to the Personnel Committee, replacing Cllr Delderfield.

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22/10-6 REPORTS

No reports received

22/09-7 DETAILS OF NEXT MEETING

It was confirmed that next Full Parish Council Meeting will be held at The Old School Community Centre, The Green, Long Melford, Suffolk CO10 9DX at 7:30pm, Thursday 3rd November 2022.

22/10-8 ITEMS RELATING TO A CLOSED SESSION

(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 22/10-8 (b) and 22/10-8 (c) 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: Unreasonable or Vexatious Behaviour Policy – Personnel Committee

The Council reviewed its decision, made in October 2021 regarding vexatious behaviour, and noted that the sanction is about to lapse.

Resolved, the Council decided that no further action be taken.

(c) MOTION: Volunteer Administration Assistant (VAA)

(i) **Resolved**, that this item be withdrawn as the existing VAA role still stands.

(ii) **Resolved**, that the Council writes to Stuart Palmer thanking him for his VAA work to date and inviting him to continue this role, as required, until further notice.

There being no further business the Chair closed the meeting at 9:30pm.

Signed: L. Malvisi: _____
Chair, Long Melford Parish Council

Date: _____

LONG MELFORD PARISH COUNCIL

The Parish Offices, Cordell Road, Long Melford, Suffolk CO10 9EH

Tel: 01787 378084 Email: clerk@longmelford-pc.gov.uk

NOTICE OF Meeting of the Full Parish Council

Members of the Parish Council are hereby summoned to participate in a Meeting, to be held at:

7:30pm, Thursday 6 October 2022

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

To attend : **Councillors H. Brabner, J. Ewbank, B. Joyce, R. Kemp, L. Malvisi (Chair), C. Michette, R. Michette, J. Nunn, S. Powell, L. Tipper, D. Watts, J. Watts**

**THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THE MEETING AND TO RAISE
ANY MATTERS RELEVANT TO ITEMS ON THE AGENDA.**

AGENDA

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

22/10-1 PROCEDURAL MATTERS – The Chair

(a) Apologies for Absence

To note the resignation of Cllr Delderfield.

To receive Councillors' apologies for absence from the meeting.

(b) Declarations of Interest & Requests for Dispensation

To receive Councillors' declarations of interest and requests for dispensation regarding items on the Agenda.

(c) MOTION: Accuracy of Minutes

Proposed, that the Council confirms the accuracy of the Minutes for its meetings held 1 September 2022.

(d) Public Participation

Members of the public may query, comment upon, or make representations in respect of any item on this Agenda. The maximum period allowed for this will be fifteen minutes (unless extended by the Chair), and an individual member of the public may speak for no longer than three minutes in total on any Agenda subject or subjects.

22/10-2 COUNTY AND DISTRICT COUNCILLORS' REPORTS

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

(a) County Councillor's Report – Cllr Kemp

(b) District Councillors' Joint Report – Cllrs Malvisi and Nunn

22/10-3 PARISH CLERK'S REPORTS – The Chair

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

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

(b) Council Action Plan Status (Appendix 2)

22/10-4 COUNCIL FINANCIAL MATTERS AS LISTED – The RFO

To receive and agree the following financial items and consider any matters arising from them.

(a) MOTION: Payments Schedule (Appendix 3)

Proposed, that the Council agrees the Payment Schedule for October 2022.

(b) Cashbook Report (Appendix 4)

To receive and note the Cashbook Report for August 2022.

(c) MOTION: Lloyds Bank signatories

Proposed, to amend the Council's Lloyds Bank signatories as follows:

- (i) to remove the former Clerk, Don Lovelock's access to the account and replace with the Council's current Clerk, Clare Lee;
- (ii) to remove Cllr Ian Bartlett as a cheque signatory;
- (iii) to remove Cllr Richard Delderfield as a cheque and online signatory;
- (iv) to elect 2 councillors as cheque and online signatories.

(d) MOTION: Council charge card

Proposed, to cancel the Council's charge card in the name of Don Lovelock and to order a new card in the name of Clare Lee.

(e) MOTION: Clerk's training

Proposed, that the Clerk attends 4 introductory courses in November 2022 at a cost of £300.

(f) External Auditor's Report and Certificate (Appendix 5)

To receive the External Auditor's Report and Certificate for 2021/22 and note:

- (i) the Auditor's view that Sections 1 and 2 of the Annual Governance and Accountability Return were prepared in accordance with proper practices;
- (ii) that there are no matters which the Auditor wishes to bring to the Council's attention.

22/10-5 OTHER BUSINESS TO BE TRANSACTED

(a) MOTION: Outdoor seating on Hall Street and Little St Mary's - Cllrs Ewbank and Tipper

Proposed, to write to Babergh District Council expressing concern about recent correspondence sent to hospitality outlets on Hall Street and Little St Mary's and to affirm the Council's conditional support for those businesses wishing to place hospitality seating for customers outside their premises (Appendix 6).

(b) MOTION: Speed Indicator Devices – Cllr Nunn

Proposed, to consider a quotation (Appendix 7) for the purchase of 3 portable speed indicator devices with bracket sets, padlocks and batteries at a cost of £10,396 + VAT.

(c) MOTION: Work to trees on Melford Walk – (Appendix 8) - Cllr Tipper

Proposed, to add the removal of one tree and pollarding of 8 hawthorns to the schedule of works, approved by Council in September 2022, for which quotations are to be sought.

(d) MOTION: CCTV at Old School car park – Cllr Ewbank

Proposed, to consider seeking quotations for CCTV to be installed at the Old School car park following a spate of fly tipping incidents.

(e) MOTION: Cemetery Risk Assessment (Appendix 9) – Cemetery Manager

To consider the Cemetery Risk Assessment carried out in August 2022 and to note the new hazard. Proposed, to remove the tree by at the church gate by the Green and to repair the footpath with a small square of tarmac.

(f) MOTION: Floodlights at Stoneylands Stadium – Cllr Nunn

Proposed, to write to Babergh District Council supporting Long Melford Community Sports Trust's application for Community Grant funding to upgrade the floodlighting at Stoneylands Stadium.

(g) MOTION: Election of Councillors to Personnel Committee

Proposed, to elect a councillor to the Personnel Committee to replace Richard Delderfield.

22/10-6 REPORTS

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

No reports have been received.

22/10-7 DETAILS OF NEXT MEETING – The Chair

To confirm the details of the next Full Parish Council Meeting, scheduled to be held at The Old School Community Centre, The Green, Long Melford, Suffolk CO10 9DX at 7:30pm, Thursday 3 November 2022.

22/10-8 ITEMS RELATING TO A CLOSED SESSION

(a) MOTION: Exclusion of the Public and Press – The Chair

Resolved, that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for Agenda item 22/10-8 (b) and 22/10-8 (c) 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) Unreasonable or Vexatious Behaviour Policy – Personnel Committee

To review a Council decision made in October 2021 regarding vexatious behaviour.

(c) MOTION re Volunteer Administration Assistant (VAA) – The Chair

It is proposed that:

- (i) the Personnel Committee reviews and updates the existing VAA Role Requirement document;
- (ii) the Council writes to Stuart Palmer thanking him for his VAA work to date and inviting him to continue this role, as required, until further notice.

Signed: *C Lee*

Clare Lee

Clerk to Long Melford Parish Council

Babergh District Council has sent a letter of condolence following the sudden death of our Gracious Queen, Queen Elizabeth II.

The country went into a period of national mourning which has now ended. I am certain that everyone will join me in commending our brilliant forces and police for ensuring that the State Funeral was totally becoming of a very special lady.

Tree-mendous news for our districts

Tree coverage across Babergh and Mid Suffolk is set to increase to help tackle biodiversity loss and climate change - thanks to a pioneering council-commissioned survey.

As part of our Biodiversity Action Plan, we have been working with specialists to identify and map existing tree coverage and habitat networks across our districts. This is to identify and protect places where biodiversity is thriving, and locate areas with low coverage or gaps where it could be strengthened.

[Read the full story, https://www.babergh.gov.uk/news/councils-set-to-lead-the-way-in-transforming-tree-planting-for-generations/](https://www.babergh.gov.uk/news/councils-set-to-lead-the-way-in-transforming-tree-planting-for-generations/)

or [watch our 40 second clip](#) to find out how else we are supporting biodiversity in our districts.

Transport Summit 2022

Transport East's Annual Summit, held at Trinity Park in Ipswich on Tuesday 20th September, was attended by transport authorities, planning authorities, Local Enterprise Partnerships and businesses, transport providers, academics, representatives from infrastructure agencies and transport services, all with the aim to explore the strategic transport priorities for the region.

The Summit was a huge success, and it was fantastic to bring together our partners to lead the conversation on Transport East's key strategic priorities. Our table discussions produced some fascinating insights around decarbonisation of travel within the region and the three panel sessions held during the day were a great source of inspiration:

- **Rural Mobility in the East:** Understanding the challenges of sustainable rural journeys and the development of a Centre of Excellence on Rural Mobility.
- **Connecting Growing Places:** Exploring the low-carbon transport solutions needed for thriving towns and cities.
- **Unlocking International Gateways:** Discussing the opportunities to sustainably strengthen our role in the international movement of goods and people.

In addition, delegates had the opportunity to hear from the Department for Transport, National Highways and GBRTT about the future direction of transport policy and delivery from national bodies.

Tables and Chairs on Pavements

BDC has received 2 applications for the licence that permits tables and chairs to be placed on the pavement. The applications are subject to mandatory consultees and they were all copied into the emails you have been sent and they are Suffolk County Council Highways, Police, Environmental Health, Food Safety and Planning. The licence once granted will last for 1 year – September 2023 when the substantive legislation will apply.

One of the applicants knowing this application will be viewed by Highways has taken the opportunity to put forward his views on the matter of yellow lines on either side of the junction as per the Highway Code no vehicle should be parked within 10 metres of a junction.

However, BDC licensing team has no control or say on this aspect, and it would be down to Suffolk County Council Highways to determine if yellow lines are necessary in the location stated.

<https://www.babergh.gov.uk/business/licensing/pavement-licences/>

Long Melford Parish Council

Parish Clerk's Report for FPC meeting October 2022

1. Litter Bins

Two new litter bins have now been installed at the Top Green Car Park and outside the Co-op in Hall Street to double-up capacity at these locations. However, after speaking with Bradley Smith he has commented on how they now look aesthetically different, as we now have three different style of bins around the area of the Co-op. The Clerk will visit the above site and review.

2. Remembrance Sunday 2022

As directed, the Clerk is liaising with Stuart Palmer in an to attempt to find a piper to play at the Remembrance Sunday parade. The Clerk has been advised that an appeal has already been made on social media but at this point in time the Parish Council has yet to secure a piper for the event. Stuart Palmer is still chasing up a couple of leads and will report back to the Clerk prior to the FPCM in October. Update: Stuart Palmer has now found a Piper who is available for the event. I have since contacted him and his fee for the event is £150. I have also contacted Bradley Smith from Sudbury Wardens. Their Remembrance Sunday Traffic Management quote is £471.51. Both costs full under the £800 budget we have for this event so

3. Long Melford Christmas Tree 2022

As directed, the Clerk has secured and placed an order with George Cox (Coxes and Boxes, Sudbury), for 1x 32ft tree at a cost of £1850 which includes delivery. George Cox will liaise with Bradley Smith on the actual delivery date. The Clerk has also spoken with Andy Gentle, (Suffolk Tree Services), who will supply a cherry picker on the morning of 24th November to assist with attaching the Christmas tree lights. Andy Gentle has already been in contact with Bradley Smith who will co-ordinate their schedules to meet up on the 24th November.

4. Speed Indicator Devices (SIDs)

As directed, the Clerk had a meeting with Bradley Smith and Councillor Nunn on Wednesday 14th September 2002, to look into renewing the Speed Indicator Devices we currently have within the village. A quotation has been submitted on behalf of Westcotec Ltd. Please see motion 22/10-5 (b) within the agenda for consideration under item 22/10-5 (b) along with the supporting documentation.

5. CiLCA Training

As directed, the Clerk contacted SALC and EALC with a view to attend a CiLCA training course. It subsequently transpires CiLCA training cannot be completed by a new Parish Clerk within their first year in post. However, several other mandatory courses must be completed. Please see motion 22/10-5(e) within the agenda for consideration.

6. Biodiversity Group

The Clerk has arranged a meeting with Councillor Jonathan Ewbank and Jane Burch at the Parish Offices for Tuesday 11th October. The Group now wish to continue working with the Council and I propose to accommodate their wishes unless the Council feel that it is not appropriate.

7. Vacancy In Office of Councillor

The Clerk has posted the council vacancy on the parish noticeboard in the village and at the Council Office. The deadline of 26th October 2022 has been set.

8. Cemetery Workshop

The Cemetery Workshop requires two keyholders to be listed on file. It was noted that the Cemetery Manager is one and the second was the previous Parish Clerk. I have approached Councillor John Nunn who has kindly agreed to become the second keyholder.

Parish Clerk Actions

No.	Action Arising	Minutes Ref	For Action By
1	Ask SCC to install additional SID Mounting pole at, or relocate an existing pole to Station Road for an ANPR installation.	21/10-5(b)	December 2022
2	Formally set up Long Melford in Bloom as a Council Committee	22/06-5 (k)	
3	Replacing of wooden posts in Hall Street	22/09-5(b)	January 2023
4	Obtain quotes from tree surgeons to carry out general site recommendations	22/09-5 (f)	October 2022
5	Social Media Policy	22/09-3 (b)	December 2022
6	Cancel Amazon Prime Membership	22/9-4 (a)	October 2022
7	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

Councillor Actions

No.	Action Arising	Minutes Ref	For Action By
1	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
2	Use the framework contained in Council's revised Standing Orders to review and rationalise the structure of its sub-groups and their teams of reference.	22/04-5(b)	Cllr D. Watts
3	Progress the acquisition of land for a Cemetery extension and bring recommendation back to the Council ASAP	22/06-5(C) (1)	PIIP Working Group
4	Undertake a detailed financial forecast for future Cemetery costs and income	22/06-5(c) (3)	Cllr Joyce
5	Invite a local landowner to a meeting to discuss purchasing land for a Cemetery extension with them	22/06-5(c) (4)	The Council
6	Obtain quotations and bring its recommendations back to the Council re obtaining four, new, larger Car Park direction signs	22/6-5(f)	Traffic & Parking WG
7	Re-draft the County Park Committee Terms of Reference to include the management and operations of the Melford Walk	22/06-5(l)	County Park Committee
8	Cordell Road Playground	22/06-5(m)	Cllr Joyce
9	Update on John Hill Charity	22/3-5(e)	Cllr Joyce

Long Melford Parish Council
October 2022 payment schedule

APPENDIX 3

Presented to the Parish Council meeting dated 6 October 2022

Payments made by Clerk using Council chargecard (1 Sept statement)		Gross	VAT	Net
Lloyds Chargecard	Annual fee	£32.00	£0.00	£32.00
Amazon Prime	Monthly membership	£7.99	£0.00	£7.99
		£39.99	£0.00	£39.99
October 2022 payments for authorisation (as at 5 October 2022)		Gross	VAT	Net
Sudbury Office Supplies	50 plain, 50 window DL envelopes and printer paper	£42.92	£7.15	£35.77
Indigo Ross	Neighbourhood Plan document	£175.20	£29.20	£146.00
Indigo Ross	Long Melford Walks leaflets	£754.00	£0.00	£754.00
ETF Ltd	Clean Upper Green toilets, August	£800.40	£0.00	£800.40
ETF Ltd	Clean Cordell Road toilets and office, August	£150.00	£0.00	£150.00
Garden Nursery	MIB: Watering, August	£540.00	£0.00	£540.00
Garden Nursery	MIB: Watering, September	£517.00	£0.00	£517.00
Gryphon First Aid	8 x G5 adult AED defibrillator pads	£282.00	£0.00	£282.00
LM Old School Community Centre	Residual room hire fee, August	£5.00	£0.00	£5.00
Bob Ambrose	Repair to wall at Old School car park	£228.00	£12.20	£215.80
Jane Burch	Seeds, bulbs, printing and room hire for Biodiversity Group	£202.80	£20.67	£182.13
Karzees	Portaloo hire for Country Park, Sept 2022	£264.00	£44.00	£220.00
Breakout	Scan and printing costs	£5.40	£0.00	£5.40
Alan Sawyer	September expenses	£101.70	£14.95	£86.75
Babergh District Council	Rent of bus shelter site at Martyns Rise	£1.25	£0.00	£1.25
Lexden Computer Services Ltd	OneDrive for Business licences	£14.36	£2.39	£11.97
		£4,084.03	£130.56	£3,953.47

Recommended, the purchase of a scanner for the office at a cost up to £350.00 to be paid from the Office IT Earmarked Fund

Payments authorised for settlement prior to next meeting

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

October 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 6 October 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 6 October 2022

Councillor Signature:

How paid received	Payer	Description	Amount	VAT	Net
Council receipts during August 2022					
FPI	Rachel Dougan	Burial income	430.00	0.00	430.00
500551	CP car park users	CP car park donations	66.09	0.00	66.09
500551	Old School car park users	Old School car park	220.27	0.00	220.27
500551	JS Munro	CP cafe rental, Aug	120.00	0.00	120.00
500551	Monica Albon	Burial income	430.00	0.00	430.00
BGC	Groundwork UK	Neighbourhood Plan grant	1,000.00	0.00	1,000.00
BGC	Babergh District Council	Cleansing grant Q1	1,111.50	0.00	1,111.50
FPI	Paul Bradman	Burial income	430.00	0.00	430.00
500552	Old School car park users	Old School car park	144.32	0.00	144.32
FPI	Saxon Memorials	Burial income	58.00	0.00	58.00
FPI	Kind Hearts Coffee	CP Cafe rental, Aug	50.00	0.00	50.00
NWBS2Lloy	Nationwide Building Society	Interest tfr to Lloyds	82.44	0.00	82.44
FPI	H&A Palmers	Burial income	58.00	0.00	58.00
FPI	H&A Palmers	Burial income	1,103.75	0.00	1,103.75
FPI	H&A Palmers	Burial income	603.75	0.00	603.75
INT	Nationwide BS	Interest, Aug	82.44	0.00	82.44
			2,530.26	0.00	2,530.26
Council payments during August 2022					
DD	British Gas	Electricity to 12/7/22	90.10	4.29	85.81
SO	A Hurrell & Son	Council storage, Aug	132.00	22.00	110.00
DD	British Telecom	Cemetery mobile	14.53	2.42	12.11
FPO	4i Pumping Services Ltd	Country Park seage call out	474.00	79.00	395.00
FPO	Arthur J Gallagher	mid year adj premium	67.20	0.00	67.20
FPO	Alan Sawyer	AS, July expenses	106.56	6.09	100.47
FPO	DM Skrine	MIB plants	28.98	4.83	24.15
FPO	ETF Ltd	Upper Green toilets, July	845.80	0.00	845.80
FPO	ETF Ltd	Cordell Rd toilets, July	100.00	0.00	100.00
FPO	ETF Ltd	Cordell Rd notice board repair	195.00	0.00	195.00
FPO	Garden Nursery	MIB Watering, June	396.00	0.00	396.00
FPO	Garden Nursery	MIB watering, July	451.00	0.00	451.00
FPO	Gillian Ann Virtual Solutions	Neighbourhood Plan website update	93.75	0.00	93.75
FPO	Institute of Cemetery & Cremat	Education module for Cemetery Manag	613.60	18.60	595.00
FPO	Indigo Ross	Neighbourhood Plan amendments	507.00	84.50	422.50
FPO	Karzees	Portaloo hire, July	252.00	42.00	210.00
FPO	Lexden Computer Services Ltd	IT support and licences	44.36	7.39	36.97
FPO	LM Old Sch Community Centre	Room hire, July	30.00	0.00	30.00
FPO	Paul MacLachlan	Expenses Jan to July	42.43	2.50	39.93
FPO	Susanne Dixon	CP sacks and shackle	145.24	21.37	123.87
FPO	TA Accounts	August payroll	7,434.53	11.20	7,423.33
FPO	WJ Green Ltd	Repair John Deere mower	40.80	6.80	34.00
DD	Lloyds Bank Chargecard	Microsoft licence and Amazon Prime	67.98	0.00	67.98
SO	LM Old Sch Community Centre	Room Hire, July	20.00	0.00	20.00
DD	EOn	Electricity to 31/7/22	8.39	0.40	7.99
DD	EOn	Electricity to 31/7/22	941.90	156.98	784.92
DD	Information Commissioner Offic	Data Protection renewal	35.00	0.00	35.00
DD	EOn	Electricity to 31/7/22	118.79	5.66	113.13
SO	Anglia Car Charging	EV maint & support, Aug	57.60	9.60	48.00
SO	Susanne Dixon	Ranger contract, Aug	550.00	0.00	550.00
DD	Wave	Water to 14/8/22	12.84	0.00	12.84
DD	Wave	Water to 14/8/22	19.62	0.00	19.62
DD	Wave	Water to 14/8/22	600.76	0.00	600.76
			14,537.76	485.63	14,052.13

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Long Melford Parish Council - SF0258

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

24/08/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Briefing Note – Outdoor Seating on Hall Street and Little St Mary's

With this motion, it is suggested that the Parish Council will support businesses in placing hospitality seating for customers outside premises on Hall Street and Little St Mary's, as long as the following conditions are met:

- Landlord approval is obtained, if applicable
- The amount of seating is proportional to the size of the business
- The seating does not impede normal use of the pavement by pedestrians, pushchairs, wheelchairs, mobility scooters or similar
- The seating does not impede or cause danger in regard to motorists
- Any business with seating should ensure that the seating (and surrounding area) is kept neat and tidy
- Local authority licensing requirements are adhered to, if applicable

Also it is suggested that LMPC advises Babergh District Council Licensing (BDCL) of its support for Long Melford businesses in providing outdoor hospitality seating in Hall Street and Little St Mary's, as long as the businesses satisfy the conditions above.

At the same time, we respond to BDCL as follows:

- We ask BDCL to review its policy of seeking licences and charging for them at the time when small independent businesses are facing the harshest of economic circumstances and so soon after those businesses were encouraged to invest in outdoor seating on account of the Covid Pandemic. Also to point out to BDCL that many customers feel more comfortable with outdoor seating at the moment, against the background of the Pandemic.
- LMPC points out to BDCL that its original letter on licensing of outdoor hospitality tables, dated 25th August 2022, was not properly delivered as it failed to provide 28 days to respond, given that it arrived with businesses, typically, on 14th September 2022. Also the letter provided detailed instructions on payment without anywhere advising recipients how much to pay for the requisite licences. As a result LMPC believes this letter should be disregarded.
- LMPC advises BDCL that as a Parish we have invested substantial funds in a much improved village centre, for example better car parks, the Long Melford in Bloom project, new public seating, a street caretaker, better bins and support for events such as the Platinum Jubilee and Festive Long Melford. This investment, designed to make Long Melford a more attractive place for residents and visitors, goes hand in hand with our businesses improving the resident and visitor experience. LMPC views attractive outdoor hospitality seating as integral to the success of this investment and therefore asks BDCL to reconsider and postpone its current initiative to seek licences and licensing revenue from businesses with such seating in Long Melford.

To: -
 Bradley Smith
 Long Melford Parish Council The
 Parish Offices
 Cordell Road
 Long Melford
 Suffolk CO10 9EH

bradley.smith@sudburytowncouncil.co.uk

19/09/2022

Our Ref JPQ12962

Dear Bradley,

Thank you for your valued enquiry regarding vehicle activated signs. I have pleasure in submitting our quotation as below.

To Supply:

- ◆ Portable Speed Indicator Device (SID) with SLOW DOWN Legend beneath, battery powered complete with Bluetooth Data Collection facility, spare Lead Acid battery, 'intelligent' charger, sign weatherproof cover and bracket set for a cost of £3,319.00 each excluding VAT.

Qty: 3

Total: £9,957.00 excluding VAT



Weight: 12kg

Weight with Lead Acid: 23kg

OPTIONAL EXTRAS:

- ◆ Additional bracket sets for a cost of £52.00 per set excluding VAT.
- ◆ Combination Padlocks (pack of 3) for a cost of £31.00 per pack excluding VAT.
- ◆ Additional Lead Acid Battery 12v – 34Ah for a cost of £84.00 each excluding VAT.
- All of our portable signs come complete with our comprehensive **THREE-YEAR WARRANTY** which covers everything except vandalism, impact damage, theft and batteries*.
 * Batteries include manufacturers ONE-year warranty



At present we could deliver the above products within approximately 6 - 8 weeks from receipt of written Official Purchase Order.

t: 01362 853124 e: sales@westcotec.co.uk w: www.westcotec.co.uk

Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE

Reg'd in Cardiff No: 4208260

This quotation is valid for a period of thirty days from the above date and is subject to our Terms & Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

Best Regards,

Joanna Pilarska

Sales & Marketing



t: 01362 853124 e: sales@westcotec.co.uk w: www.westcotec.co.uk

Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE

Reg'd in Cardiff No: 4208260

Proposed extra tree work**First proposal – pollarding 8 hawthorns that are blocking light to a garden**

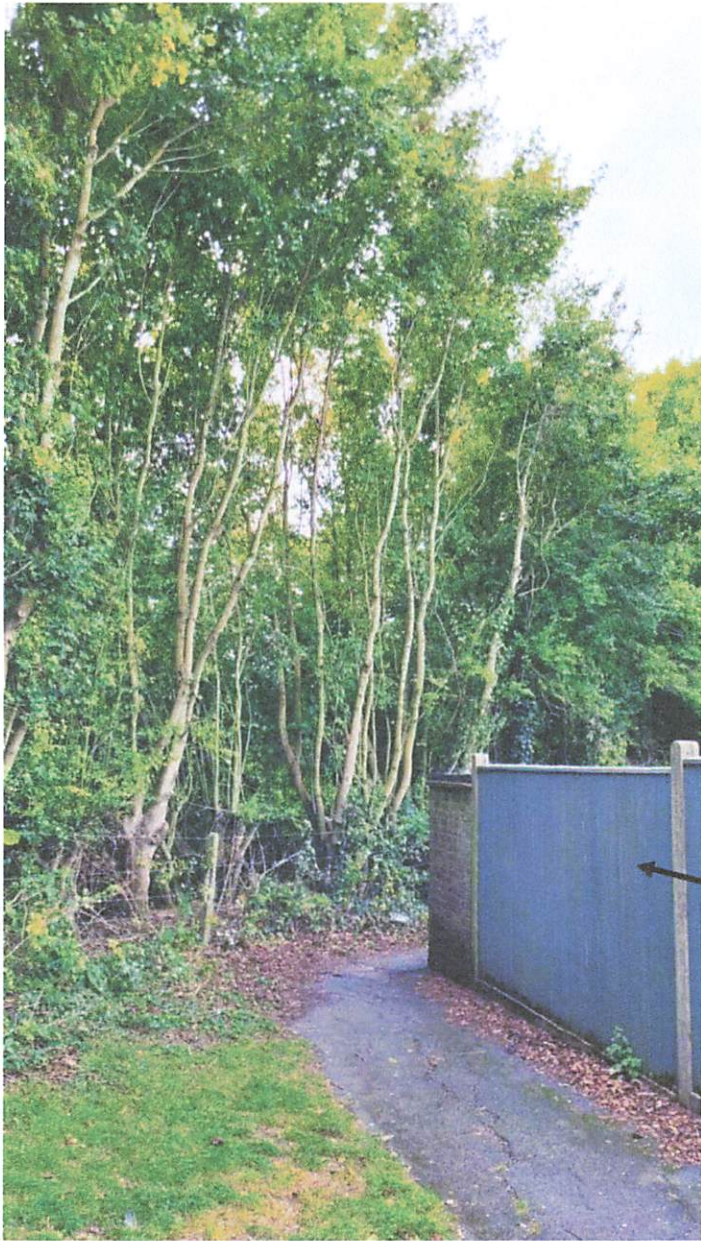
Resident of Raile Walk is having issues with the height of the hawthorns that were planted by a local volunteer many years ago along the top edge of the Melford Walk adjacent to the Raile Walk property. Over the years the hawthorns have grown very tall and were only cut back slightly last year to remove branches that were directly overhanging the resident's garden.

Cutting back the branches hasn't resolved the main problem which is the trees are causing a severe lack of sunlight getting through. Resident says that it is difficult drying washing and that the garden is always in shade so it is difficult growing anything in it or being able to enjoy it on a sunny day.

I propose the tree surgeon Council agrees to engage could be asked to include pollarding this row of hawthorns at the same time. They could be cut down to about 6 foot which would mean that going forward they are manageable for volunteers to trim back if required. Opening up areas and encouraging more sunlight to get to the ground will also the biodiversity along the Melford Walk so it wouldn't be detrimental to carry this pollarding out.

The What3words location is

<https://w3w.co/compress.alongside.evolution>



GARDEN



Proposed extra tree work

Second proposal – Removal of tree leaning over Melford Walk path

Following meetings and walkabouts with Suffolk Wildlife Trust and Biodiversity group, the intention is to create and open up some areas along the Melford Walk. The volunteers would cut back any dense vegetation to allow for wildflowers and grasses to grow.

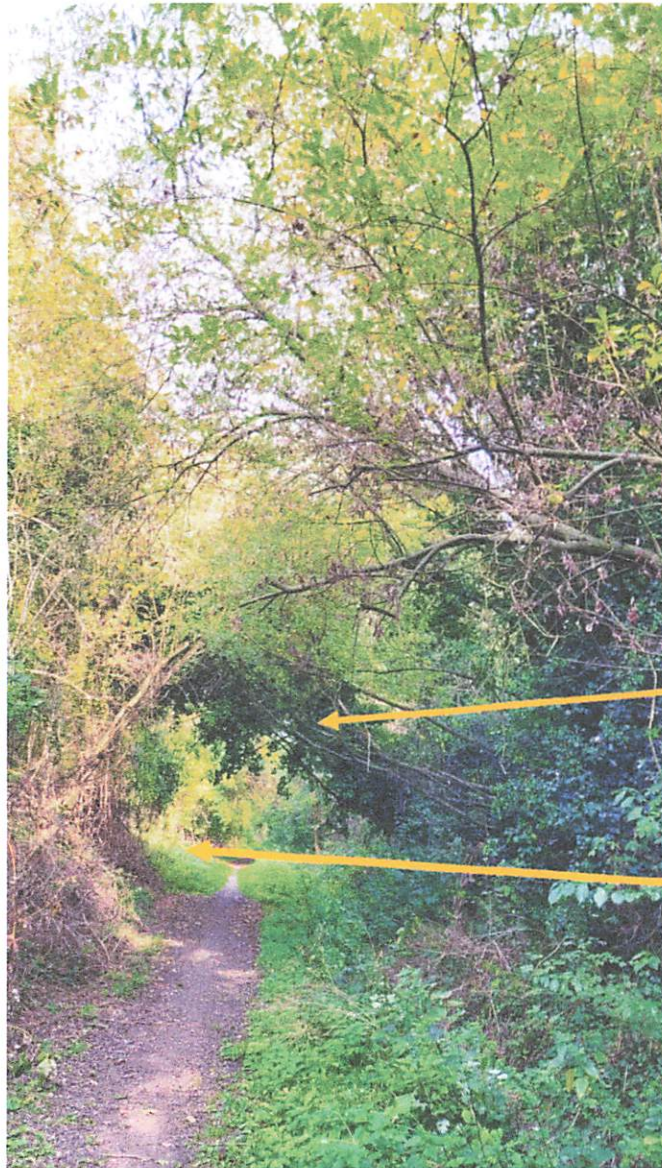
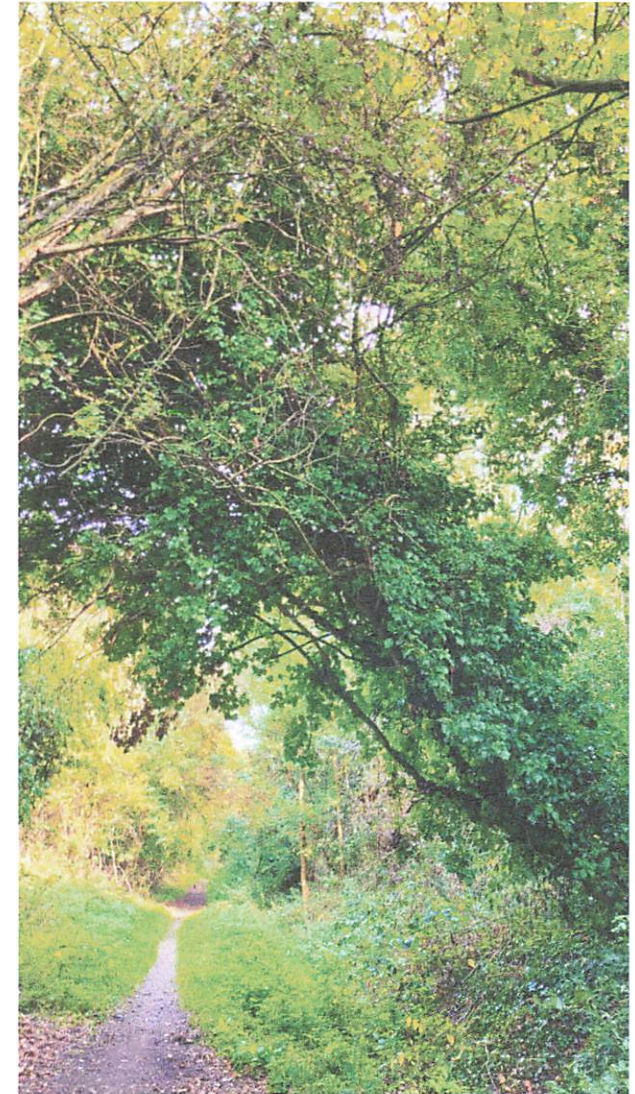
The Lavenham nature group carried out a Flora survey with Jane Burch this summer and they were encouraged about the number of species that were spotted. It is the Biodiversity and Melford Walk groups' objective to improve on the numbers and types of species and by opening up a couple more areas in the darker, danker areas along the walk will hopefully help to encourage the biodiversity.

There is a sunny spot a little way past from the double wooden steps going in the direction towards Bull Lane end that Jane Burch and the Bio D group think would be a good area to work on. There is a tree that is leaning over the path and is dense with ivy. We would like to have this and leaning tree cut down and the trunk and branches stacked for local wildlife. In turn this will allow more sunlight to reach the area.

On the next page is the tree in question and the sunny area that we wish to work on.

Appendix 8

CLOSE UP PHOTO OF THE TREE FOR
REMOVAL



TREE TO BE FELLED

SUNNY SPOT TO OPEN UP MORE

LONG MELFORD PARISH COUNCIL

Cemetery Risk Assessment
 Aug 2022 (New hazards in red)

Activity	Potential hazards	What risks do they pose	Control measures	Risk level High (H), Medium (M), Low (L)	Are additional measures necessary?
Operating machinery/ trimmer's and pedestrian mowers	Potential bodily injuries including to eyes and tinnitus	Injury consistent with this type of incident or members of the public	Only authorised people to use machinery in the cemetery. Protective clothing worn.	M	Contractors or Funeral Directors will be liable for their own risk assessment to protect their employees and members of the public
Retaining walls and fences	Collapsing or trips via wire fencing	Possible serious injury. Minor falls.	The manager inspects the walls regularly for any movement. Fences checked	L	Contractors or Funeral Directors will be liable for their own risk assessment to protect their employees
Paths and uneven surfaces	Trips and slipping in poor weather. 2 Raised tarmac areas by gate and sunken drain by Church	Potential minor injuries to members of the public and staff.	The manager inspects and walks the cemetery daily. Measures may be taken if appropriate.	M	Contractors or Funeral Directors will be liable for their own risk assessment to protect their employees and members of the public

Cemetery Risk Assessment

Activity	Potential hazards	What risks do they pose	Control measures	Risk level High (H), Medium (M), Low (L)	Are additional measures necessary?
Grave digging	Falling. Dangerous use of machinery,	injury and possible injury to others.	The Manager speaks to directors to ensure proper working.	M	Funeral Directors will be liable for their own Health & Safety measures
Funeral	Covid 19 infection Possible trips due to unsuitable footwear	Serious risk of infection to the party and staff Minor injuries if care not taken	The Council advocates 6 mourners only S/D where possible. Check paths on day	H	Funeral Directors will be liable for their own Health & Safety measures. Informing the mourners for breaking rules.
Memorial Inspection	Cuts, bruises, crush injuries	Injury to members of the public, contractors or funeral directors employees	Regular inspections of memorials are hand checked to ensure stability. Memorials that are unstable will be laid down and the family notified in order that they can arrange refixing.	M	Manager walks the site looking for hazardous memorials on a regular basis. Proper action will be taken if necessary.

Activity	Potential hazards	What risks do they pose	Control measures	Risk level High (H), Medium (M), Low (L)	Are additional measures necessary?
Debris and trip hazards	Tripping causing bruises, sprains, injuries	Injury to members of the public, staff	Grass cut on a regular basis to ensure that all mounds etc. are visible	L	Manager inspects for any issues.
Weed killing and chemicals	Chemical burns/breathing problems	Injury to Manager and members of the public	All PPE is worn and proper measures are taken	L	Any Contractors will be asked to give risk assessments.
Use of hedge cutters on ladder	Slipping falling cuts, serious injury.	Injury to Manager and possibly public. Falling from height.	Ladders are secured and propped where possible and PPE worn	M	Areas and trees inspected properly before any work is undertaken.
Over hanging branches	Potential minor bodily injuries.	Injury to the public and manager from brush to the body or head.	Manager assesses on a daily basis and rectifies where necessary.	L	Manager will cut tree branches where possible in winter months.
Covid 19 control	Hazards; such as duplicate touching, close proximity to public	Risk to staff and public of serious illness	The manager will ensure the cemetery is not used as a meeting place and public	M	Funeral Directors will be liable for their own Health & Safety measures/ Manager has communicated with them to ensure rules are followed.

Cemetery Risk Assessment

Dated 8/82020

Signed A. Sawyer Cemetery Manager Long Melford