



# Long Stratton Town Council

## MINUTES OF FULL COUNCIL MEETING HELD ON 13<sup>th</sup> FEBRUARY 2023 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors Kelly Lunness, Judith Baker, Mat Pochin, Diane Woodham, Andrew Lansdell Tony Wright, Robert Mackenzie, Stephen Buss (19.05), Susan Smith, David Willis and Helen Dickerson

1 members of the public

District and County Councillor Alison Thomas

Clerk Becky Buck

**1. To receive apologies for absence**

Councillor Mundford gave apologies due to annual leave, these were accepted by the Council.

**2. To receive disclosures of interest and dispensations**

There were no disclosures of interest and/ or dispensations received.

**3. To allow members of the public and district and county councillors to speak - max 20 Minutes**

Chairman of Long Stratton Football club gave an update on some of the issues that had occurred. He asked the Council what steps are being made to tackle the anti-social behaviour as it was a weekly occurrence.

*Councillor Stephen Buss arrived (19.05)*

The Clerk advised that the police are informed every time and that it was an agenda item to be discussed. A Councillor asked if we could write to the local Schools to create awareness. The Clerk informed that this was possible in a generic sense however the police do visit the school on a regular basis. A query was raised as to whether CCTV could be placed in the communal areas of the public toilets. The Chairman advised that we were waiting for guidance from the Police. Finally he asked if the Council would order some signs for anti-boot kicking against the wall, the Clerk advised she would look into it.

District Councillor Alison Thomas advised the following.

The cabinet meeting item due to be held on the morning of the 13<sup>th</sup> February to discuss the future of South Norfolk House was cancelled as South Norfolk Officers stated they needed to complete additional due diligence. It is due to be discussed and decided at a Full Council meeting which maybe the 22<sup>nd</sup> February, yet to be confirmed. There is an extra-ordinary planning committee meeting being held on 15<sup>th</sup> March 2023 to discuss and decide on the 1800 home and bypass planning application. Grants are to be made available towards the King's coronation and more information will be coming out soon. She reported that she had been attendance at a meeting with members with Councillor Woodham, the Clerk, members of Tasburgh Parish Council and Norfolk County Council to discuss the cycling and walking infrastructure of Long Stratton and neighbouring parishes. There is an open consultation to be held at the Leisure Centre on 12<sup>th</sup> April 12.30-6.30 for residents to share their thoughts. Finally she reported that she had been approached by family members of the late Dave Hipperson to discuss



# Long Stratton Town Council

putting a plaque on the Town Council benches on the Plain and in return volunteer to renovate the benches. The Council received this warmly, however as it was not an agenda item no formal decision could be made. The Clerk agreed to put it on the agenda for May's meeting.

**4. To approve the minutes of the meeting held on 16<sup>th</sup> January 2023**

The minutes of the meeting held 16<sup>th</sup> January were approved by the Council and signed by the Chairman as a true record.

**5. To note the Clerks report and to ask any questions arising from the report.**

The Clerks report was noted and the Clerk answered questions that arose. Councillor Buss advised that the scanning of the churchyard had been completed.

**6. Financial and Governance items**

**a. To approve and note receipts and payments since 16<sup>th</sup> January 2023**

Receipts and payments since 16<sup>th</sup> January 2023 were noted and approved by the Council and signed by the Chairman as a true record.

**b. To note credit card payments since 16<sup>th</sup> January 2023**

Credit card payments since 16<sup>th</sup> January 2023 were noted and approved by the Council and signed by the Chairman as a true record.

**7. To discuss and decide on request for a memorial bench to be placed on the playing field in memory of Kevin Gristwood.**

Following a lengthy discussion, the Council approved the request for Long Stratton football club to install a memorial bench in memory of Kevin Gristwood.

**8. To discuss and decide on taking further action against offenders of anti-social behaviour.**

Following a lengthy discussion, the Council approved further action in the form of restorative justice.

**9. To receive a report on the warm help hub operating Friday mornings 9am - 1pm.**

Councillor Smith reported that the warm help hub is getting busier with a steady flow. She asked the Council to consider continuing beyond 31<sup>st</sup> March, on a Friday between 10am-12pm. The Council agreed that as long as there was a continued need they are happy for it to continue.

**10. To receive a report following the cabinet meeting held on 13<sup>th</sup> February to discuss South Norfolk House.**

As per the report given by District Councillor Alison Thomas, the cabinet meeting was cancelled and therefore there was no report to give.

**11. To discuss and decide on the webpage – Councillor Robert Mackenzie.**

Councillor Mackenzie gave a report of an audit he carried out on the website. He acknowledged that there had been significant work on improving the content however he asked if the following could be added if not already on there.

- Photos of members in the meeting



# Long Stratton Town Council

- Meeting dates for the year
- Budget 22/23 + 23/24
- Asset register
- Year-end bank reconciliation
- Reserves policy
- Co-option policy
- Staffing structure

The clerk advised that she would work with the admin assistant who has been updating the website to get this information on.

## **12. To discuss and decide on response to 1800 home development and bypass.**

As per District Councillor Alison Thomas's report, the application is going to the planning committee on 15<sup>th</sup> March 2023. The clerk asked the Council whether they wanted a meeting to review the amended planning application. The objections already submitted by the Council will still stand therefore the Council delegated to the Clerk to review the objections already submitted against the amended application and resubmit if appropriate.

## **13. To discuss accessibility of meeting minutes for the public who are unable to access the internet**

The Council recognised the need minutes to be available however felt the noticeboards would not have the necessary space to accommodate the minutes. It was discussed that the minutes are available in the Council offices and in the library. It was agreed to put a notice on the boards advertising where the minutes could be found.

## **14. To receive committee updates.**

### **a. Planning & Highway Committee**

#### **i. To note the minutes from the planning meeting.**

The minutes of the meeting were not available, Councillor Lansdell gave a verbal report of the planning applications and whether they were supported.

### **b. Events**

#### **i. To note the minutes from the events meeting.**

The minutes of the events meeting were noted.

#### **ii. To delegate to the events committee to co-opt members of the public that wish to join the committee.**

The Council gave delegation to the events committee to co-opt members of the public.

## **15. Meeting dates**

### **a. Events: Monday 27<sup>th</sup> February 2023 @ 7pm**

This was noted.

### **b. Finance: Monday 6<sup>th</sup> March 2023 @ 7pm**

This was noted

### **c. Full Council: Monday 13<sup>th</sup> March @ 7pm**

This was noted.



# Long Stratton Town Council

**16. Any other business (for information only – not for discussion).**

The clerk was asked to contact Sough Norfolk Council for the cleansing schedule for Long Stratton. Once this information is received the Clerk was asked to look at organising regular litter picks.

**17. To close the meeting to press and public under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information (land, contracts, staffing matters)**

The meeting was closed to press and public.

**18. To receive an update on staff appraisals**

**a. Town Clerk**

*The Clerk left the room*

The Chairman gave an update on the Clerks appraisal. It was noted that the work had been of a high standard but due to personal circumstances there were hours owed to the Council by the Clerk. It was noted therefore that the incremental pay rise as part of her contract will be withheld until the hours had been worked. It will be reviewed in 3 months by the Chair and Vice-Chair or until the Clerk advises and evidences that she has completed the hours. The incremental pay-rise that may be awarded post 1<sup>st</sup> April 2023 will not be backdated.

*The Clerk returned to the meeting.*

**b. Administrative assistant**

The Chairman gave an update on the admin assistant's appraisal. They were satisfied with her performance and the incremental pay rise as part of her contract will be awarded. Training objectives were identified and the Clerk confirmed that this had been discussed with the admin assistant and agreed.

**19. To receive an update on employee's claim.**

The Clerk advised the Council that the claim had been re-opened however the Council's insurer had advised they were still refuting the claim and were waiting further information from the Claimants insurer.

***With there being no further business, the Chairman closed the meeting at 20:27***