



Long Stratton Town Council

MINUTES OF FULL COUNCIL MEETING HELD ON 14th NOVEMBER 2022 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors Kelly Lunness, Judith Baker, Mat Pochin, Diane Woodham, Andrew Lansdell (7:04), Tony Wright, Louise Mundford, Robert Mackenzie, Stephen Buss, David Willis and Helen Dickerson

1 members of the public

District and County Councillor Alison Thomas

Rebecca Buck – Town Clerk

1. To receive an update from Norfolk Homes and Land regarding the 1800 home and bypass application.

The Clerk advised that representatives from Norfolk Homes and Land were unable to attend. She advised that they would like to have an informal meeting to provide an update on how the application was progressing.

2. To receive apologies for absence

Councillor Susan Smith gave apologies for annual leave, these were accepted by the Council.

3. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensation received.

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

District Councillor Alison Thomas reported the following. South Norfolk House has now closed and a satellite office is open in Diss. The Octagon is situated in the old Tourist Information Centre. There is no update on what will happen to South Norfolk House as it is still in the initial 6 month period. Only when 6 months are up can a planning application for a change of use be considered. Communication with a replacement dentist has taken place for Long Stratton. Due to legislative policy it is not as straight forward as a replacement dentist being able to take over however questions have been asked as to why not. Councillor Thomas has written to the Secretary of State on this matter.

County Councillor Alison Thomas reported that Norfolk and Suffolk Waveney Trust have progressed points made from the last scrutiny panel meeting and are now moving on to the second phase of improvement and will be reporting back to the scrutiny panel at the end of



Long Stratton Town Council

January. Children's services are currently going through their Ofsted inspection. Report will be published by the end of January.

A member of public asked what had been done to negate the flooding that occurred in 2020 from reoccurring. He was advised that a number of works had been undertaken and that part of the problem was a blocked pipe that is the responsibility of Anglian Water. He raised concern regarding the size of the pipe. The Clerk advised she would try to find out.

5. To approve the minutes of the meeting held on 03rd October 2022

The minutes of the meeting held on the 3rd October were approved by the Council and signed by the Chairman as a true record with one small amendment to item 5 amending 'There were 3 applicants out of the 5 positions available' to 'There were 5 applicants for the 3 positions available.'

6. To note signing of the minutes held on 13th June 2022

The minutes of the meeting held on 13th June were noted and signed by the Chairman as a true record.

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

The Clerk's report was noted.

8. Financial and Governance items

a. To approve and note receipts and payments since 03rd October 2022

Receipts and payments were noted and approved for payment.

b. To note credit card payments since 03rd October 2022

Credit card payments were noted by the Council.

9. To note the proposed conclusion of the LED lighting project with ProVision.

The Clerk advised that the outstanding works with ProVision for completion of the LED light project had been agreed and TT Jones was being contracted by ProVision. The cost to the Council is the remaining 10%, £2205.75 +VAT.

10. To receive an update on the Community Emergency Plan

Due to annual leave, the admin officer had been unable to compile a report, it was agreed that upon her return a report would be circulated to the Council.



Long Stratton Town Council

11. To discuss and decide on a warm space hub in the community room.

Following a lengthy discussion; it was agreed to operate a warm space on Fridays 9-1. The Clerk advised that she had applied for a grant to support this project. The Council decided to pursue the project regardless of the outcome of the grant application. It was agreed to look into DBS checks and food handling checks.

12. Play area

a. To note successful grant award from Saffron Housing

The Clerk confirmed receipt of £5,000 from Saffron Housing.

b. To receive update on replacing the play equipment.

The Clerk advised that she was meeting with alternative contractors. She also advised that the Council's preferred contractor from the original quotations had been back in contact. Once all the information is received, the Clerk will circulate the details.

13. To receive committee updates.

a. Planning & Highway Committee

i. To note the minutes from the planning meeting.

The minutes from the planning meeting were noted by the Council.

b. Events

i. To note the minutes held from the events meeting.

The minutes of the events meeting were noted by the Council.

c. Finance

i. To note the minutes held from the finance meeting.

The minutes of the Finance meeting were noted by the Council.

14. To discuss and decide on committee members for co-opted members.

It was agreed that Councillor Helen Dickerson would join events and planning committee.

It was agreed that Stephen Buss would join the planning committee.

It was agreed that David Willis would join the planning and leisure committee.

15. Meeting dates

a. Finance and policy management: Budget setting, TBC.

No date was selected for the finance meeting. The Clerk advised that all members will be invited to discuss the budget.

b. Events: Monday 21st November 2022 @ 7pm

The date was noted, it was agreed that all members would be invited to discuss the upcoming Christmas event.



Long Stratton Town Council

16. Any Other Business (For information only – not for discussion.)

Councillor Dickerson asked if the Council were aware of County Broadband. The Clerk advised that we had received a communication from them but nothing further. Councillor Dickerson advised that they had been completing works and had managed to knock out the Broadband for a number of residents and the school. BT were being called in to rectify the matter.

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 members of the public and press.

18. To receive update regarding land request.

The Clerk provided an update on the land request. It was agreed to object and request additional information.

19. Staffing matters

a. To receive feedback from the staffing committee following the meeting held 7th November 2022

The minutes of the meeting held on 7th November were noted by the Council.

b. Appraisals

Councillor Pochin gave feedback on the 2 appraisals that had taken place. He advised they were satisfactory.

c. Recommendations from appraisals

All recommendations that arose from the appraisals were approved. These were as follows.

- To increase the SCP from 15-16 from 1st October 2022
- To undergo training on PAT testing
- To undergo training on Welding as previously agreed.
- To undergo manual handling training.
- To provide battery operated tools up to the cost of £1500
- To undertake ILCA training in the New Year
- To undertake planning training.

With there being no further business, the Chairman closed the meeting at 20:48.