



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

Email: office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

AGENDA AND NOTICE OF MEETING

Councillors are summoned to attend a meeting of Long Stratton Town Council meeting which is to be held on Monday 13th February 2023 at 7pm at the Pavilion, community room.

1. To receive apologies for absence
2. To receive disclosures of interest and dispensations
3. To allow members of the public and district and county councillors to speak - max 20 Minutes
4. To approve the minutes of the meeting held on 13th February 2023
5. To note the Clerks report and to ask any questions arising from the report.
6. Financial and Governance items
 - a. To approve and note receipts and payments since 13th February 2023
 - b. To note credit card payments since 13th February 2023
7. To discuss and decide on request for a memorial bench to be placed on the playing field in memory of Kevin Gristwood.
8. To discuss and decide on taking further action against offenders of anti-social behaviour.
9. To receive a report on the warm help hub operating Friday mornings 9am - 1pm.
10. To receive a report following the cabinet meeting held on 13th February to discuss South Norfolk House.
11. To discuss and decide on the webpage – Councillor Robert Mackenzie.
12. To discuss and decide on response to 1800 home development and bypass.
13. To discuss accessibility of meeting minutes for the public who are unable to access the internet
14. To receive committee updates.
 - a. Planning & Highway Committee
 - i. To note the minutes from the planning meeting.
 - b. Events
 - i. To note the minutes from the events meeting.
 - ii. To delegate to the events committee to co-opt members of the public that wish to join the committee.
15. Meeting dates
 - a. Events: Monday 27th February 2023 @ 7pm
 - b. Finance: Monday 6th March 2023 @ 7pm
 - c. Full Council: Monday 13th March @ 7pm
16. Any other business (for information only – not for discussion).
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)
18. To receive an update on staff appraisals
 - a. Town Clerk
 - b. Administrative assistant
19. To receive an update on employee's claim.



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MINUTES OF FULL COUNCIL MEETING HELD ON 16th JANUARY 2023 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors Kelly Lunness, Judith Baker, Mat Pochin, Diane Woodham, Andrew Lansdell Tony Wright, Robert Mackenzie, Louise Mundford (19.10), Susan Smith, David Willis and Helen Dickerson

2 members of the public

District and County Councillor Alison Thomas

Clerk Becky Buck

1. To receive a presentation from CHANCES.

Andrew Thorpe gave a presentation about how CHANCES can benefit the residents of Long Stratton. CHANCES is an organisation that works in partnership with other voluntary organisations that supports 1:1 bespoke to support motivated individuals in gaining employment. The Town Council thanked Andrew for his time and supported what CHANCES is looking to provide.

Councillor Mundford joined the meeting.

2. To receive apologies for absence

There were no apologies of absence received.

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 Thomas reported the following. The developers will be imminently putting in a revised planning application. This will need to be determined by South Norfolk Council before the 16th March 2023 when District Councillors will go into Purdah. Ongoing conversations have been progressing regarding establishing a cycle route between Long Stratton and Tasburgh, a meeting has been agreed for either the 3rd, 9th or 10th February 2023. In attendance will potentially be members of Tasburgh, Long Stratton and Tharston & Hapton as well as officers from Norfolk County Council who are looking at the proposal through the 'Draft local cycling and walking infrastructure'. Norfolk Children Services as been classified as good through Ofsted.

Nathan Homes has been investigating the localised flooding in Long Stratton. Hall Lane grills are being cleared however they are frequently re-filling.

Finally, South Norfolk House proposals are coming forward in sealed bids. These will be discussed on 13th February at a cabinet meeting, of which the Town Clerk and the Council Chairman have been



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invited to attend to make representations on the Council and Community wishes. It was confirmed the memorial gardens are not included in the sale.

The Church Warden of St Mary's Church provided an updated on the ground scanning planned which will determine the amount of vacant plots in the churchyard. The Council were able to ask questions of which the Church Warden answered to the best of his knowledge.

5. **To approve the minutes of the meeting held on 12th December 2022**
The minutes of the previous meeting held 12th December 2022 were approved by Council and signed by the Chairman as a true record.
6. **To note the Clerks report and to ask any questions arising from the report.**
The clerk's report was noted and there were no questions asked.
7. **Financial and Governance items**
 - a. **To approve and note receipts and payments since 14th November 2022**
Payments and received since 14th November 2022 were approved and noted and signed by the chairman.
 - b. **To note credit card payments since 14th November 2022**
Credit card payments since 14th November 2022 were approved and signed by the Chairman.
 - c. **To note the Internal Auditors report November 2022**
The Clerk talked the Council through the Internal Audit report. The Council noted the recommendations, the Clerk advised that they were all in the process of being actioned.
8. **Budget**
 - a. **To discuss and decide on adoption of the budget following a recommendation from the working group.**
Following a lengthy discussion the budget was adopted by Council.
 - b. **To discuss and decide on setting the precept for 2023-2024**
Following a lengthy discussion, the Council agreed to raise the Precept by 8% to £213,942. The shortfall will be taken from existing ear marked reserves for Land Purchase.
9. **To discuss and decide on installing a table tennis table currently situated outside South Norfolk House**
It was agreed to accept the table tennis table from South Norfolk District Council. It was proposed and agreed that the location for the table tennis table will be directly outside the pavilion.
10. **To discuss and decide on contributing to a land survey as per email received from South Norfolk & Broadland Council.**
Following a lengthy discussion, it was agreed to contribute 8% of the cost towards a land survey.
11. **To note Councillor Wright is stepping down from the planning committee.**
This was noted by Council.



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12. To discuss and decide on a new CCTV camera.

Following a lengthy discussion, it was agreed to delegate the decision for a new camera to Councillors Pochin and Lunness. The Clerk was asked to contact the police to discuss the challenges the Council is facing with ASB and vandalism.

13. To discuss and decide on putting in a new grit bin for the junior school on Swan Lane

It was agreed to place a grit bin outside the school gates. Norfolk County Council will be responsible for filling it however any secondary responsibility will be the schools.

14. Play area

a. To note the ROSPA play inspection report.

The Council noted the ROSPA play inspection report. It was agreed that the Clerk and the Direct Services Officer would be responsible for the risks identified. The Clerk advised that all high risk matters had been dealt with.

b. To receive update on replacing the play equipment.

The Clerk advised that she had received a further 2 quotations and the Council discussed them at length.

c. To review the quote received from Premier Playground and review the next steps.

The Council preferred contractor Premier Playground had also provided an updated quote which was more competitive than other providers was approved to carry out the work. The Council agreed to use existing earmarked reserves to carry out the whole refurbishment and install a new trim trail and zip wire to the cost of £93,052.

15. Newsletter

a. To discuss and decide on the content.

The Council reviewed the newsletter and approved the content.

b. To discuss and decide on delegating final draft to go to the printers to a Councillor and Town Clerk or Council officers.

This was no longer necessary as the newsletter was completed.

16. Correspondence

a. To discuss and decide on email from South Norfolk & Broadland regarding Surface Water Management Plan

Following a lengthy discussion it was agreed to take ownership of, and work with South Norfolk District Council on implementing a Surface Water Management Plan.

b. To discuss and decide on email received regarding an Asset of Community Value.

The Council discussed this at length. It was agreed that the Clerk would write to the correspondent.



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17. To discuss and decide on the Council's response to the future use of South Norfolk House.

Following a lengthy discussion, the following was agreed. The Clerk would ask the community on social media what they wanted to see in the Town. The Council were unanimously against any further housing on the site. They agreed that infrastructure that would support the existing plans for 1800 homes that would improve the economy and create jobs would be of preference but were open to plans that would support mental health and wellbeing. The Clerk and Chairman have been invited to the Cabinet meeting on Feb 13th 2023 to make representations on behalf of the Town Council and community.

18. To receive committee updates.

a. Planning & Highway Committee

i. To note the minutes from the planning meeting.

Councillor Lansdell gave a verbal account of the last planning meeting. This was noted by the Council.

19. Meeting dates

a. Events: Monday 16th January 2023 @ 7pm

Due to the postponement of the full Council meeting, it was agreed the events meeting would be held on Monday 23rd January 2023 at 7pm.

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

The Clerk advised that we had received a quote for the finger posts to the Pavilion and Playing Fields and that payment would be submitted on Tuesday 17th January.

With there being no further business, the Chairman closed the meeting at 21.55.

Becky Buck

From: Jessica Lawton
Sent: 02 February 2023 10:46
To: Becky Buck
Subject: FW: Memorial bench
Attachments: Screenshot_20230130-122635_WhatsApp.jpg

Hiya,

Please could this request go on the next Full Councils meeting agenda.

Ta,
Jess

From: georgerace1 <georgerace1@btinternet.com>
Sent: 30 January 2023 12:29
To: Long Stratton Town Council <office@longstrattontowncouncil.gov.uk>
Subject: Memorial bench

Hi Becky

I hope you are well.

I am writing to you to request permission from the Town Council to install a memorial bench at the park in memory of Kevin Gristwood.

As you probably know Kevin was a much loved member of the football club and had been our secretary for many, many years. He died tragically last year and the club would like to commemorate the years he gave to Long Stratton FC.

The bench is being manufactured by David Ogilvie Engineering Ltd, the same company who did the war memorial bench the council purchased, so will meet all safety standards. The club will undertake the cost and installation of the bench.

Ideally, the bench would be installed at the end of the MUGA thus allowing people to use it whilst watching the football.

The design of the bench is attached (hopefully) but will have the club badge in the centre plaque and the words In memory of Kevin "Grizzer" Gritwood.

Could you please include this in the next agenda of the Town Council and let me know their decision?

If you have any questions please feel free to email me or I can be reached on 07947646345.

Best wishes

Georgina Race

Sent from my Galaxy

Hello,

I've done some digging today and managed to get five names for two of the incidents (36/69684/22 from the 06/09/2022 & 36/76945/22 from the 26/09/2022). Before I go and start rounding people up and being too heavy handed in approach, how would the council like us to deal with these. Being the age they are we have every option open, I know that most of them haven't come to our attention before. Would you be willing to take a restorative approach, in that we get them to do some clearing up on the playing field or something similar. They will have to sign a community resolution as part of this which in effect is a mark against their name but once they reach 18 won't affect them long term.

Regards

James

James Butler – Norfolk Constabulary



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Minutes of the Events Committee held on Monday 23rd January 2023 at 7:00pm in the Town Council Pavilion.

In attendance: Councillors Kelly Lunness, Judith Baker, Bob Mackenzie, Di Woodham, David Willis, Helen Dickerson and Louise Mundford

Becky Buck, Town Clerk. 2 Members of the public.

1. To consider apologies for absence

No apologies received.

2. To receive disclosures of interest and dispensation

There were no disclosures of interest or dispensation received.

3. To confirm minutes of meeting held 21st November 2022

The minutes of the meeting held on 21st November 2022 were approved by the Committee and signed by the Chairman as a true record.

4. Kings Coronation

a. To receive an update on items booked

The admin assistant provided a written report on items booked and enquired about. The following were confirmed.

- East Coast Truckers, Stage = £250
- The Brunch Bar, food vendor.
- Long Stratton Town Council, bar.

Enquired.

- One Knight only, performer, no price known.
- Charlene Ledgard, performer, no price known.
- James D, children's entertainer, available, £378 for 2 hours.
- James D food time trailer, sweets, can provide ice cream if another vendor is not available.
- Kids karts, children's karts, available, 4 hours for £350
- Lucy Stefanyszyn, face painter, available, wither £3.50 for face painting or £4 for glitter art or £35 pounds per hour flat fee.
- Mr Frosty, ice cream van.
- Long Stratton Town Council, tombola, is this something the Council want to provide at the coronation.

Signed.....Date.....



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- Straw bales, currently there are only 30 available, originally the committee were looking for 120.

b. To discuss and decide on exact format.

Following a lengthy discussion; it was agreed that the event will commence at 1pm till 7pm at the playing fields.

c. To discuss and decide on next steps.

The committee closed the meeting to invite the members of the public to participate in brainstorming ideas.

The following ideas were presented.

1. Additional seating, can we approach other farmers? Do we use Council chairs? Do we ask to borrow some? Should the Council agree asking to the community to bring them own?
2. Karts are a good idea, could they be placed in the MUGA for additional health and safety.
3. Could we approach Lady Dannett to ask if she knows of a military band.
4. Face painting, would she accept help from volunteers, could the Council pay the blanket fee and charge a smaller fee to recoup some costs as the budget for 2 events is small.
5. Classic cars? Could we approach a local proprietor who is known for having classic cars to ask if he would be willing to have some on show for the community?
6. A snow globe with photo opportunity through Tom Wood cost approx. £150.
7. Would Gray's funfairs be able to provide some small rides?
8. If there is a tombola could there be an adults table and a children's table?
9. Will there be enough gazebos, could we borrow some maybe from the Army Cadets?
10. Could the Army Cadets be involved.
11. To approach the following groups to ask if they were willing to be involved in providing a display or volunteering
 - Emily @ Star Dance
 - Springboard Gymnastics
 - Judo
 - Guides and Brownies
12. To provide a plate smash, plates are available from the Big C for free.
13. Treasure hunt using a map of Long Stratton
14. Children's games
15. Guess the weight of the cake.

Signed.....Date.....



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16. Luke Cook, previously charged £170 for 2 hours.
17. Additional signage in the form of large banners that can be reused for all events.
18. Could we have a fire engine and police car, could the fire engine provide a big splash at the end?
19. Will we need new flags and decorations.
20. It was commented that Community Contacts for major supermarkets can often donate prizes.

The members of public were thanked for their comments, ideas, and feedback.

The meeting was reopened for the Committee.

The Committee agreed the following.

1. Additional seating was to be sourced, action, Councillor Mundsford would approach local farmers that she would know. The Council can use their own chairs however, if we are unable to source additional seating then it would encouraged for the community to bring their own seating.
2. The Karts were approved, location to be discussed with the provider with the MUGA being the preferred location.
3. The Clerk advised that the office would approach Lady Dannett
4. It was agreed that with the agreement of the provider, the Council would pay the hourly fee and then will charge a proportion of the cost per child.
5. Classic cars would be investigated by office staff.
6. This was agreed in principle, confirmation of what was offered and exact cost with availability would be presented at the next meeting.
7. The office staff would approach Gray's funfairs.
8. The Council agreed to do a Tombola with adult and children's tables.
9. Army Cadets will be asked to borrow gazebos, as well as an ask to the community.
10. Army Cadets will also be asked to be involved either with a stall, demonstration, or volunteering.
11. It was agreed to approach all groups.
12. It was agreed to investigate a plate smash and bring information back to the next meeting.
13. The treasure hunt was approved.
14. Children's games were approved, a detailed list of games to be provided at the next meeting.
15. Guess the weight was approved, office staff to find a prepared baker.
16. It was agreed to approach Luke Cook to check his availability, to be fed back a the next meeting.
17. It was approved to purchase large banners.

Signed.....Date.....



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18. Office staff to contact the fire service and police service.
19. The Clerk confirmed that we will need additional decorations and flags
20. It was agreed that the community contacts will be approached.

5. Christmas 2023

a. Date of the event

It was agreed the event would be held on 1st December 2023

b. Location

It was agreed the event will be held on the car park at the playing fields and in the playing field and pavilion.

c. To discuss and decide on how to make it more enticing for all.

It was agreed to invite more craft stalls to try and give it more of a German Market feel.

d. Lessons learnt from Christmas 2022.

Following a lengthy discussion; it was agreed that the biggest lesson was having the event over 2 sites.

6. AOB (for discussion only)

The members of the public were thanked once again, and the Clerk invited them to consider being co-opted onto the events committee.

After discussing any other business, the Chairman closed the meeting at 8.05pm

Signed.....Date.....