



# Long Stratton Town Council

## MINUTES OF MEETING HELD ON 11<sup>th</sup> OCTOBER 2021 @ 7pm IN THE COMMUNITY ROOM, PAVILION

**In attendance: Councillors Judith Baker, Mathew Pochin, Diane Woodham, Kelly Lunness, Andrew Lansdell, Robert Mackenzie & David Ridgway**

2 Members of the Public

In the absence of the Chairman, the vice-chair, Councillor Lunness chaired the meeting.

1. To receive applicants for co-option

David Ridgway stood for co-option, this was approved by council. The declaration of office was signed in front of the Clerk and Council and Councillor Ridgway joined the meeting.

The Clerk then gave her apologies and left the meeting due to ill health, the Council agreed to proceed with the agenda with Councillor Baker taking minutes.

2. To receive apologies for absence

Councillor Mundford gave apologies to the Clerk due to a prior engagement, this was accepted by the Council. Councillor Worsley gave his apologies to the Council's administrative assistant due to self-isolation, this was accepted by the Council.

3. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensations received.

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

District and County Councillors were not present. Members of the public were advised that the meeting will open at agenda item 8 to allow their contribution.

5. To approve the minutes of the meeting held on 13<sup>th</sup> September 2021

The minutes of the meeting held on 13<sup>th</sup> September 2021 were approved as a true record and signed by the Chairman.

6. To consider any items arising from the minutes of 13<sup>th</sup> September 2021

It was noted that the bush on The Plain has not yet been pruned. It was noted that the 20mph signs erected as part of the parish partnership bid had been installed without the Councils knowledge. It was also noted that the signs were visibly impaired by trees. County Councillor



# Long Stratton Town Council

Thomas had already contacted the Clerk to advise that she had asked highways to trim the trees back. It was queried as to whether the police station had been contacted regarding installation of a defibrillator.

7. To note the Clerks report and to ask any questions arising from the report. The Clerks report was accepted by Council. There was a query regarding 'Cornfield Scaffolding', what the problem was with the shower drains, whether the groundsman was qualified to repair the extension lead and it was noted that the groundsman needs to organise how to water the planters for next year's planting. The questions will be posed to the Clerk upon her return to the office and will be communicated at the next meeting via the Clerk's report.

8. To discuss and decide on strip of land on footpath 12, to the rear of South Norfolk precinct.

*The Chairman opened the meeting to allow public participation.*

The members of the public advised that Pete's Pets have dwarf white lavender bushes for sale and that 2 buddlea bushes will also be donated by Pete's Pets. The Council advised that it had to be cost effective and easily maintained. The residents of Queen's Court stated they would be happy to assist with the planting. Members of the public thanked the Council for their time and effort to get the matter resolved.

*The Chairman closed the meeting to members of the public.*

The Council resolved to purchase plants from Pete's Pets. The total cost of the planting was to be capped at £100 and a plaque was to be erected stating the planting was sponsored by Pete's Pets. This was approved with 4 votes for and 2 members abstaining.

*Members of the public left the meeting.*

9. Financial and Governance items  
a. To approve and note receipts and payments since 13th September 2021  
Due to Clerk illness it was advised that the payment list had not been completed.

b. To note credit card payments since 13th July 2021

This was noted by the Council. Councillor Ridgway asked if it would be cheaper to pay Prime annually. Councillors asked for more detail around payments made. This is to be fed back to the Clerk.



# Long Stratton Town Council

c. To discuss and decide quote for replacing MUGA lights with LED's

The Council asked if a third quote could be obtained, if a third quote had been requested but not received as per Financial Regulations the Council approved the second quotation totalling £3560 + VAT.

## 10. Neighbourhood Plan

d. To note successful adoption of the Neighbourhood Plan

It was noted that the Neighbourhood Plan had been successfully adopted.

e. To discuss and decide on a celebratory evening where all involved in producing the plan can be thanked

It was agreed that a celebratory lunch would be held inviting Rachel Hogger from Modicum planning, members of the steering group past and present and also Councillors.

11. To discuss and decide on an emergency planning working group as a for a community emergency plan.

It was agreed that a emergency planning working group for a community emergency plan was a good idea. Representing the Council would be Councillors Mackenzie and Lunness with Councillor Pochin being available if needed.

12. To discuss and decide on CCTV proposal for the Pavilion

The Council decided that they required more information before they can make a decision it was requested that it be delegated to the Leisure committee for recommendation to Council

13. To discuss and decide on committee members for

a. Staffing

Councillors Pochin, Lunness, Baker and Mundford

b. Leisure

Councillors Worsley, Lunness, Baker, Woodham, Mundford, Mackenzie, Bambridge & Pochin

c. Events

Councillors Ridgway, Lunness, Mundford, Bambridge & Pochin

d. Finance

Councillors Worsley, Lunness, Smith, Mackenzie, & Pochin

e. Planning

Councillors Ridgway, Baker, Woodham, Mackenzie, Bambridge & Lansdell



# Long Stratton Town Council

14. To note the conclusion of external audit

The Council noted the conclusion of the external audit.

15. To discuss and decide on Trevor Brown being internal audit for 2021-2022

The Council approved Trevor Brown as the internal auditor for 2021-2022.

16. Tree planting in Long Stratton

a. To receive an update

Councillor Mackenzie had sent an email round to Council which wasn't received due to IT difficulties. Councillor Ridgway will form a sub committee for tree planting involving both Councillors and members of the Council.

b. To discuss and decide on next steps.

As above

17. Playing fields and playgrounds

a. To note the Play Inspection report

This was noted by the Council, as it was a lengthy document it was agreed that it would be reviewed by the leisure committee.

b. To discuss and decide on contractor for repair works.

The Council approved a contractor for the repair works to the play areas.

c. To discuss and decide on a budget for

i. New play equipment

This was referred to Leisure committee to make a recommendation to full Council.

ii. Trim Trail

This was referred to Leisure committee to make a recommendation to full Council.

iii. Re-siting of gym equipment

This was referred to Leisure committee to make a recommendation to full Council.

d. To discuss and decide on community engagement for new play equipment

This was referred to Leisure committee to make a recommendation to full Council.



# Long Stratton Town Council

- e. To discuss and decide on delegated powers to leisure committee for playing field and playground improvements  
This was referred to Leisure committee to make a recommendation to full Council.

18. To discuss and decide on supporting the CEE (Climate and Ecological Emergency) bill. Following a lengthy discussion it was agreed in principle however more information is required. The Clerk to send around details. Councillor Mackenzie advised he would get more information for the Council to consider.

19. To discuss and decide on meeting with Tasburgh PC regarding a cycle path linking the villages.  
Following a lengthy discussion, more information was required as to where the enquiry originated from as Council members could recall this being mentioned as part of the solar wind farm. Clerk to enquire.

20. To discuss and decide on participating in the annual tree festival  
It was agreed the Council would participate in the annual tree festival. Councillor Baker would decorate the tree.

21. To discuss and decide on Remembrance Day parade  
Following a lengthy discussion it was agreed that due to traffic management companies not engaging, covid cases on the rise and uncertainty on a parade that this year, regrettably the road closure would not go ahead. It was agreed that Councillor Worsley would be asked to lay the wreath, if not available then Councillor Lunness would attend on the Councils behalf.

22. To receive committee updates.

a. Events

i. To note the events minutes from Tuesday 27<sup>th</sup> July 2021  
The minutes of the meeting held 27<sup>th</sup> July were noted by Council

ii. To receive an update from the events meeting held 7<sup>th</sup> October 2021  
Councillor Lunness gave an update of the meeting held 7<sup>th</sup> October.

iii. To discuss and decide on any recommendations made by events committee.  
It was agreed that more information was required regarding battery lights for Christmas trees.



# Long Stratton Town Council

23. 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.

24. Staff Matters

It was requested that the Groundsman completed a time motion study.

*With there being no further business the Chairman closed the meeting at 9.40pm*