



Long Stratton Town Council

MINUTES OF MEETING HELD ON 19th JULY 2021 @ 7pm IN THE COMMUNITY ROOM, PAVILION

In attendance: Councillors Mark Gladding (Acting Chairman), Kevin Worsley (7:08) Judith Baker, Mathew Pochin, Eddie Earp, Mark Bambridge, Diane Woodham, Kelly Lunness, Andrew Lansdell (7:03), Louise Mundford & Robert Mackenzie

District and County Councillor Alison Thomas

3 Members of the Public

In the absence of the Chairman, Councillor Gladding commenced the meeting.

1. To receive apologies for absence
Apologies were received from Councillor Callaghan for health reasons, these were accepted by the Council.

Councillor Lansdell joined the meeting (7:03pm)

2. To receive disclosures of interest and dispensations
Councillor Bambridge declared an interest in items 9 + 16

Councillor Worsley joined the meeting (7:08pm) as Councillor Gladding had commenced the meeting it was agreed he would continue as Chairman.

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

District and County Councillor Alison Thomas reported the following.

The dog poo bin on footpath adjacent to the doctor's surgery has been added to the schedule for emptying and should no longer be a concern. The hedge on the same footpath will be heavily cut back in August. The South Norfolk district council cabinet approved the neighbourhood plan. For referendum in September.

The draught flood report has been issued out however it is unsatisfactory and Norfolk County Council officers have been asked to look at it again. It has been sent to residents and they have till end of July to respond. The local plan has passed the small site plan will follow. We are still waiting for the hybrid application for 1800 homes on the bypass and the homeless person is now receiving the help that has been needed.

1 member of the public raised concerns regarding a noticeboard that was out of date, drains that were blocked and they also advised that the footpath that runs by the library was overgrown unfortunately this footpath is privately own and the town council has no jurisdiction. The noticeboard is the responsibility of the Methodist Church, the drains are on private land. Although the Council are not responsible, we stated that we would contact the relevant people to see what could be done.

2 members of the public complained to the Council regarding the wild strip of land that is to the rear of South Norfolk District Council stating that it looked unsightly and also the maintenance of a tree that was situated on the corner. Following a lengthy discussion, it was agreed that 2 Councillors would meet with the parishioners on site to discuss their concerns, this will be followed up with a Leisure and Pavilion meeting.

Signed by the Chairman

Date



Long Stratton Town Council

4. To approve the minutes of the meeting held on 14th June 2021
The minutes of the meeting held 14th June 2021 were approved by the Council and signed by the Chairman as a true record.
5. To consider any items arising from the minutes of 14th June 2021
Councillor Woodham asked for an update on a defibrillator, the Clerk advised it is in hand.
6. Financial and Governance items
 - a. To approve and note receipts and payments since 14 June 2021.
Payments and receipts totalling £14,471.58 were approved by the Council.
 - b. To discuss and decide on quote for gates to the entrance of the playing fields.
Following a lengthy discussion, it was requested that 3 quotes were sought for, however the Council approved the gates at a maximum cost of £2057.12 with fitting on top.
 - c. To discuss and decide on quote from TT Jones for electricity connection to streetlights for Christmas for:
 - i. The Plain
It was agreed to contact the potential buyer or the property that currently provides the electricity to see if she would be happy to continue to do so.
 - ii. The Ice House.
It was agreed to delegate the decision to the events committee.
 - d. To note the budget control report for quarter 1
The budget control report was noted by the Council.
 - e. To note bank reconciliations have been checked and signed for accuracy by members of the finance committee.
Bank reconciliations were noted by the Council as accurate as detailed by the Chairman of the finance committee.
7. To discuss and decide on competition winners for dog fouling campaign posters.
Councillors were given the posters to look at and 9 winners were chosen, prizes have been purchased and will be given to the winners.
8. To invoke standing order 11, to revisit a resolution made in the last 6 months as a result of additional information coming to light. – Councillor Pochin & Lunness, agenda item 9
Standing order 11 was approved for use.
9. To discuss and decide on purchasing Container from LSFC for the cost of £3000 including placement.
Councillor Pochin advised the Council that we currently own 2 containers that are not producing an income and that the Council should consider not purchasing another container but ask Long Stratton Football Club to give one of our containers back and purchase/ rent the container from Councillor Bambridge which is a cheaper option for both the football club and the Council. A peppercorn rent to be agreed will then be applied. Councillor Bambridge will discuss this with the football club and will be discussed at the proposed meeting.



Long Stratton Town Council

10. To discuss and decide on CCTV equipment for the carpark.
The camera proposed by SSY was approved for purchase, it was agreed that when the Camera is first placed in situ, it will be checked to ensure it does what the Council require it to do.
11. To discuss and decide on contractor for streetlight maintenance
The Council asked the Clerk to get additional quotes, the decision was delegated to the Clerk.
12. To discuss and decide on an independent electrician to check the supply to the MUGA and skatepark.
Following a lengthy discussion; it was agreed to ask an independent electrician to check the supply coming off the MUGA.
13. Public toilets, Swan Lane & Pavilion, Manor Road
 - a. To note the withdrawal of the cleaning contractors for the public toilets
This was noted by the Council.
 - b. To discuss and decide on quotations received for cleaning contractors – report to be tabled.
Only 1 quote had been received despite 3 being sought, the Council agreed the contractor who quoted subject to there being no minimum term contract.
14. To discuss and decide on pavilion regular opening hours from September 13th 2021.
It was agreed that the office will be open Monday, Tuesday, Thursday, Friday – 10am-2pm this is subject to training and annual leave which will be communicated.
15. To discuss and decide on removing the fencing surrounding the BMX track
Following a lengthy discussion, it was agreed to leave the fence in place without the gates, to tidy the area up and to get a new sign ordered showing it as a BMX track.
16. To discuss and decide on a date and Councillors to meet with LSFC
It was agreed for Councillors Worsley and Pochin would meet with the football club, the Clerk will circulate a time and date.
17. To discuss and decide on a working group for a community orchard/ tree planting – Councillor Mackenzie
Councillor Mackenzie discussed his vision of setting up a community orchard, this was supported by the Council who agreed a working group to consist of Councillors Mackenzie, Mundford and Worsley, it was also suggested a member of the public be involved, Councillor Mackenzie will contact the member of the public and will arrange a date for the working group to meet.
18. To receive committee updates.
 - a. Neighbourhood Plan Steering group
Councillor Worsley gave an update on the Neighbourhood Plan, Cabinet at South Norfolk District Council had approved the plan to go to referendum which is expected to be the end of September. The steering group have authorised a leaflet which will be sent to print by the end of the week and all Councillors were asked to help with the distribution. It was made clear that the 3 weeks preceding the referendum that the Council would be in a period of 'Purdah' type legislation prohibiting any influencing on parishioner's



Long Stratton Town Council

decision making on the Neighbourhood Plan. This was noted by all. The terms of reference was approved by the Council.

b. Planning

- i. To note the planning minutes from the meeting held 12 July 2021
The minutes of the meeting held 12th July were noted by Council.

c. Leisure & Pavilion

- i. To note the leisure minutes from the meeting held 13th July 2021
The minutes of the meeting held 13th July were noted by Council
- ii. To discuss and decide on recommendations from the leisure and pavilion meeting as per the minutes of the meeting.
 1. To approve the Terms of Reference
The terms of refence were approved by Council.
 2. Recommendation for 3 recycled plastic picnic benches, 2 for outside pavilion and 1 for the intended trim trail area.
This was approved by Council
 3. Recommendation for a corporate event to be held on the playing field.
More information had been requested but not received therefore this was delegated to the events committee.

d. Finance

- i. To note the minutes from the meeting held 12 July 2021
The minutes of the meeting held 12th July were noted by Council
- ii. To discuss and decide on the recommendations made by the finance committee as per minutes of the meeting
 1. To approve the Terms of Reference
The terms of reference were approved with the removal of references to HR
 2. To approve the Health & Safety policy
This was approved.
 3. To approve the scheme of delegation.
This was approved
 4. To approve amendment of Ear-Marked Reserves 329 for Methodist Church to Playing field Improvements.
Following a lengthy discussion, it was proposed not to call the fund Playing Field Improvements but call it Parish Improvement Fund, this was supported and approved.

19. To note the minutes from the Staffing Committee held 23rd June 2021 & 30th June 2021 & 14th July 2021
The minutes of the meeting held on 23 June & 30 June were noted, the minutes of 14 July were not available.

20. To note the recruitment of a consultant to undertake a resource review.
Councillor Pochin gave a report on the discussion that was held with the Consultant, this was noted by the Council.

21. To note the following meeting dates

- a. Full Council meeting – 13th September 2021



Long Stratton Town Council

Noted

- b. Planning & Highways – 6th September 2021 @ 6pm

Noted

- c. Finance – 4th October 2021 @ 7pm

Noted

- d. Leisure & Pavilion – 6th September 2021 @ 7pm

Noted

- e. Note, extraordinary meetings of the Council or Committees may be called if necessary.

Noted, it was discussed that an events meeting had been called for Tuesday 27th July and there would be a need for a leisure meeting following the public session in this meeting.

- 22. 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 press and public.

- 23. To discuss and decide on the contract for the caretaker
The contract for the caretaker was approved.

- 24. Any other staffing matters.
There was no other staffing matter to consider.

With there being no further business, the Chairman closed the meeting at 10:30pm.