



Long Stratton Town Council

MINUTES OF MEETING HELD ON MONDAY 13 MAY AT 7PM AT THE METHODIST CHURCH OF LONG STRATTON TOWN COUNCIL

In attendance: Councillors Kevin Worsley, Mark Gladding, Georgina Race, Andrew Lansdell, Diane Woodham, Judith Baker, Matt Pochin, Ian Mortimer, Richard Tompkins & Robert Mackenzie.

Members of the Public, District Councillor Josh Worley, District Councillor and County Councillor Alison Thomas

Steve Adcock as retiring Chairman and Councillor for Long Stratton Town Council

Councillors Mark Bambridge, Kelly Lunness, Edward Earp, from item 7,b.

Becky Buck (Clerk).

Councillor Adcock welcomed everyone to the meeting, he made a statement regarding matters that are discussed in a closed part of the meeting. He stated that any conversation had should always remain private and confidential and not discussed outside of a closed meeting.

1. Clerk to confirm all Declarations of Office have been received
Clerk confirmed all Declarations of Office had been received.
2. To discuss and decide on postponing any declarations of office if requested.
There were no Declarations of Office to postpone
3. To nominate Chairman for May 2019 up to and including held April 2020 for all ordinary and extraordinary meetings of Long Stratton Town Council
Councillors Mortimer and Worsley was proposed and seconded, a secret ballot was held; and Councillor Worsley was voted in as Chairman for Long Stratton Town Council for 2019-20. Thanks, was offered to Councillor Mortimer for standing forward. Councillor Adcock as retiring Chairman and Councillor for Long Stratton formally stood down from his position, the Clerk gave Mr Adcock thanks for his continued support and service to the community for the years served as Councillor and Chairman. Councillor Worsley thanked all members.
4. Chairman to sign 'Chairman's Declaration of Office' in the presence of the Clerk
The Chairman's Declaration of Office was signed in front of the Clerk by Councillor Worsley
5. To receive apologies for absence
There were no apologies for absence
6. To receive disclosures of interest and dispensations
There were no disclosures of interest or dispensations received.
7. To discuss and decide on co-option for 3 vacancies
 - a. To discuss the candidates who have contacted the Clerk
3 candidates had contacted the Clerk to declare an interest in co-option and had provided a short CV about them selves and why they wanted to be a Councillor. This information was given to Councillors prior to the meeting. Councillors were given the opportunity to ask the candidates questions before asking all 3 candidates to leave the meeting to allow councillors to discuss the candidates openly. The Clerk confirmed all candidates were eligible to stand.

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



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The candidates were invited back to allow a vote to be made in the public meeting.
The Council **resolved** to co-opt all 3 candidates and welcomed, Mark Bambridge, Kelly Lunness and Edward Earp to the Council

- b. If applicable, co-opted members to sign Declaration of Acceptance of Office in the presence of the Clerk.
This was postponed until after item 8 to allow time for the candidates to sign the Declaration.

- 8. To allow members of the public and district and county councillors to speak - max 20 Minutes
The Chairman offered congratulations to District Councillors Worley and Thomas for their successful election.

County Council report – Congratulations was offered to all Councillors who have put themselves forward for the community and the Chairman for his reappointment. County Council have changed their governance moving from a committee structure to having 10 members on a cabinet which should help the decision-making process. Due to the European elections, all members are still in purdah.

Work on the Hempnall roundabout has started which will see some road closures which is unfortunate but necessary, these will be communicated as and when they are happening.

A meeting had been held at the traffic calming measure on Churchfields regarding the parking issues that had been reported as well as the Health & Safety of vehicle movements around the traffic calming measure. Councillor Thomas advised that she had some unexpected highway budget left from 2018-19 which County had agreed could be spent in 2019-20 and therefore Councillor Thomas proposed that she use it to purchase planters to circumference the traffic calming measure preventing parking and aesthetically pleasing. She asked the Council to consider maintaining the planters, the Clerk advised that she will put it on the agenda for the Town Council meeting in June. Highways was looking to put a keep left sign on the traffic calming measure.

There was no report from Councillor Thomas as District Councillor having only just been appointed.

District Councillor Worley offered congratulations to the Council and advised that he had nothing to report on District matters having only just been appointed. He stated that his intention was to hit the ground running and although there was no official district councillor email address set up for him, if needs be he could be contacted through the Clerk who had his personal email address.

There were no public comments

The Chairman reverted back to item 7b.

7b. Co-opted members Edward Earp, Mark Bambridge and Kelly Lunness had all signed the Declaration of Acceptance of Office of a co-opted member in the presence of Clerk and Council.

- 9. To approve the minutes of the meeting held on 8 April 2019
Minutes of the meeting held 8 April 2019 were proposed and seconded and signed as a true copy by the Chairman.
- 10. To approve the minutes of the extraordinary meeting held 15 April 2019
Minutes of the meeting held 15 April 2019 were proposed and seconded and signed as a true copy by the Chairman.
- 11. To consider any items arising from the minutes of 8 April & 15 April
 - a. Items discussed as Private and Confidential matters
Mr Adcock had referred to this at the beginning of the meeting.
- 12. To discuss and decide on Committee members
The Clerk advised that to be quorate we needed a minimum of 3 members, however; to allow for apologies and for a stronger democratic process ideally a minimum of 5 members per committee. It was reminded that as per Standing Orders, committees have delegated powers.

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



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- a. Planning
Councillor Andrew Lansdell Councillor Ian Mortimer Councillor Dik Tompkins
Councillor Diane Woodham Councillor Judith Baker Councillor Mark (Wal) Bambridge
Councillor Bob Mackenzie

- b. Events
Councillor Ian Mortimer Councillor Georgina Race Councillor Edward Earp
Councillor Matt Pochin Rev Heather Willcox (co-opted events member)
Councillor Judith Baker (substitute)

- c. Leisure
Councillor Kevin Worsley, Councillor Ian Mortimer Councillor Diane Woodham
Councillor Judith Baker Councillor Kelly Lunness Councillor Mark (Wal) Bambridge
Councillor Matt Pochin Councillor Georgina Race Councillor Mark Gladding

- d. Pavilion
It was **resolved** to amalgamate committees Leisure and Pavilion by unanimous decision.

- e. Neighbourhood Plan
Councillor Kevin Worsley Councillor Diane Woodham Councillor Bob Mackenzie
Councillor Mark Gladding Ian Hetherington (co-opted committee member)
Councillor Jenna Goodhall (THPC) Steve Adcock (co-opted committee member)
Councillor David Gunton (THPC)

- f. Finance and Policy Management including GDPR
Councillor Kevin Worsley, Councillor Dik Tompkins Councillor Matt Pochin
Councillor Bob Mackenzie Councillor Mark Gladding

It was reminded that all Councillors are invited to attend all committee meetings.

- 13. To delegate to committees the ability to determine their own terms of reference and Chairman.
It was **resolved** for committees to review the Heads of Terms for the respective committees for recommendation to full Council.

- 14. To discuss and decide on subscription to
 - a. Society of Local Council Clerks
It was **resolved** for the Clerk to be a member of Society of Local Council Clerks as the Clerks professional body.

 - b. National Association of Local Councils
It was **resolved** for the Council to be a member of National Association of Local Councils as the Councils professional body.

- 15. To discuss and decide on appointment to outside bodies
The Clerk recognised work carried out by Councillors with bodies outside of the Council and asked that the Council receive a report once a meeting had taken place. Councillor Mortimer advised he was part of the PPG (Patient Participation Group) that looked at matters of health, he was happy to report back to Council.
Councillor Kevin Worsley expressed an interest in joining the Norfolk Association of Local Councils executive board. This was supported by full Council and **resolved**. The clerk to make the necessary introductions to the County Officer.

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



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16. Financial and Governance items

- a. To review income and expenditure since the last meeting and consider the authorisation of payments
Income and expenditure were reviewed, and payments noted and authorised.

17. To review the following

- a. Ear marked reserves
 - i. To discuss and decide on any amendments to EMR as recommended by the finance committee
There were no amendments to EMR for the Council to consider
- b. To note bank statements for 2018/19 have been reviewed for accuracy
Councillor Race confirmed that the Finance Committee had reviewed all bank statements for accuracy and were satisfied.
- c. To note bank reconciliations have been confirmed for 2018/19
Councillor Race confirmed that bank reconciliations had been reviewed by all members of the Finance committee and had been signed by 2 members to confirm accuracy.
- d. To note budget control report for year end
 - i. Discuss and decide on any recommendations as a result of the BCR as recommended by the finance committee.
Budget Control Report for year end was noted, there were no recommendations for change.
- e. Year-end expenditure and income.
Year end figures were reviewed and noted by Council.

18. To discuss and decide on adopting General Power of Competence

Following a lengthy discussion, the Clerk confirmed the Council satisfied the eligibility criteria, the Council **resolved** to adopt the General Power of Competence.

19. End of year finances – 2018/19

- a. To review the effectiveness of internal controls/ audit
Internal controls and audit were reviewed and adopted by the Council
- b. To note the internal auditors report and consider any recommendations
The internal audit report was noted; and recommendations reviewed. Recommendations were administrative based and therefore the Clerk confirmed that she would ensure recommendations were carried out.
- c. Approval of annual governance report in the Annual Governance Annual Return (AGAR)
The Chairman read allowed the governance report and Council unanimously agreed each statement.
- d. Approval of annual accounting statement in the AGAR
The Council **approved** the annual accounting statement on the AGAR.

20. To discuss and decide on adoption of the following policies

- a. Standing Orders
Standing orders was **adopted** by Long Stratton Council. All members were provided with a copy

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



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21. To discuss and decide on adoption of the following policies following recommendation from the Finance Committee.
 - a. Code of Conduct
Code of Conduct was **adopted** by the Council, the Clerk requested all members provide a signed copy for Council records, all members were provided with a copy.
 - b. Co-option
The co-option policy was **adopted** by the Council.
 - c. Financial Regulations
Financial Regulations was **adopted** by the Council and all members were provided with a copy.
22. To discuss and decide on adoption of the Central toilets in Long Stratton
Councillor Earp left the meeting at 20:39
 - a. To discuss and decide on adoption of Long Stratton toilets from South Norfolk Council for £1
Councillor Earp returned to the meeting at 20:41
Following a lengthy discussion, the Council **resolved** to adopt the central public toilets in Long Stratton with 11 votes in favour, 2 members abstained.
 - b. To discuss and decide who will sign the legal paperwork on behalf of Long Stratton
It was proposed, seconded and **resolved** for Councillor Worsley and Lansdell sign legal paperwork on behalf of Long Stratton Town Council. It was also **resolved** for Councillor Lunness to review the detailed specification once South Norfolk District Council had been through the tender process.
23. To discuss and decide on the preferred option for open space provision should the Orbit application be successful at public enquiry
This item was postponed until June.
24. To discuss and decide on proposal from parishioner regarding a firework event.
Following a lengthy discussion; it was **resolved** not to grant permission to have fireworks on the playing field on the grounds of Health & Safety with 10 votes against with 3 abstaining.
25. Report from Inspector Selvarajah on St Michaels Road
The Council reviewed the report from Inspector Selvarajah; whilst the Council remain sympathetic to the residents of St Michaels it was discussed that it was an police enforcement matter. It was **agreed** to have an agenda item in June to discuss how the Council can work with the police on this matter as well as speeding in general in the village. It was discussed the SAM2 machine would assist in tackling speeding however the Clerk advised that we had not received the approval letter, County Councillor Thomas advised that County were awaiting for the funding to be approved however that should be imminent.
26. To consider correspondence received
 - a. Letter from Inspector Salvarajah on change in personnel.
Letter was noted, Councillor Worsley asked that the Council write a letter of thanks to Inspector Selvarajah for service to Long Stratton. The Council **resolved** to write a letter, Clerk to compose on behalf of the Chairman.
27. To receive committee updates.
 - a. Neighbourhood Plan Steering group
Councillor Mackenzie gave an update on the Neighbourhood Plan, he advised that consultations had come to an end, the feedback was being compiled for review.

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



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b. Pavilion

i. Feedback from the contract meeting held 25 April 2019

The contract meeting with Omnis was noted.

ii. To discuss and decide on changing contractor.

The Clerk provided a synopsis of events that had occurred to date. On Tuesday 30th April, the Clerk was informed that Omnis had gone into administration. The Contract which had not been signed was automatically cancelled, no money had changed hands. The Clerk immediately requested evidence from the quantity surveyor that financial due diligence had been carried out with Omnis, this was provided to a satisfactory level. The remaining 2 contractors Draper Nichols and PJ Spillings had been contacted to enquire as to whether they were prepared to stand by their tender amount. Draper Nichols advised that they were prepared, PJ Spilling advised that they needed to carry out some in-house work before confirming. Draper Nichols tender amount is £588,087 which was £13 below Omnis. Following a lengthy discussion; the Council **resolved** to appoint Draper Nichols as contractor for the pavilion build. The Clerk advised this would not impact the funding with Football Foundation however the funding from South Norfolk was yet to be determined. Councillors felt that South Norfolk should be held accountable for the funding and the Clerk advised that the matter would be discussed at the Town Council meeting in June once cabinet at South Norfolk had made their decision, she urged all council members to attend the cabinet meeting which would be held June 10th at 9am in the Council Chambers at South Norfolk.

c. Events

i. To receive a verbal update on progression of the event.

The Clerk gave an update, she advised that work was being done to secure the car parks and road closure. Once this was done the committee can work towards booking stalls etc.

d. Finance

i. To note the draft minutes

This was postponed to June's meeting

28. To note the following meeting dates

- a. Planning meeting – Thursday 16th May 2019 at 6pm
- b. Leisure meeting – Thursday 23rd May 2019 at 6pm
- c. Annual Parish Council meeting – Monday 20th May at 6.30pm refreshments from 6pm. Councillor Woodham and Worsley gave apologies due to prior commitments.

29. AOB

- a. To note compulsory whole Council training will be held on Tuesday 2nd July at 7pm in the Parish Council Office.
This was noted.

30. Future agenda items

- a. To discuss and decide on adoption of the asset register following recommendations from the finance committee.
- b. To discuss and decide on adoption of the financial risk assessment following recommendations from the finance committee.
- c. Speeding in the Community
- d. Traffic calming measure maintenance at Churchfields
- e. Clerks contract
- f. Open Space as part of the Orbit application should they be successful
- g. Funding from South Norfolk District Council

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