



# Long Stratton Town Council

## MINUTES OF FULL COUNCIL MEETING HELD ON 10<sup>th</sup> JULY 2023 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors Kelly Lunness, Judith Baker, Helen Dickerson, Susan Smith, Diane Woodham, Andrew Lansdell, Robert Mackenzie, David Willis and Robin Ciorra

### 1 Members of the Public

Clerk Becky Buck

**1. To receive apologies for absence**

Councillor Pochin gave apologies due to a prior commitment which were accepted by the Council. Apologies were also received from District Councillor Race and County Councillor Thomas.

**2. To receive disclosures of interest and dispensations**

There were no disclosures of interest or dispensation received.

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

A member of the public, representing the football club came to discuss the clubs aspirations and what the pitch requirements of that league is. The Clerk advised that, due to the request not being on the agenda, the Council couldn't make a decision, however it can go on September's agenda and it gives both the football club and the Clerk time to undertake some research so all options are explored. The items for further research are as follows.

- A new fridge to be stored in the Official Rooms
- Repairs to the freezer in the kitchen ( Clerk to confirm if under warranty)
- A spectator stand to be placed by the MUGA
- A 4<sup>th</sup> barrier on the playing field
- Room hire on the 25<sup>th</sup> July (this was confirmed as ok by the Clerk)
- Compound behind the container
- Feasibility for flood lights (organised by LSFC)

**4. To approve the minutes of the meeting held on 12<sup>th</sup> June 2023**

The minutes of the meeting held on 12<sup>th</sup> June were approved by the Council and signed by the Chairman as a true record.

**5. To note the Clerks report.**

The Clerk's report was noted.

**6. Finance and Governance**

**a. To note and authorise income and expenditure through Unity Trust Bank since 12<sup>th</sup> June 2023**

The payments were noted and authorised and the payment list was signed by the Chairman as a true record.



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**b. To note all credit card payments since 12<sup>th</sup> June 2023**

Credit card payments were noted by the Council and the Chairman signed the payment list as a true record.

**c. To discuss and appoint an internal auditor for 2023-24**

It was agreed to appoint Trevor Brown as Internal Auditor for 2023-24. It was noted that it is best practice to change Internal Auditor every 3 years and therefore a new auditor will be required for 2024-25.

**7. To discuss and decide on adopting the following policies**

**a. Health and Safety**

This policy was adopted by the Council.

**b. GDPR**

This policy was adopted by the Council.

**c. Credit Card**

This policy was adopted by the Council.

**d. Petty Cash**

This policy was adopted by the Council.

**e. Co-option**

This policy was adopted by the Council.

**f. Access to information / Freedom of Information**

This policy was adopted by the Council.

**g. Scheme of Delegation**

This policy was adopted by the Council.

**h. Document retention.**

This policy was adopted by the Council.

**i. Child and Vulnerable people.**

This policy was adopted by the Council.

**8. To discuss and decide on incorporating the planning committee into full council meetings.**

Following a lengthy discussion; it was agreed that the planning committee was still important however if there was an odd planning application, this could be incorporated into full council.



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**9. To discuss and decide on car park risk assessment.**

Following a lengthy discussion; it was agreed to leave the risk assessment as it is with actions to include 'potential for a walking bus' and a 'liaising with the local schools to create a walk and bike to school campaign'. The Clerk will look at the legislation regarding minimum car parking space and will bring the information back to September's meeting.

**10. To receive a report on Community Engagement plan.**

Councillor Lunness gave a verbal update on the Community Engagement plan. It was agreed to research doing a leaflet drop to gain support and the Council will co-ordinate those in need and the volunteers.

**11. To discuss and decide on the progressing the following items from the action plan**

**a. Tourist information style leaflet**

This was agreed by the Council.

**b. To actively search for land for**

**i. Dog walking area**

This was agreed by the council, it was noted that this would be relevant when the planning application progresses.

**ii. Burial space**

This was agreed by the council.

**c. Pedestrianizing The Street following delivery of the bypass**

This was agreed by the council.

**d. Review the Border Hopper service and how we can enhance the service for residents**

This was agreed by the Council.

**e. Car park**

This was agreed by the Council.

**f. To review the action plan and carry out additional consultation work.**

It was agreed to carry out further consultation with the community.

**12. To note minutes from the following committee meetings.**

**a. Staffing**

The minutes of the meeting were noted.

**b. Leisure and Pavilion**

The minutes of the meeting were noted.

**i. To discuss and decide on recommendations from Leisure and Pavilion.**

Following a lengthy discussion; it was approved to purchase a youth shelter for £15,295 exc VAT by 8 votes to 1.



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## c. Events

The minutes for the meeting were noted.

### i. To discuss and decide on recommendations from the events meeting.

There were no recommendations made, it was noted that office staff will be issuing a letter to businesses to garner support for the Christmas event and results will be available in September.

## 13. Upcoming meeting dates

### a. Finance, 23<sup>rd</sup> July 2023 @ 7pm

It was confirmed by the Clerk that the Finance meeting was rescheduled to the 17<sup>th</sup> July 2023.

## 14. AOB (not for discussion)

Councillor Mackenzie advised that he had attended a meeting regarding the bypass. He reported that it is important that the Council make contact with the contractor awarded with the delivery of the bypass. The Clerk confirmed that the time scale for appointment of a contractor was at the end of the calendar year.

## 15. 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 press and public.

## 16. To discuss and decide on staffing committee recommendations.

It was agreed to provide the admin assistant a permanent contract, 15 hours per week on the current rate of pay.

***With there being no further business, the Chairman closed the meeting at 21:37***