



# Long Stratton Town Council

Pavilion, Manor Road Playing Fields, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness. Clerk: Mrs B Buck

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## 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 11<sup>th</sup> December 2023 at 7pm at the Pavilion, club room.

1. To receive applications for co-option for those that have previously attended a Council meeting.
2. To sign the declaration of co-opted office in the presence of the proper officer.
3. To receive apologies for absence
4. To receive disclosures of interest and dispensations
5. To allow members of the public and district and county councillors to speak - max 20 Minutes
6. To approve the minutes of the meeting held on 13<sup>th</sup> November 2023
7. To note the Clerks report.
8. Finance and Governance
  - a. To note and authorise income and expenditure through Unity Trust Bank since 13<sup>th</sup> November 2023
  - b. To note all credit card payments since 13<sup>th</sup> November 2023
  - c. To note the interim Internal Audit report
9. To discuss and decide on interview panel for youth worker.
10. To note the ROSPA play inspection report.
11. To receive verbal feedback regarding the Christmas community event.
12. To discuss and decide on purchasing Heras fencing as per the Health & Safety report.
13. To note minutes from the following committee meetings.
  - a. Finance and Policy Management
14. AOB (not for discussion)



# Long Stratton Town Council

## MINUTES OF FULL COUNCIL MEETING HELD ON 13<sup>th</sup> NOVEMBER 2023 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors, Judith Baker, Kelly Lunness, Louise Mundford (19:24), Helen Dickerson, Diane Woodham, Andrew Lansdell, David Willis and Robin Ciorra

1 Members of the Public, County Councillor Alison Thomas, District Councillor Georgina Race

Clerk Becky Buck, Town Council Apprentice Molly Hallett

**1. To receive apologies for absence**

Councillors Susan Smith and Mathew Pochin gave apologies due to prior arrangements, these were accepted by the Council.

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

There were no disclosures of interest or dispensations received.

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

County Councillor Alison Thomas reported the following. Installation of yellow lines on Hill Farm road have been temporarily postponed due to objections that have been received. There is a meeting being held on the 14<sup>th</sup> November where a final decision will be made.

There will be road closures on the eastern side proposed bypass to facilitate pre commencement works. Norfolk & Norwich University Hospital have a new campaign, Home for Lunch which will see patients discharged before lunch time to allow patients that need to be admitted to have a bed. This will hopefully see an improvement in the emergency department allowing ambulance drivers to drop patients off and get back to supporting residents that need medical assistance. A new AI pilot has been put to use, identifying those that may be at risk of a fall and providing preventative resources to minimise the chance of falling.

District Councillor Georgina Race advised that the junction of Flowerpot Lane and Manor Road will be closed for 3 days to allow BT to carry out some works. She expressed her dissatisfaction at the decision made by South Norfolk District Council to demolish South Norfolk House for housing. There was a concern of the impact on the environment this would have.

*Councillor Louise Mundford joined the meeting.*

A member of the public complained about the amount of dog fouling around Spinney Close. The Chairman advised that this was the responsibility of South Norfolk District Council.

**4. To approve the minutes of the meeting held on 9<sup>th</sup> October 2023**



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The minutes of the meeting held 9<sup>th</sup> October were approved by the Council with one alteration. Item 10b 'Wacton' was omitted and replaced with 'Tasburgh'. The minutes were signed by the Chairman as a true record.

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

The Clerk's report was noted. Councillor Baker wanted to thank Tom Thompson for the work carried out at The Plain for Remembrance Day.

**6. Finance and Governance**

**a. To note and authorise income and expenditure through Unity Trust Bank since 9<sup>th</sup> October 2023**

Income and expenditure was noted and authorised by the Council and the Chairman signed the payment list as a true record.

**b. To note all credit card payments since 9<sup>th</sup> October 2023**

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

**c. To discuss and decide on quotes for a sensored light in the play area.**

Following a lengthy discussion; a sensored light was approved for the play area to be paid for using ear marked reserves.

**7. To appoint an internal scrutineer.**

Councillor David Willis was proposed as internal scrutineer, this was approved by the Council. Councillor Willis accepted his appointment.

**8. To discuss and decide on participating in bypass working group.**

The Council as a whole agreed to be involved and therefore it was agreed that the Clerk would be point of contact for meetings and would advise Councillors of where and when and those that could attend would do so.

**9. To discuss and decide on repurposing the telephone box on Flowerpot Lane to a trust library.**

Following a lengthy discussion; it was agreed for the Direct Services Officer to size the telephone box up for suitability for a trust library and/or a defibrillator.

**10. To discuss and decide on putting in a bench in the gym equipment area.**

The Council agreed to place a bench in the gym equipment area.

**11. To note the South Norfolk Decision regarding South Norfolk House.**

The Council noted the decision regarding South Norfolk House. They voiced their complete dissatisfaction with the decision. The clerk was asked to draft a press release.



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**12. To discuss and decide on the Climate Crisis additions on the Action Plan.**

The Council approved the amendments to the Action Plan. The Council was advised that the Action Plan would be discussed under the Action Group committee. It was suggested the Council invest in a thermal camera. Clerk to look at this in more detail for the next Action Group meeting.

**13. To discuss and decide on the request from St Michaels Church regarding scanning the churchyard.**

Following a lengthy discussion; it was agreed that the Council would not pay St Michaels church to scan the churchyard. The Clerk will write to the treasurer to confirm the Council's decision.

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

**a. Events**

The events minutes were noted. The Clerk was advised of a spelling mistake for Ceilidh.

**b. Planning**

The planning minutes were noted.

**i. To discuss and decide on the content of the letter supporting the bypass.**

The Council approved the content of the letter supporting the bypass.

**15. To note the following meeting dates.**

**a. Finance budget meeting 20 November 2023 @ 7pm**

This was noted by the Council.

**b. Appraisals for staff – 20.11.23 – 24.11.2023**

This was noted by the Council.

**c. Staffing meeting 27 November 2023 @ 7pm**

This was noted by the Council.

**d. Leisure & Pavilion, 04 December 2023**

This was noted by the Council.

**16. AOB (not for discussion)**

The Clerk advised that the Cost of Living pay rise awarded by the National Joint Council had been agreed and back dated to April 1<sup>st</sup> 2023.

Councillor Diane Woodham advised the Clerk that South Norfolk Precinct is looking untidy in areas, the Clerk advised she will contact Arnold Keys.

*With there being no further business, the Chairman closed the meeting at 20.41*

## Health and safety report

After attending a playground inspection course I have learned that we need to take further steps when closing and inspecting playground equipment. I Also learnt things we can do to improve our health and safety, and the safety of the public.

Firstly Molly and I have created a new, more detailed inspection sheet. I will use this when doing my weekly checks and record all faults with the equipment which then need to be kept as records for 21 years. 21 years is the recommended time to keep records as the public have 3 years after they turn 18 to make a backdated claim. On this inspection form I will either repair damage, replace missing parts, remove the piece of equipment or monitor for any further damage. Also on this inspection form I will record the risk to the public. I will do this using a High/Medium/Low rating which I will have decided on using two factors. These factors are the severity of the injury that may occur from the defect, and the likelihood of this happening. These factors are both rated from 1-5 (lowest to highest) and are multiplied together to give you a risk factor. For example, 1-10 would be a low risk, this means no immediate action is needed and to monitor and repair as required. 10-15 means medium risk, this would mean repairs need to be done ideally within two weeks. 15+ is high risk. This means the equipment is unsafe to use and needs to be isolated or removed until repairs have taken place.

Following on from the inspection sheet, if I have given the item a high risk then it will have to be removed or isolated. In the past when I have isolated equipment, I have put metal poles in around it and then used warning tape to close the area off. However during my training, I was told that this is not a reasonable solution. If we have to block off a piece of equipment then we need to use Heras fencing. This is the only 'reasonable' solution to isolating equipment. If we don't use this and a child hurts themselves on a broken piece of

equipment, then we are potentially liable in a claim. I will attach some examples of prices for fencing on the sheet and I strongly recommend on health and safety grounds that we purchase some.

Another thing I think we need to purchase to improve the safety of myself and Derek is a sharps box. This would be used to put in needles or other sharp/contaminated items that were found on the playing field. This would then need to be emptied or disposed of by South Norfolk council.

One idea to streamline our playground records would be to use the Play Inspection Company app. This is an app they have developed to allow us to record all weekly/monthly/yearly inspections all in one place. We would not need 21 years worth of paper trails and anything highlighted on the yearly inspection would be sent straight to me as it's been recorded. I haven't used the app before however I will attach some info describing the benefits.



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 (84)



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Sharpsguard Yellow 11.5 Ltr Sharps Bin  
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Frontier 24L Sharps Bin Container  
**£10.92**  
 SHD Medical  
 (13)


**Finding ways to save time while simultaneously improving processes makes great business sense - and our innovative Play Inspection App delivers on both levels.**

The Play Inspection App streamlines the entire routine and operational inspection procedure, from site visit through to secure data storage. Whether it's a new or regular inspection, you can work through every item efficiently and effectively, using the easy and intuitive step-by-step on-screen prompts. It's not just made for playground inspections either - if you have other assets that require compliance inspections, we can adapt the platform to suit your needs.

Features and functions of the app include:

- Offline mode – use the software even when you're not online
- Select site function – retrieve information quickly
- Create new report – easily add new sites as required
- Inspection screen – work through each item that needs assessing
- Bespoke or standard findings from our library of the most common issues found on site can be input easily
- Take photos or choose from gallery
- Update details as you go
- Instantly create inspection reports at end of process
- Publish report and save straight to the secure server

The Play Inspection App will simplify your compliance processes and allow you to meet work demands much more efficiently. It's the most modern, functional and user-friendly software of its kind available on the market today.

Book a demo 





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### Minutes of the Finance and Policy Management meeting held 20 November 2023 @ 7pm in the Pavilion, Manor Road

In attendance: Councillors, Kelly Lunness, Susan Smith, Diane Woodham, Mat Pochin and David Willis  
Becky Buck (Clerk and RFO)

**1. To consider apologies for absence**

There were no apologies of absence received.

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

There were no disclosures of interest or dispensation received.

**3. To confirm the minutes of the previous Finance and Policy Management Committee meeting held on the 17<sup>th</sup> July 2023**

The minutes of the meeting held on 17<sup>th</sup> July 2023 were approved by the Committee and signed by the Chairman as a true record.

**4. To review and sign for accuracy bank reconciliations.**

Bank reconciliations were approved by Committee and each reconciliation was signed by 2 Councillors.

**5. To review budget to date.**

The budget was reviewed, it was noted that the Council had not overspent against the budget.

**6. To review draft budget for 2024-2025**

The committee discussed the draft budget at length. The Clerk advised the Committee on the challenges the Council and community are likely to face in the next financial year. The Committee discussed the challenges and made alterations to the draft budget to reflect this. It was agreed that there would be a further finance meeting to finalise the draft budget before presenting to Council in January's meeting.

**7. To review Ear Marked Reserves**

Ear marked reserves were reviewed. No amendments were recommended.

**8. Any other business (not for discussion)**

The Clerk advised that the internal audit had been completed and was successful with 1 recommendation regarding the asset register made.

*With there being no further business, the Chairman closed the meeting at 20.48*

Signed by the Chairman.....Date.....