



# Long Stratton Town Council

## MINUTES OF MEETING HELD ON 14<sup>th</sup> SEPTEMBER 2020 @ 7pm AT THE PAVILION ON MANOR ROAD OF LONG STRATTON TOWN COUNCIL AND VIA ZOOM

**In attendance: Councillors Kevin Worsley (Chairman), Mark Gladding (Vice Chair), Judith Baker, Mathew Pochin, Jill Callaghan, Diane Woodham, Kelly Lunness, Mark Bambridge, Andrew Lansdell (19:30)**

**District & County Councillor Alison Thomas**

**1 member of the public**

**Becky Buck (Town Clerk & RFO)**

**1. To receive apologies for absence**

There were no apologies for absence received.

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

Councillor Bambridge declared an interest in Item 9.

Councillor Worsley as a board director of Norfolk ALC.

**3. To allow members of the public and district and county councillors to speak - max 15 minutes**

District Councillor Josh Worley gave apologies.

County Councillor and District Councillor Thomas reported the following.

South Norfolk community awards is hoping to take place in some manner during Covid-19 however the method has not been decided upon yet. Hempnall roundabout work has been carried out to allow re-seeding in the Autumn. Junior School parking has been improved as a result of Councillor Thomas's member budget which has been gratefully received. Ben Burgess consultation at Swainsthorpe has been examined by the Scrutiny committee due to the Highways concern. Covid-19 measures are still in place and thankfully the outbreak at Banham has been well contained.

**4. To approve the minutes of the meeting held on 20<sup>th</sup> July 2020**

The minutes of the meeting held on the 20<sup>th</sup> July 2020 were approved by the Council. The Chairman will sign the minutes at the next available opportunity. It was noted that Councillor Callaghan was noted as present when she was not. Clerk to remove her from the attendees.



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## 5. To consider any items arising – verbal update

### a. Council vehicle

Verbal update was provided, District Councillor Thomas was asked to enquire regarding the reasons why we are unable to park the Council vehicle at South Norfolk District Council offices overnight and at weekends. Councillor Thomas advised she would make enquiries.

### b. Parcels of Land

The Clerk informed the Council that she was progressing the resolution made in previous meetings to research adopting the parcels of land in Long Stratton.

### c. Youth Council

The Clerk informed the Council that she was progressing the resolution made to research having a youth council.

### d. Christmas

The Clerk informed the Council that the Christmas event this year was cancelled due to Health & Safety concerns over Covid-19

### e. Fencing

The Clerk informed the Council that she was progressing the 2 quotes that had been sourced to replace the fencing to the side of the pavilion. Next step is to speak to the homeowner.

## 6. Finance & Governance

### a. To review income and expenditure of payments and consider the authorisation of payments

Payments totalling £12,425.02 were noted and approved for authorisation.

### b. To discuss and decide on overtime for Litter Picker to assist Groundsman in hedge cutting.

Overtime was approved for the purposes of hedge cutting.

### c. To note cost of living pay increase backdated to 01.04.2020

This was noted by the Council

### d. To discuss and decide on internal auditor for 2020-2021

The Clerk advised that 5 Internal Auditors had been approached, 3 were happy to carry out Internal Audit for 2020/21. Following a lengthy discussion the Council approved Trevor Brown as Long Stratton's Internal Audit.



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## **7. To discuss and decide on any correspondence received**

- a. Letter from a parishioner regarding a community facility
- b. Email from Marlingford and Colton Parish Council regarding South Norfolk's Statement of Community Involvement.
- c. Western Link Consultation
- d. School project
- e. Community food table

All correspondence was noted.

## **8. To discuss and decide on re-opening of the Pavilion**

Following a lengthy discussion, the Council resolved not to open the Pavilion due to Covid-19 concerns. The Council resolved to revisit this decision on the next Government announcement.

## **9. To discuss and decide on Long Stratton Football Club Rent.**

There was a conflict of recollection of events leading up to the lease being signed between Councillor Bambridge and the Town Clerk/ RFO. The Chairman asked for evidence from Councillor Bambridge to be sent to the Chairman and Vice-Chairman to allow an investigation to take place.

## **10. Remembrance Day**

- a. To discuss and decide on Remembrance Day activities

Following a lengthy discussion; it was agreed not to have a Remembrance Day parade due to Health & Safety concerns due to Covid-19.

- b. To discuss and decide on purchasing 'Tommys' for the village.

The Council resolved to purchase 5 unknown Tommy's to place around the village.

## **11. To receive committee updates**

- a. Planning & Highways

The minutes of the planning meeting were noted by the Council.

- b. Finance and Policy Management (including HR)

- i. To discuss and decide on recommendations from the Finance Committee

The minutes of the Finance Committee were noted by the Council.

The revised budget proposals were approved by the Council.



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The Council approved changes to Financial Regulations and Standing Orders

The Council approved the Internal Control Policy and appointed Councillor Gladding as Internal scrutineer.

ii. To note Budget Control Report

Due to the time threshold for meetings approaching the Council agreed to have the budget control report circulated via email.

iii. To note confirmation of Bank Reconciliation Statements.

Councillors Gladding and Lunness confirmed accuracy of bank reconciliation statements.

c. Neighbourhood Plan

This update was not provided due to meeting time threshold per standing orders being met.

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

- a. Planning & Highways – Monday 28<sup>th</sup> September 2020 @ 7pm
- b. Finance & Policy Management (including HR) - Monday 5<sup>th</sup> October 2020 @ 7pm
- c. Working group/ Extraordinary meeting - Monday 21<sup>st</sup> September 2020 at 7pm
- d. Leisure & Pavilion Management – Monday 5<sup>th</sup> October 2020 @ 6pm
- e. Neighbourhood Plan - TBC

**13. To receive future agenda items for 12<sup>th</sup> October 2020**

No agenda items were received due to meeting time threshold per standing orders being met.