



Long Stratton Town Council

MINUTES OF FULL COUNCIL MEETING HELD ON 3rd OCTOBER 2022 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors Kelly Lunness, Judith Baker, Mat Pochin, Diane Woodham, Andrew Lansdell (8.30), Tony Wright, Susan Smith, Robert Mackenzie

5 members of the public

District and County Councillor Alison Thomas

Rebecca Buck – Town Clerk

1. To hold a minute silence in honour of her late Majesty Queen Elizabeth II

The Chairman welcomed all to the meeting, all observed a minute's silence in honour of the late Majesty Queen Elizabeth II.

2. To read the Proclamation of King Charles III

The Chairman read the following:

The proclamation of the Accession:

“Whereas it has pleased almighty God to call to his mercy our late Sovereign Lady Queen Elizabeth II of blessed and glorious memory, by whose decease the Crown of the United Kingdom of Great Britain and Northern Ireland is solely and rightfully come to the Prince Charles Philip Arthur George.

We, therefore, the lords spiritual and temporal of this realm and members of the House of Commons, together with other members of Her late Majesty's Privy Council and representatives of the Realms and Territories, Aldermen and Citizens of London, and others, do now herby with one voice and consent of lounge and heart publish and proclaim that the Prince Charles Philip Arthur George is now, by the death of or late Sovereign of Happy memory, become our only lawful and rightful liege lord Charles III, by the grace of God of the United Kingdom of Great Britain and Northern Ireland and of his other realms and territories, King, Head of the Commonwealth, Defender of the Faith, to whom we do acknowledge all Faith and Obedience with humble affection, beseeching God by whom Kings and Queen do reign to bless His Majesty with long and happy years to reign over us.”

God Save The King

3. To receive apologies for absence

There were no apologies of absence or received.



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4. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensation received.

5. To invite applicants for co-option to introduce themselves and for Councillors to ask any questions.

There were 3 applicants out of the 5 positions available, each were invited in turn to introduce themselves and Councillors asked questions which were answered by the applicants present.

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

Representatives from the football club asked the following.

They queried whether the proposal for the sign was agreeable to the Council, members raised concerns over the size of the sign. It was confirmed it would be no bigger than the current signage for the Council and Bowls Club that was currently in place. As it is an agenda item it was agreed no further discussion was to take place until that point in the agenda. They asked if the Clerk could send them the grant application forms which was agreed. They asked if they could place a hook on the fire door on the side of the pavilion on match days to allow ease of players access. It was discussed that because it is a fire door by putting a hook on it may contravene fire door regulations. The Clerk advised she would investigate it and will come back. They asked if there was any feedback on the electricity prices following the installation of the MUGA LED lights. The Clerk advised there wasn't at present because they were changed in the spring usage during the summer months was minimal however as we were now approaching winter, we should be able to see an indicator of reduction of costs. They asked if it was possible to turn 2 MUGA lights onto the playing field. They stated that for the club to progress additional lighting around the main pitch may be required. It was asked for the football club to carry out additional research for the Council to consider a proper proposal.

District Councillor Thomas advised that there was a planned meeting to discuss the future of South Norfolk House which is officially closing on the 4th November. She had raised concerns regarding anti-social behaviour with the building being left empty. South Norfolk House is still up for sale, she reiterated that the building must be on the market for 6 months before a change of use can be considered. She advised that there will be a satellite office opening in Diss in the old tourist information centre to provide essential services. She also advised that she had met with the Police and Highways officers to look at the problem of St Michaels Road.

County Councillor Thomas provided the following report. Norfolk County Council are currently looking at the budget challenges that are being faced, especially in adult services and social care. There will be a consultation with the community from min October through to December. The dental practice that has closed in Long Stratton is in breach of their NHS



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contract as they should provide 3 months' notice of closure to allow the NHS to source alternative dental provider for existing patients. They are working to find another dentist however there is a legal procurement process that takes between 6-12 months. There is a scrutiny panel in November that will be looking at services available and holding to account organisations that are not delivering services efficiently.

7. To approve the minutes of the meeting held on 11th July 2022

The minutes of the meeting held on the 11th July 2022 were approved by Council and signed by the Chairman as a true record.

8. To note the Clerks report and to ask any questions arising from the report.

The Clerks report was noted. Councillor Mackenzie asked if 'Any Other Business' was going to be added to the agenda. The Clerk explained that the only items on the agenda can have a decision made therefore any other business was for information only and in practice. Items that need attention shouldn't wait until the next meeting but should be communicated to the Council office as soon as practicable possible. It was noted that if members want any other business to be added to future agendas, then the Clerk was happy to do so.

9. Financial and Governance items

a. To approve and note receipts and payments since 11th July 2022

The receipts and payments since 11th July 2022 were approved and noted.

b. To note credit card payments since 11th July 2022

The credit card payments since 11th July were approved and noted.

c. To note the conclusion of the external audit by PKF Littlejohns.

The satisfactory conclusion of external audit was noted by Council.

d. To discuss and decide on opting out of SAAA (appointment of external auditors)

Following a lengthy discussion, it was agreed not to opt out of SAAA.

e. To discuss and decide on appointment of internal auditor for 2022/23.

It was agreed to appoint Trevor Brown as internal auditor for 2022/23.

10. To discuss and decide on location of a clothes bank for East Anglian Air Ambulance

Following a length discussion, it was agreed to put an East Anglian Air Ambulance clothes bank at the Pavilion on a 6-month trial basis.



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11. To receive overview and update of Community Emergency Volunteer project.

The committee noted the report provided, they asked that they receive regular updates on the project.

12. Public toilets

a. To discuss and decide on installing a lock on the disabled toilet at Swan Lane

It was agreed that an additional lock would be installed on the disabled toilet. Councillor Pochin advised that he will assist the Direct Services Officer with the installation.

b. To discuss and decide on investigating the option of charging for the use of public toilets.

Following a lengthy discussion, it was agreed that although the public toilets were an expensive asset with no return, it was not feasible at this time to charge for the use of public toilets.

13. To discuss and decide on participating in the Annual Christmas Tree festival.

It was agreed that the Council would participate in the Annual Christmas Tree festival.

14. To note the appointment of Watton A Plant as contractor for Remembrance road closure

The Clerk evidence 3 quotes and the Council noted the appointment of Watton A Plant which has been rebranded to Sunbelt Rentals.

15. To discuss and decide on content for the Council's newsletter.

The content of the Council's newsletter was approved by the Council.

16. To receive update on new defibrillator to be installed at the Police Station

It was noted that the defib had been ordered and the Council office was liaising with the Police for installation.

17. To discuss and decide on a sign for Long Stratton Football Club.

It was agreed to approve as sign for Long Stratton Football Club that is no larger than the current signage to keep the same look for the entrance to the playing field.

18. To discuss and decide on installing ECVP points through South Norfolk District Council.

Following a lengthy discussion, it was agreed that although it was a good initiative, Swan Lane car park already had provision and that the Council did not have appropriate space at the playing fields carpark to accommodate additional ECVP points.



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19. Play area

a. To note successful grant award from National Lottery

It was noted that the Council had been awarded £10,000 from National Lottery.

b. To receive update on additional grant funding.

The Clerk reported that she had applied and delivered a presentation to Saffron and was awaiting the outcome. The amount applied for was the maximum amount of £5000. Additional funding will now be looked at.

c. To discuss and decide on replacing play equipment

The Clerk asked the Council to consider match funding the potential £15,000 grants which would install up to 3 pieces of new equipment hopefully in time for Easter. The Clerk reported that the Council had £32,000 in earmarked reserves so with the use of £15,000 this would still leave £17,000 for emergency repairs. Following a lengthy discussion, it was agreed to match fund the grants received. The Clerk will liaise with the Leisure Committee if costs were to exceed £15,000.

20. To receive committee updates.

a. Planning & Highway Committee

i. To note the minutes from the planning meeting.

Minutes from the planning meeting were noted by the Council

ii. To discuss and decide on putting a planning partnership bid for a SAM2 machine.

Following a lengthy discussion, it was agreed to submit a bid for a SAM2 machine.

21. To discuss and decide on participating in Long Stratton Green Infrastructure group.

The Clerk provided an update on the meeting held to discuss the green infrastructure of Long Stratton with members of the National Wildlife Trust and the environmental officer of South Norfolk District Council. It was agreed to formally be apart of the infrastructure group. All members will be invited to meetings although as it is not a formal committee of the Council, attendance will not be compulsory.

22. Meeting dates

a. Finance and policy management: Monday 17th October @ 7pm

This meeting was noted. Councillor Wright gave apologies for annual leave purposes.



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b. Staffing Committee: Monday 7th November @ 7pm

This meeting was noted.

c. Events: Monday 10th October @ 7pm

This meeting was noted.

d. Leisure and Pavilion: Monday 10th October @ 11am (to include a site inspection)

This meeting was noted, Councillor Pochin gave apologies for work purposes.

Councillor Lansdell joined the meeting at 20:30.

23. To discuss and decide on applicants for co-option.

Following a lengthy discussion, it was agreed to co-opt Helen Dickerson, David Willis and Stephen Buss to the Council. These applicants were approved on the grounds that they had all attended previous full council meetings as members of the public which is a requirement of the Council's co-option policy. The Clerk will arrange to get the relevant forms completed at the earliest opportunity.

24. 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)

All members of the public were asked to leave the meeting.

25. To note correspondence received regarding land

The Council considered the correspondence regarding notification of transference of land to the Town Council. Following a lengthy discussion, it was resolved not to take ownership but in accordance with legislation ask the District Council to take on ownership instead.

26. Staffing matters

a. Dates for appraisals

It was agreed that Councillor Pochin and the Clerk will liaise for staff appraisals.

b. Town Clerk

The Clerk left the meeting whilst the chair of the staffing committee gave an update on the Clerks situation. The Council resolved to support the Clerk by allowing her flexibility with her working arrangements. The Clerk is to provide regular updates to the staffing committee and Chair of the Council.

With there being no further business, the Chairman closed the meeting at 21.01.