



# Long Stratton Town Council

## MINUTES OF MEETING HELD ON MONDAY 9<sup>th</sup> DECEMBER AT 7PM AT THE METHODIST CHURCH ON MANOR ROAD OF LONG STRATTON TOWN COUNCIL

**In attendance: Councillors Mark Gladding, Andrew Lansdell, Bob Mackenzie, Diane Woodham, Matt Pochin, Ian Mortimer, Jill Callaghan, Mark Bambridge, Kelly Lunness & Edward Earp**

**Members of the Public, District Councillor Alison Thomas**

**Becky Buck (Clerk).**

1. To receive apologies for absence  
Apologies for absence was received from Councillors Worsley and Baker for annual leave, these were accepted by the Council. With the Chairman offering apologies the vice-chairman, Councillor Gladding chaired the meeting.
2. To receive disclosures of interest and dispensations  
Councillor Bambridge declared an interest in item 15 a ii, there were no other disclosures of interest or dispensation.
3. To allow members of the public and district and county councillors to speak - max 15 Minutes  
County Councillor Thomas – budget consultations have continued but no decisions made due to Purdah. Churchfields planters have been ordered. Funding for planting the troughs will be looked at in the new financial year. Thank you for organising the Christmas event which was received positively.  
District – planning application which was declined was based on the major route network of the A140 of having additional accesses onto the A140. Ongoing conversations with Norfolk Home and Land are still occurring behind the scenes regarding the 1800 home development and the bypass. Temporary traffic lights are common in Long Stratton which Councillor Thomas is monitoring as well as the localised flooding on Manor Road and Flowerpot Lane junction.

Members of the public reported that there are still stones on Manor Road following the resurfacing and there are dangerous leaves on the path near Manor Park Garden, the Clerk advised she would report to the appropriate authority.

4. To approve the minutes of the meeting held on 11<sup>th</sup> November 2019  
Minutes from the meeting held on 11<sup>th</sup> November 2019 were signed by the Chairman as a true record.
5. To consider any items arising from the minutes of 11<sup>th</sup> November 2019  
There were no matters arising from the minutes of 11<sup>th</sup> November 2019
6. Financial and Governance items
  - a. To review income and expenditure since the last meeting and consider the authorisation of payments  
All payments were noted.
  - b. To review internal audit report  
The internal report was reviewed and noted.
7. To consider correspondence received
  - a. Invitation to comment on consultation regarding Long Stratton War Memorial  
The invitation was noted.

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



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8. To discuss and decide on Methodist Church
  - a. To discuss and decide on the clause as identified by Spire Solicitors.

Following a lengthy discussion; it was approved for the Clerk to contact David Everitt of the Methodist Circuit to query the clause as it was not transparent when the conditional offer was made. Failing the clause being removed the Council approved a counter-offer of 25% and 25 yrs shortened to 15 yrs on the building having appropriate planning permission for the Council's intended use.
  - b. To discuss and decide on applying for planning permission for change of use  
The building currently has call D1 with the condition that it can only be a church therefore planning permission will be required for a change of use. However, the building for the past 30 years has been used for activities other than a church therefore the condition has already been breached for more than 10 years; therefore; the Clerk was instructed to contact the planning department to discuss before any application is made.
9. To discuss and decide on adopting the piece of land on Bayspole Road.

Following a lengthy discussion, the Council resolved to adopt the land at Bayspole Road.
10. To discuss and decide on TPO (tree preservation order)  
The TPO was supported by the Council
11. To discuss and decide on change of condition for East of England Co-op  
The change of condition was supported by the Council
12. To discuss and decide on how we can support Long Stratton Boxing Club – Councillor Gladding.

Following a lengthy discussion, it was agreed that the Council was not in a position to support the Long Stratton Boxing Club further as the Council does not have suitable premises to offer. It was resolved to refer to the District Councillors to see if they can assist further. It was resolved that should the boxing club make a grant application this would be welcomed for Council consideration.
13. To review and decide on committee members  
It was resolved that Committee members remain the same, Councillor Callaghan joined the planning and events committee.
14. To discuss and decide on proposed Calendar meeting dates including the Annual Parish Meeting  
The meeting calendar was adopted, the Clerk advised it would be placed on the website. Clerk also advised that meetings can be added and/or cancelled as per the Councils needs throughout the year, these will be advertised accordingly.
15. To receive committee updates.
  - a. Leisure & Pavilion
    - i. To receive an update following the Contract meeting held on 21<sup>st</sup> November 2019  
The minutes were circulated and noted.
    - ii. To discuss and decide on lockable changing rooms  
The Council approved locks on the inner changing room doors, Councillor Bambridge abstained from voting.
    - iii. To discuss and decide on a work bench for Groundsman work room  
It was agreed that the Council would arrange a work bench separate from the tender.
    - iv. To discuss and decide on baby changing unit and if applicable location  
It was agreed for the Council to source a baby changing unit.

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



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## b. Events

- i. To note the minutes from meeting held 18<sup>th</sup> November 2019 and 2<sup>nd</sup> December 2019  
Minutes from the 18<sup>th</sup> November 2019 are noted, 2<sup>nd</sup> December will be presented at a later date.
- ii. To receive verbal report regarding the Christmas Light switch on event.  
The Clerk gave a verbal report following the Christmas event. The Council discussed the comments received and it was agreed that the event was a success regardless of the weather and next year's event will be on Friday 4<sup>th</sup> December 2020.

## c. Planning

- i. To note the minutes from the meeting held on the 18<sup>th</sup> November 2019  
The minutes from the 18<sup>th</sup> November will be distributed at a later date.
- ii. To receive data from the SAM2 machine  
The data from the SAM2 machine was noted.

## d. Finance

- i. To note the minutes from the finance meeting held 25<sup>th</sup> November 2019  
The minutes from the finance meeting were noted.
- ii. To discuss and decide on adoption of the recommended budget for 2020/21  
Following a lengthy discussion; the Council resolved to adopt the budget for 2020/21.
- iii. To discuss and decide on the recommended Precept required for 2020/21  
Following a lengthy discussion; the Council resolved to set the Precept amount at £174,804 with 9 votes in favour and 1 abstention.

## 16. To note the following meeting dates

- a. Planning & Highways meeting – Monday 16<sup>th</sup> December 2019 at 6pm.  
This meeting is cancelled.
- b. Pavilion contract meeting – Thursday 19<sup>th</sup> December at 1.30pm
- c. Ordinary meeting – 13<sup>th</sup> January 2020

## 17. To receive future agenda items.

Flowerpot lane SAM 2 data

## 18. To close the meeting to the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information

There were no members of the public still present at the meeting.

## 19. To discuss and decide on recommendations from the finance committee for:

- a. Groundsman  
The Groundsman was awarded a 3% pay rise from 1<sup>st</sup> April 2020.
- b. Admin Assistant  
The Council resolved to offer the admin assistant 15 hours per week at SCP 7 from Jan 1<sup>st</sup> 2020, the contract to mirror the NALC contract with 1 day in the office minimum. It was resolved with 8 votes in favour to offer a nominal sum of £500 at completion of the Neighbourhood Plan in recognition of the hard work and effort undertaken in the past 2 & ½ years.

## 20. To appoint a note taker whilst the Clerk leaves the meeting

Councillor Gladding was appointed to take notes.

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



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The Clerk left the meeting.

21. To discuss and decide on recommendations from the finance committee on the Clerks contract.  
The Clerks contract was agreed by unanimous vote. A SCP increment was as a result of the contract being awarded approved from a successful appraisal from 1<sup>st</sup> April 2020
22. To note Clerks attendance at Practioner's Conference in February as identified during the appraisal.  
This was noted by the Council.

The Clerk returned to the meeting.

*With their being no further business the Chairman closed the meeting at 8:58pm.*

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