



Long Stratton Town Council

MINUTES OF MEETING HELD ON MONDAY 10th JUNE AT 7PM AT THE METHODIST CHURCH OF LONG STRATTON TOWN COUNCIL

In attendance: Councillors Kevin Worsley, Mark Gladding, Mark Bambridge, Kelly Lunness, Andrew Lansdell, Diane Woodham, Judith Baker, Matt Pochin, Ian Mortimer, Richard Tompkins & Robert Mackenzie.

Members of the Public, District Councillor Josh Worley, District Councillor and County Councillor Alison Thomas

Becky Buck (Clerk).

1. To receive apologies for absence
Councillors Race and Earp gave apologies due to being on annual leave, these were accepted by the Council.
2. To receive disclosures of interest and dispensations
There were no disclosures of interest or dispensations
3. To discuss and decide on nominations for Vice-Chair for Long Stratton Town Council
Councillor Worsley proposed Councillor Race as vice chair Councillor Lansdell seconded. Councillor Gladding proposed Councillor Mortimer, Councillor Tompkins seconded. A secret ballot was held, Councillor Race was appointed vice-chair with 6 votes to 5 votes for Councillor Mortimer.
4. To close the meeting to allow the following people to speak and Councillors to ask questions.
 - a. David Jones re: Orbit Application and S106 provision
David Jones advised of the revised S106 proposal. To be discussed at a later agenda item.
 - b. Paul Hollingworth re: LED Street Lighting
Paul Hollingworth answered questions of the LED light fitting and provided an explanation of the LED fitting and how the salix loan works. To be discussed by Council at a later agenda item.
5. To allow members of the public and district and county councillors to speak - max 15 Minutes
County Councillor Thomas – County decided at the last Cabinet meeting to lease part of Holt and Reephams fire stations to the local constabulary keeping essential services. There has been an agreed tender evaluation for the Norwich Castle project in restoring the keep back to its medieval times.
Residents have been in contact regarding parking issues in Churchfields. Line marking has been discussed with Highways however this tends to displace the problem. Parking is a potential enforcement issues therefore the Police have been contacted.
District Council, a decision at the recent cabinet meeting regarding the local development scheme re joint core strategy scheme; site allocations first draft will be available in the autumn; some amendments are being proposed however specifically Long Stratton Area Action Plan (LSAAP) and Wymondham Area Action Plan will not be amended. Apologies were offered for the next meeting due to being on annual leave. District Councillor Worley, attended first full council meeting on the 22 May 2019 however it was mainly formalities. Councillor Worley is on the awards; people and communities and scrutiny committees, the first scrutiny committee is on 28 June 2019 and first full council meeting is 15 July 2019.

Member of public asked if the Town Council would consider a 'green policy' to make everything as green as possible to be sustainable for old properties and new and also to save the planet

Reverend Willcox advised there is a public meeting 10th July at 7:30pm with advisors from Methodist circuit regarding the future of the Methodist Church on Francis Road.

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



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6. To close the meeting to Town Councillors only to participate.
The Chairman reclosed the meeting.

The Chairman with the agreement of the Council brought forward agenda items 9 & 10 respectively.

9. To discuss and decide on the Orbit proposal for the S106 should they be successful at the planning appeal.
It was proposed and seconded that the S106 for the Orbit proposal should they be successful would contain a contribution of a maximum of £100,000 towards the levelling and resurfacing of the MUGA, this was **resolved** with 10 votes for and 1 abstention.
10. To discuss and decide on asking Pro-vision to progress with LED street lighting on behalf of the Town Council.
Following a short discussion; the Council unanimously **resolved** to take out an interest free Salix loan in order to replace all street lights with LED; this includes a small contingency to replace the lights at the MUGA. The loan will be re-paid over 5 years through the savings made on the running costs of the street lights. It was **resolved** to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £22,946.40 over the borrowing term of 5 years for a Salix loan to replace all Council owned street lighting. The loan will be repaid back via the savings made from the reduction in the electricity and maintenance costs from converting to LED lights. The annual loan repayments will come to around £5,100. It is not intended to increase the council tax precept for the purpose of the loan repayments
7. To approve the minutes of the meeting held on 13 May 2019
The minutes of the meeting held 13 May 2019 were signed as a true copy by the Chairman.
8. To consider any items arising from the minutes of 13 May 2019
 - a. Central toilets
The Clerk advise that the legal paperwork had been signed and delivered to South Norfolk District Council on the 30th May 2019, the next step was for South Norfolk to go to tender process, it is anticipated that the process of tender, refurbishment and devolvement to the Town Council in 4- 6 months however legally can be no longer than 12 months.
 - b. Draft Annual Parish Meeting minutes
These were noted.
9. To discuss and decide on the Orbit proposal for the S106 should they be successful at the planning appeal.
This was discussed earlier in the meeting following item 6
10. To discuss and decide on asking Pro-vision to progress with LED street lighting on behalf of the Town Council.
This was discussed earlier in the meeting following item 6.
11. To discuss and decide on how to tackle speeding in Long Stratton – Councillor Mortimer
Following a lengthy discussion; it was agreed that more information was needed. The Clerk advised that we had received the approval for the SAM2. The Council postponed this agenda item until there is supporting evidence from the SAM2 to present to third parties.
12. To discuss and decide on making the Planning Committee, Planning and Highways Committee.
Following a lengthy discussion the Council **resolved** to make the planning committee, planning and highways.

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



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13. Financial and Governance items
 - a. To review income and expenditure since the last meeting and consider the authorisation of payments
The Council noted and authorised all payments.
14. To discuss and decide on a maintenance agreement for the planters at Churchfields – County Councillor Thomas
Following a lengthy discussion; the Council **resolved** to maintain planters which will replace the bollards on the traffic calming measure.
15. To discuss and decide on next steps regarding the funding for the Pavilion provided by South Norfolk District Council
Following a lengthy discussion; the Council resolved to accept South Norfolk District Council's offer of funding as described by the cabinet meeting at South Norfolk. The Chairman advised the Council that a joint press release will be issued through the Town Council and South Norfolk District Council and until that point we are unable to devolve any further information into the public domain.
16. To discuss and decide on sharing all contact details
 - a. All Councillors
The Councillors agreed to share all contact details.
 - b. On the website for parishioners (minimum should be email addresses for best practice)
Following a lengthy discussion, although the concept was supported there was some concern therefore it was delegated to the finance committee to investigate how this could be supported moving forward.
17. To discuss and decide on setting up a meeting to discuss youth council with interested parties
 - a. Preferred time scale
As the school term is coming to an end it was proposed that the Clerk make contact with the school with an intended meeting date of September.
 - b. Which Councillors would like to be involved?
Councillors Mackenzie, Pochin, Tompkins, Worsley and Lunness from the Council. District Councillor Josh Worley expressed an interest in joining and advised that South Norfolk Youth Advisory Board (YAB) would be a good source of information.
18. To discuss and decide on response to the Public Rights of Way (PROW) consultation
Following a lengthy discussion, the Council delegated this item agenda to the planning committee.
19. To consider correspondence received
 - a. River Maintenance and Flood Prevention
This was noted
 - b. Norwich Western Link Project
This was noted
20. To receive committee updates.
 - a. Leisure
 - i. To note minutes from meeting held 23rd May
Minutes of the meeting were noted.
 - ii. To discuss and decide on item 4 on Heads of Terms
Following a lengthy discussion it was resolved that minor amendments were to be approved by Chairman and Vice Chairman, bigger amendments would be decided upon by the committee and major amendments would be dealt with by full council.

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



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- iii. To discuss and decide on adopting Heads of Terms following recommendation from the Leisure Committee
With the clarification of point 20.a.ii above; it was resolved to adopt the Heads of Terms for the leisure committee.

b. Events

- i. To note minutes from meeting held 3rd June
This agenda item was postponed.
- ii. To discuss and decide on adopting Heads of Terms following recommendation from the events committee
It was **resolved** to adopt the Heads of Terms for the events committee.
- iii. To discuss and decide on a third Christmas tree location
Following a discussion; it was **resolved** to place a third Christmas tree outside the central toilets that will be owned by the Town Council.
- iv. To discuss and decide on moving the car boot to LSFC event on the same weekend at the High School.
The Council **resolved** to move the car boot to the youth tournament at the High School on 14th July.
- v. To discuss and decide on approaching businesses for sponsorship for the event 6th December
The Council **resolved** for the Clerk to approach local businesses in Long Stratton and surrounding areas to ask if they would be prepared to sponsor the Christmas event making it a completely free event.

c. Planning

- i. To note minutes from meeting held 16th May.
The minutes of the meeting were noted.
- ii. To discuss and decide on adopting Heads of Terms for the planning committee
It was **resolved** to adopt the Heads of Terms for the planning and highways committee

d. Finance and Policy working

- i. To note the draft minutes from 29th April
The minutes of the meeting were noted.

21. To note the following meeting dates

- a. Planning meeting – Monday 17th June 2019 at 6pm
- b. Leisure meeting – Monday 24th June 2019 at 6pm
- c. Events meeting – Monday 1st July 2019 at 7pm
- d. Whole Council Training – Tuesday 2nd July at 7pm
- e.

22. AOB

There was not any other business to discuss

- 23. To dismiss members of the public and press to close the meeting for matters relating to staff and Councillors.
Members of the public and press were asked to leave the meeting.

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



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- 24. To discuss and decide on the Clerk's contract

The clerk left the meeting at 9:30 pm

The clerk returned to the meeting at 9:38pm

The clerk was advised that no decision had been made and the finance committee had been delegated the responsibility of researching options to make recommendations to the Clerk.

- 25. Future agenda items

- a. To discuss and decide on adoption of the asset register following recommendations from the finance committee.
- b. To discuss and decide on adoption of the financial risk assessment following recommendations from the finance committee.

With there being no other business the Chairman closed the meeting at 21:40pm.

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