



Long Stratton Town Council

MINUTES OF MEETING HELD ON 7th FEBRUARY @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors Kelly Lunness, (Acting Chair), Judith Baker, Mathew Pochin, David Ridgway Diane Woodham, Andrew Lansdell (20:17), Susan Smith, Louise Mundford (19:10) & Robert Mackenzie

1 member of the public

District and County Councillor Alison Thomas

Becky Buck Clerk & RFO,

1. **To receive applicants for co-option**

There were no applicants for co-option.

2. **To receive apologies for absence**

Councillor Kenna gave apologies due to ill health, these were noted by the Council. Councillors Mundford and Lansdell advised that they would be late to the meeting.

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

There were no disclosures of interest or dispensation.

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

District Councillor Alison Thomas, gave apologies on behalf of Councillor Worley. Councillor Thomas advised that further investigation was being given to the parking concerns at Churchfields. Highways engineer at Norfolk County Council has visited the site and has agreed for further works to be considered. He has advised that it is a lengthy process and it may take a few years to implement change.

Cabinet have approved a Community Infrastructure Levy loan which will allow the Town Council to borrow against future CIL receipts in order to get projects completed in a timely manner.

Norfolk County Council report, the ditch behind Manor Court which requires clearing following the Local Lead Flood Report, Councillor Thomas advised that out of the 2 landowners that own the land, 1 owner has cleared the ditch, the Flood Authority was awaiting the second owner to follow suit.

Local budget has been discussed and a raise of 2.99% has been proposed.

A member of the public asked if consideration could be given to extending the pathway around the skatepark to Ugate. Councillor Lunness advised that the Council were facing high expenditure this year improving the play areas and reinstalling the trim trail and therefore this would need to be considered after this project concludes.

A representative from Long Stratton Football club asked if we could place some rubber matting at the entrance of the containers as they were becoming dangerous due to mud. Now that selling of



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alcohol had passed the probation period, he asked the Council if they were happy, Councillor Lunness confirmed we were, it was asked if the football club could sell alcohol at half time, the Council could not see any difficulty arising from this.

With the representative from the football club present, Councillor Lunness moved item 8 & 10 forward.

8. To discuss and decide on remedial works to where the containers were.

Long Stratton Football Club has agreed to lend manpower to assist in making the area where the containers are good. The Town Council has agreed to hire a skip. Council officers will liaise with LSFC on dates to get the work done. Matting will be sourced for the containers on the field.

10. Long Stratton Football Club

- a. To discuss and decide on allowing the floor cleaner to be kept in the referee 1 room

Following a lengthy discussion, it was agreed to allow LSFC to use the referee 1 room to store the floor cleaning machine. This is at the risk of LSFC, it will not be added to LSTC insurance and LSFC will need to sign a waiver absolving the Town Council of all liability.

- b. To discuss and decide on whether the presentation evenings over 2 days are included in the season fees, if not will the standard charge apply

It was agreed that for this season no charge will apply for the use of the community room for 2 evenings in June. This will be reviewed next year.

5. To approve the minutes of the meeting held on 13th December 2021

The minutes of the meeting held on 13th December 2021 were signed by the Chairman as a true copy.

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

The Clerk's report was noted, the Clerk was asked to source CCTV signage.

7. To note the internal audit report from November 2021.

The internal audit report was noted by the Council.

8. To discuss and decide on remedial works to where the containers were.

As above.

9. Financial and Governance items

- a. To approve and note receipts and payments since 13th December 2021

Receipts and payments since 13th December were noted and approved by the Council.

- b. To note credit card payments since 13th December 2021

Credit cards payments since 13th December 2021 were noted by the Council.

- c. To discuss and decide on application for grant funding.



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Following a lengthy discussion, it was agreed to award a grant of £3k using General Power of Competence to Manorfield school towards outdoor play equipment. This will be subject to seeing quotations and will only be payable upon receipt of relevant invoices.

10. Long Stratton Football Club

- a. To discuss and decide on allowing the floor cleaner to be kept in the referee 1 room
As above.
- b. To discuss and decide on whether the presentation evenings over 2 days are included in the season fees, if not will the standard charge apply?
As above

11. To discuss and decide on draft newsletter

The newsletter was received well. It was agreed A5 would be an ideal size. Content was discussed for this and future issues.

12. To discuss and decide on air conditioning for the office.

Following a lengthy discussion, it was agreed that should it need to, this would be placed on the next month's agenda.

13. To discuss and decide on the summer event.

A lengthy discussion took place regarding the Queen's Jubilee on 4th June. It was agreed to have a public meeting on 21st February at 6.30pm which would be advertised a minimum of 1 week before hand on noticeboards and social media. It was agreed that local groups would be contacted regarding involvement.

14. To delegate to the planning committee that any member can attend and vote about the revised application for the hybrid application of 1800 homes and bypass.

It was agreed to discuss the 1800 home and bypass development at the next committee meeting with a full report being presented to Council at the March meeting.

15. To receive feedback on children's choices of play equipment and discuss and decide on next steps.

Councillor Mundford presented the results from the children's playground consultation. It was agreed to hold a public consultation in the community room week following half term week between 2.30-4pm. This will be advertised through noticeboards, website, social media and a link in the school newsletter.

16. To receive committee updates.

- a. Staffing Committee
 - i. To note the staffing committee minutes from 3rd February 2022



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The minutes of the meeting were not available, Councillor Pochin gave a verbal account of the meeting.

17. Meeting dates

- a. Planning committee 14th February 2022 @ 6pm
Noted
- b. Events committee 21st February 2022 @ 7pm
Due to the public meeting taking place at 6.30pm, it was agreed to hold the events meeting at 7.30pm.

18. 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)

There was no press or public to exclude.

19. Staffing Matters

- a. Appraisals
 - i. Recommendations from appraisals by staffing committee
The following recommendations were approved by the Council.

Direct Services Officer

Welding Course – the Council will pay but he completes in his own time with no claw back clause
Pat testing course

Pay rise – move to SCP 15 (as at 2020 – 2021, 2021-2022 still being agreed but will move to 2021-2022 once agreed) move to 16 after 6 months based on satisfactory performance and then an increment for the next 5 years.

Job description amendments

Terms and condition amendments

Office Admin

Website training

Seminar / Training days

Uniform

JD amendments

Contractual pay rise

Pavilion Cleaner

JD amendments

Uniform

Allowance for using home washing machine of £5

Pavilion Litter picker



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Equipment requirements
Hi Vis in medium

Town Clerk

Contractual pay rise
Attendance at conferences (already booked virtual conference)

It was agreed that all members of staff were to have the same terms and conditions.

- b. Recruitment
Following a lengthy discussion, it was agreed to offer the position to Ms Emma Blizard.
- c. Accident at work – litter picker
The Clerk gave an update on the Insurance Claim made against the Council following an accident at work.