



Long Stratton Town Council

MINUTES OF FULL COUNCIL MEETING HELD ON 11th NOVEMBER 2024 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors, Kelly Lunness, Judith Baker, Louise Mundford (19:08), Andrew Lansdell, David Willis, Robin Ciorra, , Helen Dickerson, Katrina Thompson, Fiona Lawrence and Susan Smith

Town Clerk, Becky Buck, Anastasia Twigg, Town Council youth worker and Molly Hallett, Town Council administrator.

County Councillor Alison Thomas

2 Members of Public.

1. To receive apologies for absence

Councillors Harris and Morimont gave apologies for absence these were accepted by the Council.

2. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensations received.

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

County Councillor Alison Thomas reported the following.

Thank you to the Town Council and Clerk for organising the flood barriers which have now been delivered. They will be split evenly between Long Stratton and Saxlingham who will then distribute to Hempnall and Shotesham as appropriate. The flood defence barriers ideally will be held at the fire station, a meeting is to be held to discuss this further.

Councillor Lunness asked if training was needed on appropriate use and where they will be most effective. Potentially discuss this further with the Environmental Agency and the Norfolk Flood Strategic Alliance.

County Councillor Thomas advised that she fully supports the Parish Partnership proposals.

County Councillor Thomas recently attended a Children Exploitation workshop which was delivered by the Joe Dix Foundation. She reported that it was very useful in tips for identifying warning signs and prevention measures. She would like to run a session in Long Stratton so that members of the public and community groups can be made aware of the risks.



Long Stratton Town Council

At Norfolk County Council, the budget consultation is now open. From 18th November 2024 recycling centres will need to be booked either online or by phone and 16th & 17th November members of the public will be able to take their hazardous waste to Harford Bridge recycling centre.

4. To approve the minutes of the meeting held on 14th October 2024

The minutes of the meeting held on the 14th October 2024 were approved by the Council and signed by the Chairman as a true record.

5. Finance and Governance

a. To note and authorise income and expenditure through Unity Trust Bank since 14th October 2024

Income and expenditure since 14th October 2024 were noted and approved by the Council and the payment lists were signed as a true copy by the Chairman.

b. To note all credit card payments since 14th October 2024

All credit card payments since 14th October 2024 was noted by the Council and the Chairman signed the payment list as a true copy.

6. To note the internal auditor's findings from audit held on 11th October 2024

The Council noted the internal auditors report.

7. To note the external auditor's findings.

The Council noted the report from PKF Littlejohns, the Councils external auditor.

8. To receive report from the Council's youth worker regarding youth activities.

Anastasia reported the following. Over the Easter holidays we had 40 young people come to activities which led to regular sessions running from mid-May for 11-16 yr olds and back-to-back with a 16+ session. Junior sessions were held at lunchtimes with the school and regular outreach work was completed.

The 11-16 session is now quite embedded but the 16+ session wasn't being engaged with. Anastasia carried out a post GCSE session and pushed the advertisement, but it was well attended and various start times for the 16+ session was tried and therefore the decision was made to drop the 16+ session.

Parent feedback has been positive and supportive, and the young people are enjoying the activities being provided.



Long Stratton Town Council

The decision was made with the juniors to stop the sessions in school and increase the junior youth provision in the pavilion, potentially 1 regular session a month along with activities in the holidays.

Planned activities during the school holidays have included trips to the Norfolk Broads, and there is an upcoming trip to the puppet theatre over the Christmas holidays. Activities have been arranged with 3rd parties such as Bike Active and also the young people will have the opportunity to make pizza in a pizza oven on the 26th November.

Conversations with the Town Clerk have been had regarding forming a youth council which will see the young people have a voice about the services the Council offers that affects them such as activities at the Summer Fayre.

The Chairman thanked Anastasia for her report.

9. To discuss and decide on quotation for village gateways.

Following a lengthy discussion, the Council asked the Clerk to confirm if the price was to supply and install. The Council asked if there was an increase in cost to have the gateway sign double sided? The Council delegated this to the finance committee to agree.

10. To discuss and decide on the Council van rental.

Following a lengthy discussion, it was agreed to extend the lease plan for the Council van by 12 months and the Council to be responsible for the maintenance.

11. To discuss and decide on the action plan.

Following a lengthy discussion, the action plan was adopted by the Council.

12. To discuss and decide on a booking facilities software.

Following a lengthy discussion, the Council asked the Clerk to look at Bookinghound as a comparative to Lemonbookings. The Clerk advised that the office will look at a free trial and will report back to the Council once the free trial had concluded.

13. Pump track

a. To note the quotation received.

The quotation was noted.

b. To discuss and decide on applying for grant funding.

The Council asked to postpone this till Decembers meeting to be looked at alongside the skatepark.



Long Stratton Town Council

- c. **To discuss and decide on drawing advanced CIL payments to see the project to fruition.**
The Council asked to postpone this till Decembers meeting to be looked at alongside the skatepark.

14. Community Centre

- a. **To discuss and decide on drawing advanced CIL payments to match fund £50,000.**
Following a lengthy discussion, the Council approved draw down of CIL to match fund offer from South Norfolk District Council for a feasibility study for a new community centre.
- b. **To discuss and decide on steering group members for a community centre committee**
Councillors Lunness, Thompson, and Lansdell along with the Town Clerk will be on the committee.

15. To note the winning contractor for a feasibility study for The Plain through South Norfolk District Council.

The Council noted that Sheils Flynn had been awarded a contract from South Norfolk District Council for a feasibility study for The Plain. Councillors Lunness and Lansdell would like to attend meetings where possible.

16. To discuss and decide on Parishioner Request Policy

Following a lengthy discussion, the Council approved the parishioner request policy.

17. To review the Risk Assessment for moving/ removing streetlights.

The risk assessment for moving/ removing streetlights were approved by the Council.

18. To review the committee members.

The committee members all remained the same, Councillor Lawrence agreed to go on the events committee.

19. To note the following committee minutes and to discuss and decide on recommendations made

a. Planning

Councillor Lansdell gave a verbal report from the planning committee meeting.

20. To note upcoming meeting dates.

a. Finance @ 7pm Monday 18th November 2024

The Clerk advised that the committee meeting may need to be postponed to the following week due to the budget taking time to write.



Long Stratton Town Council

21. Any other business – not for discussion.

The Clerk advised of the following any other business.

- Key box for the pavilion
- Solutions to locking toilets due to the complaints received.
- Date of the summer event to coincide with VE day, need to check with the Football Club
- Summer event activities – youth café to be involved.
- Dogs in the outside gym, do we start locking it.
- Iron work on Swan Lane west of St Michaels Rd needs raising.
- Streetlight out on Flowerpot Lane near Harker House
- SAM2 on Chequers Road is on the wrong speed limit.

With there being no further business, the Chairman closed the meeting at 20.56