



Long Stratton Town Council

MINUTES OF ANNUAL COUNCIL MEETING HELD ON 9th May 2022 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors Kelly Lunness, Judith Baker, Mat Pochin, Diane Woodham, Christina Kenna, Susan Smith, Andrew Lansdell, Tony Wright & Robert Mackenzie

District Councillor & County Councillor Alison Thomas & District Councillor Josh Worley

Becky Buck Clerk & RFO

- 1. To nominate Chairman for May 2022 up to and including April 2023 for all ordinary and extraordinary meetings of Long Stratton Town Council**
It was proposed by Councillor Lansdell and seconded by Councillor Mackenzie that Councillor Lunness is appointed as Chairman, this was resolved unanimously. Councillor Lunness accepted the position.
- 2. Chairman to sign 'Chairman's Declaration of Office' in the presence of the Clerk**
Councillor Lunness signed the Chairman's Declaration of Office in the presence of the Clerk, which was countersigned by the Clerk and he commenced the meeting as Chairman.
- 3. To nominate Vice-Chairman for May 2022 up to and including April 2023 for all ordinary and extraordinary meetings.**
It was proposed by Councillor Lunness and seconded by Robert Mackenzie that Councillor Pochin is appointed as Vice-Chair, this was resolved unanimously. Councillor Pochin accepted the position.
- 4. To receive apologies for absence**
Councillor Mundford gave apologies due to Covid19. These were accepted by the Council. It was noted that David Ridgway had resigned as a Councillor.
- 5. To receive disclosures of interest and dispensations**
There were no disclosures of interest or dispensation received.
- 6. To allow members of the public and district and county councillors to speak - max 20 Minutes**
There were no members of the public present.

District Councillor Thomas gave an update on the 1800 home development application and bypass. Concerns have been given by Nutrient Neutrality regarding the mitigation of phosphates and nitrates in the water course which will worsen with new developments. Planning applications, as a result, have been on hold until an acceptable mitigation strategy can be in place. Steps are being put in place to allow other elements of the application to progress so that when permission can be granted the delay will not be too extensive.



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The £150 Council Tax rebate is being processed. It has been a time-consuming process to ensure all that receive the rebate are eligible. There are over 100,000 rebates to be made. Those that are eligible but do not pay by direct debit will be written too in due course.

County Council report. The Annual General Meeting will take place on the 10th May where a new Chair will be elected.

Norfolk & Suffolk Mental Health Trust has gone into special measures. This will go to a scrutiny panel where it is expected an action plan will be provided.

Norfolk and Norwich Hospital is another institution where an action plan regarding Employee Welfare is expected as staff moral and retention is an area that is cause for concern. The Clinical Commissioning Group (CCG) is changing to become an incorporated care system and will integrate health & social care.

District Councillor Worley reported that the majority of Ukrainian evacuees are in South Norfolk with a large presence in Diss and Harleston.

South Norfolk are launching a CIL loan fund which allows Parish & Town Councils to borrow against expected future CIL receipts. There is also the possibility for larger projects over £100k to receive match funding from South Norfolk which is due to be launched at a conference later in the year.

Both District Councillors advised that they had awarded their grant to St Mary's Church to allow essential repairs to the roof where the food bank is held.

Councillor Kenna asked if a repair to the fence on Edges Lane can be repaired as it had become a hotspot for anti-social behaviour and there is a rough sleeper. Councillor Thomas advised she would make the relative officers aware at South Norfolk and County Council.

Councillor Lansdell mentioned the pathway that runs by the library had become very overgrown. Councillor Thomas said she would make the relevant officers aware.

Councillor Kenna asked if there had been difficulties securing school places for Ukrainian children. Councillor Worley advised that he was not aware of any issues.

7. **To approve the minutes of the meeting held on 11th April 2021**

The minutes of the meeting held were approved by the Council and signed by the Chairman as a true record.

8. **To note the Clerks report.**

The clerk gave a verbal report detailing the work undertaken by Council officers since the meeting held on 11th April.

9. **To discuss and decide on Committee members.**

a. **Planning & Highways**

Councillors Lansdell, Baker, Mackenzie, Woodham, Kenna, Wright & Smith were approved by Council.

b. **Events**



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Councillors Lunness, Pochin, Kenna and Mundford were approved by Council. It was agreed meetings will be held on a Tuesday evening.

c. Leisure & Pavilion

Councillors Lunness, Pochin, Mackenzie, Baker, Mundford and Woodham were approved by the Council.

d. Staffing Committee & HR policies

Councillors Pochin, Baker, Mundford, Wright and Mackenzie were approved by the Council.

e. Finance and Policy Management including GDPR

Councillors Wright, Mackenzie, Smith, Pochin and Lunness were approved by the Council.

10. To appoint an Internal Scrutineer for 2022-23 financial year

Councillor Mackenzie was unanimously appointed as internal scrutineer for 2022-23.

11. Finance and Governance

a. To note and authorise income and expenditure through Unity Trust Bank since April 11th 2022

Payments and receipts totalling £25,137.67 and £107,509.66 were approved and noted by the Council. The Chairman signed the payment lists for Council records.

b. To note all credit card payments since April 11th 2022

Credit card payments totalling £733.04 were noted by Council. The Chairman signed the payment list for the Council records.

12. To discuss and decide on operating a petty cash

The Council approved a petty cash account.

13. To discuss and decide on a petty cash policy.

Following a lengthy discussion, the Council approved the petty cash policy with the addition that any amounts in excess of £500 had to be banked by 2 people at the next available opportunity.

14. To discuss and decide on the following policies

a. Internal Control Policy

The internal control policy as approved by Council and adopted.

b. Co-option Policy

Following a lengthy discussion, the Council approved and adopted the Co-option policy with the following additions.

Applicants are to provide a written application to the Clerk a minimum of 7 days prior to the next full council meeting which will be circulated. All applicants will be invited to be a member of the public at the next meeting. All co-option applications will be considered at the end of the meeting of which the applicant has attended as member of the public.

15. To note the internal audit report.

The internal audit report was noted. The recommendations made had been discussed at the Finance committee meeting held 25th April 2022 and as such are in the finance minutes agenda item 19.



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16. To discuss and decide on the Annual Governing Account Report (AGAR)

a. Annual Governance Statement

Councillor Lunness read out each statement in turn, the Council agreed yes to all statements with the exception of statement 2. 'We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.' The Clerk explained that the Council could not answer Yes to this question as the Internal Auditor had recorded that the internal control policy had not been reviewed in the financial year. This has been now reviewed and adopted (Agenda item 14 a)

b. Accounting Statement

Councillor Lunness read out the accounting statement, this was approved by Council for submission to the external auditor.

17. To discuss and decide on insurance provider

The Clerk advised that 3 quotes had been sought but so far only 1 had been received. Insurance renewal was due 1st June. The Council delegated the decision to be made to the Clerk and Chairman to make and to be reported back at the next Council meeting.

18. To receive updates and make decisions from recommendations from the meeting with Tasburgh PC re. Cycle paths.

Councillors Mackenzie, Woodham & Baker, along with the Clerk met with representatives from Tasburgh PC to discuss the possibility of creating a cycle path between Tasburgh and Long Stratton. Further investigative work is required which will be carried out by members and officers of both Councils and a follow up meeting was agreed for early July.

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

a. Finance

Minutes were noted by Council and the 5 internal auditor recommendations were discussed. It was noted that majority of recommendations had already been actioned.

i. To move EMR into general reserves, option 1, to be taken from Town Improvement Fund, option 2 to have a combination taken from Town Improvement Fund reserves and MUGA improvement reserves.

As per an Internal Audit recommendation, the council agreed to take £30,000 from Town Improvement fund to general reserves to fall within best practice.

b. Leisure & Pavilion

i. Booking Policy

The booking policy was approved and adopted by Council.

ii. Terms and Conditions of Hire

The terms and conditions were approved and adopted by Council.



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iii. Key Policy

The key policy was approved and adopted by Council.

c. Staffing

A verbal report was given by Councillor Pochin regarding the staffing committee meeting.

20. To note the following meeting dates

- a. Full Council meeting – 13th June 2022 at 7pm
- b. Planning & Highways – TBC (There are currently no applications been received.)
- c. Events – 10th May at 7pm & 24th May at 7pm
- d. Meeting with Long Stratton Football Club – May 16th at 7pm (Cllrs, Lunness, Pochin, Woodham, Baker)

All meeting dates were noted. It was commented that the Annual Parish Town Meeting will be on May 23rd at 7pm.

21. 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 were no members of the public or press to dismiss.

22. Staffing matters

The Clerk gave an update on a staffing matter. A disciplinary panel consisting of Councillors Wright, Mackenzie and Smith were appointed.

With there being no further business, the chairman closed the meeting at 21:09