

Long Stratton Town Council

MINUTES OF FULL COUNCIL MEETING HELD ON 17th APRIL 2023 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors Kelly Lunness, Judith Baker, Mat Pochin (19:37), Diane Woodham, Andrew Lansdell Robert Mackenzie. Sue Smith, Louise Mundford and Helen Dickerson

2 members of the public

District and County Councillor Alison Thomas

Clerk Becky Buck

- 1. To receive apologies for absence**
Councillor Willis gave apologies for annual leave this was approved 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**
District Councillor Thomas reported the following. Councillor Thomas thanked the Clerk for attending the extraordinary meeting of South Norfolk District Council on Thursday 13th April where the sale of South Norfolk House being discussed. The Clerk advised that she had provided a brief presentation before answering questions from members of South Norfolk District Council and that it was available to watch on YouTube.

On a personal note, Councillor Thomas made the Council aware of the tragic news of Councillor Duffin who passed suddenly. Councillor Thomas has agreed to look after the parishes that Councillor Duffin supported until June.

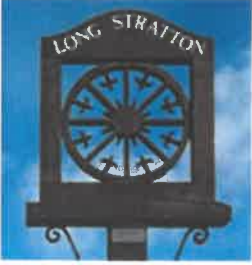
County Councillor Thomas advised that she had attended a meeting regarding the proposed bypass. Norfolk County Council were moving towards Expressions of interest from contractors by the end of April. The top 3 or 4 contractors will then be selected towards the end of May through the procurement process with a few to award the contract by the end of the calendar year. Side road orders are now in the process of being submitted to the Secretary of State. Councillor Thomas advised that the leader of Norfolk County Council had recently stepped down due to ill health.

A member raised concerns that yr7 students' applications for the High School were being turned down. Councillor Thomas advised that the process would be for the High School to approach Norfolk County Council and ask for an expansion.

A member of the public apologised to the Council as on his previous visit to a full Council meeting, he asked a select few to accompany him to see the issues with the drains in Long Stratton, he advised that he should have invited any who wished to see the issues raised. He queried democracy and why the

Signed by the Chairman

Date 18/5/23



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bypass was not being started at the Hempnall roundabout, referring to a meeting held in the past with MP Richard Bacon where parishioners voted on having the bypass commence at this point. He also stated that he was against South Norfolk House being sold.

Councillor Thomas stated that democracy means having a vote on a topic and some members agree and some do not and that is the democracy process. Councillor Thomas opposed the sale of South Norfolk House however she was out voted.

The member of the public asked the Clerk to record in the minutes the question of whether there has been a computer analysis of the water ways with the proposed development to see if it works and also the flow of traffic. The Clerk advised that she would enquire.

4. To approve the minutes of the meeting held on 13th March 2023

The minutes of the meeting held on 13th March 2023 were approved by the Council and signed by the Chairman as a true record.

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

The Clerks report was noted. Members asked the Clerk about the vandalism that had occurred at the public toilets, and the items regarding police involvement with the Town Council. The Clerk gave an explanation of the events.

6. Financial and Governance items

a. To approve and note receipts and payments since 13th March 2023

The payments since 13th March 2023 were noted and approved for payment. The Chairman signed the payment statement.

b. To note credit card payments since 13th March 2023

The credit card payments since 13th March were noted by Council. The Chairman signed the payment statement.

c. To receive preliminary year end figures.

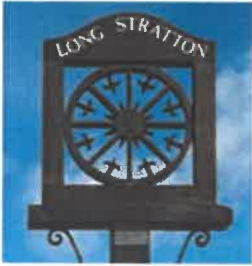
The Clerk explained the end of year figures to Council. She explained that due to difficulties obtaining a statement from one of the Council's savings accounts she had been unable to roll the accounts over. Total expenditure was £222,187, income received was 233,076. It was noted that although the Council had gone over budget by £5,207 income was also higher than anticipated by £29,338.

7. To discuss and decide on adding the asset register to Rialtas.

The Clerk advised of the benefits of having the asset register linked to the accounts programme, the Council resolved to purchase the asset register software.

Signed by the Chairman

Date 15/5/23



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8. To discuss and decide on the following policies.

a. Standing Orders

It was resolved to adopt standing orders.

b. CCTV

It was resolved to adopt the CCTV policy.

c. Financial Risk Management

It was resolved to adopt the Financial Risk Management policy with the inclusion of the risk of damage to assets.

d. Internal Scrutineer.

It was resolved to adopt the Internal controls/ scrutineer policy

e. Business Continuation

It was resolved to adopt the business continuation policy.

f. Lone Working

It was resolved to adopt the Lone Working policy with the inclusion of 'contacting a member of staff/ councillor when leaving the office.' And 'to not engage in a situation if the officer feels uncomfortable'. It was agreed to investigate a fire safe stable door.

9. To discuss and decide on quote for a sensored light.

The quotes for a sensored light had not yet been received. The Clerk advised she had approached 4 contractors.

10. To discuss and decide on recommendations from the Action Plan working group.

The action plan was adopted by the Council.

11. To receive committee updates.

a. Finance and Policy Management

There had been no Finance and Policy management committee meeting.

b. Events

The minutes from the events meeting were noted.

c. Planning

The minutes from the planning meeting were noted.

12. Meeting dates

a. Events: Monday 24th April 2023 @ 7pm

This was noted.

b. Finance: Wednesday 26th April @ 7pm

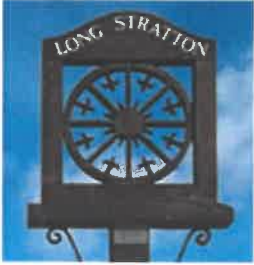
The Clerk advised that due to the internal audit appointment being rescheduled, this meeting was postponed.

c. Full Council: Monday 15th May 2023 @ 7pm

This was noted.

d. Whole Council Training: Monday 22nd May @ 7pm

This was noted.



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13. Any other business (for information only – not for discussion).

The Clerk advised the Council that they would need to submit their expenses form with a nil return.

With there being no further business, the Chairman closed the meeting at 20:57

Signed by the Chairman

A handwritten signature in black ink, appearing to be 'KE'.

Date

15/5/23

List of Payments made between 10/04/2023 and 15/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/04/2023	South Norfolk District Council	B3 2	195.00		refuse collection
14/04/2023	Talktalk	D11	33.00		3 x sim cards
14/04/2023	Information Commissioners	D12	35.00		GDPR reg
17/04/2023	Lloyds Corporate Credit Card	CT1	1,920.76		April Statement
17/04/2023	British Telecom	D3	218.15		Phones and Broadband
17/04/2023	Salix Finance	D4	2,294.64		LED light loan
17/04/2023	Busseys	D5	300.00		van lease
17/04/2023	Adept IT	D6	126.60		IT support
17/04/2023	Virgin Pure	D7	22.99		Office water
17/04/2023	SSE Southern Electric	D8	156.99		Pavilion electricity
17/04/2023	Nest Pension	D9	551.76		pension payments
17/04/2023	NPOWER	D10	212.31		street light electricity
15/05/2023	CIM Signs and Graphics	B16	130.20		Event banners
15/05/2023	Community Heartbeat Trust	B17	4.80		Defib sign 2nd payment
15/05/2023	Sextons wheel	B18	80.00		front page advert
15/05/2023	HM Revenue and Customs	B19	2,126.10		tax and ni
15/05/2023	:				
15/05/2023					
15/05/2023					
15/05/2023					
15/05/2023					
15/05/2023	Wildcraft Brewing	B26	97.52		event ale
15/05/2023	Top 2 Bottom	B27	1,905.18		toilet cleaning
15/05/2023	Philip Waller Consulting	B28	570.00		Final Pavilion fee
15/05/2023	Sunshine Artists	B29	180.00		Sunshine Artists - event face
15/05/2023	Charlene Jean	B30	130.00		Event entertainer
15/05/2023	TMO	B31	341.03		event safety equipment
15/05/2023	Norfolk Parish Training Suppor	B32	48.00		FOI training
15/05/2023	Pavilion deposit return	B33	50.00		damage deposit return
15/05/2023	British Telecom	D13	223.21		Phone and Broadband
15/05/2023	Busseys	D14	300.00		van lease
15/05/2023	Virgin Pure	D15	22.99		office water
15/05/2023	Adept IT	D16	126.60		IT support
15/05/2023	Nest Pension	D17	558.87		Pension payments
15/05/2023	NPOWER	D18	292.83		street light elec
15/05/2023	Calor Gas	D19	44.27		standing charge
15/05/2023	Lloyds Corporate Credit Card	CT2	1,731.75		May statement

Total Payments 21,785.88

15/5/23

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked 11/04/2023	40,000.00						
T1	Savings - Unity Trust	40,000.00			203		40,000.00	Internal transfer
	Banked 11/04/2023	46,597.79						
close acco	Bank Accounts	46,597.79			200		46,597.79	close of account
R24	Banked 17/04/2023	2,268.11						
R24	HM Revenue and Customs	2,268.11			105		2,268.11	VAT refund
R25	Banked 17/04/2023	75.00						
R25	Pavilion Hirer	75.00		12.50	1410	250	62.50	Private hire
R26	Banked 17/04/2023	112.50						
R26	Private Community room hirer	112.50		18.75	1410	250	93.75	private hire
R27	Banked 17/04/2023	376.78						
R27	J F Wilson and Son	376.78			1120	90	376.78	Wood green land rent
R28	Banked 17/04/2023	300.00						
R28	South Norfolk District Council	300.00			1100	200	300.00	Coronation grant
R4	Banked 20/04/2023	1,000.00						
R4	Lions	1,000.00			1100	200	1,000.00	Grant for play equipment
R5	Banked 20/04/2023	1.09						
R5	Utility Warehouse	1.09		0.18	4160	100	0.91	Refund
R6	Banked 20/04/2023	500.00						
R6	Top 2 Bottom	500.00			1100	200	500.00	Grant for KC
R23	Banked 26/04/2023	106,971.00						
R23	South Norfolk District Council	106,971.00			1076	90	106,971.00	Precept
R9	Banked 04/05/2023	20.00						
R9	Event income	20.00		3.33	1500	290	16.67	Stall fee
R10	Banked 04/05/2023	20.00						
R10	Event income	20.00		3.33	1500	290	16.67	Stall fee - Adams/
R11	Banked 04/05/2023	20.00						
R11	Event income	20.00		3.33	1500	290	16.67	Stall fee - Williams
R12	Banked 04/05/2023	20.00						
R12	Event income	20.00		3.33	1500	290	16.67	Stall fee - Daniels
R13	Banked 04/05/2023	20.00						
R13	Event income	20.00		3.33	1500	290	16.67	stall fee - tractors
R15	Banked 04/05/2023	20.00						
R15	Event income	20.00		3.33	1500	290	16.67	Stall fee - Erbas
R16	Banked 04/05/2023	20.00						
R16	Event income	20.00		3.33	1500	290	16.67	stall fee - copeman
Subtotal Carried Forward:		198,342.27	0.00	54.74			198,287.53	

15/5/23

Bank - Unity Trust

Receipts received between 10/04/2023 and 15/05/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
R17	Banked 04/05/2023	20.00						
R17	Event income	20.00		3.33	1500	290	16.67	Stall fee - charles
R18	Banked 04/05/2023	20.00						
R18	Event income	20.00		3.33	1500	290	16.67	stall fee bramham
R20	Banked 04/05/2023	20.00						
R20	Event income	20.00		3.33	1500	290	16.67	stall fee - ferrington-prior
R21	Banked 04/05/2023	20.00						
R21	Event income	20.00		3.33	1500	290	16.67	stall fee - vintage horse
R14	Banked 04/05/2023	20.00						
R14	Event income	20.00		3.33	1500	290	16.67	Stall fee SNDC
R19	Banked 04/05/2023	20.00						
R19	Event income	20.00		3.33	1500	290	16.67	Stall fee - Dorrington
R22	Banked 04/05/2023	40.00						
R22	Event income	40.00		6.67	1500	290	33.33	Stall fee tindall
R29	Banked 09/05/2023	337.46						
R29	Event income	337.46		56.24	1500	290	281.22	Bar - sum up
Total Receipts:		198,839.73	0.00	137.63			198,702.10	

VE 15/5/23

List of Payments made between 10/04/2023 and 15/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/04/2023	Post Office	C31	3.10		recorded delivery - NSI
11/04/2023	Sticker Stocker	C32	8.37		Coronation stickers
14/04/2023	Stratton Motor Company	C41	32.76		fuel
14/04/2023	Co - op Food Store	C42	1.85		milk
18/04/2023	PTS	C45	118.50		KC pencils
21/04/2023	Co - op Food Store	C43	4.10		milk and descaler
25/04/2023	Stratton Motor Company	C40	17.26		fuel
26/04/2023	ASDA	C44	396.83		event supplies
26/04/2023	Baker Ross	C46	87.09		event supplies
26/04/2023	Party Packs	C47	34.84		bunting
26/04/2023	Temporary Tattoos	C48	46.98		event supplies
26/04/2023	Stratton Motor Company	C54	50.03		fuel
28/04/2023	Co - op Food Store	C51	1.85	warm help hub	milk
04/05/2023	Macro	C37	328.85		event supplies
04/05/2023	Sainsburys PLC	C38	95.10		event supplies
04/05/2023	Amazon.co.uk	C39	39.95		Hi Vis
05/05/2023	Co - op Food Store	C52	3.34	warm hub	sugar and milk
08/05/2023	Co - op Food Store	C49	21.24		ice and tonic
08/05/2023	Co - op Food Store	C50	22.99		ice
12/05/2023	Co - op Food Store	C53	1.85		milk
15/05/2023	Stratton Motor Company	C55	91.05		fuel
15/05/2023	Stratton Motor Company	C56	32.05		fuel
Total Payments			1,439.98		

VE 15/5/23

Petty Cash

List of Payments made between 10/04/2023 and 15/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/04/2023	Co - op Food Store	P3	4.00		washing up liquid
08/05/2023	Kids Karts	P1	350.00		event entertainment
08/05/2023	Co - op Food Store	P2	27.17		ice cubes
08/05/2023	One Knight Only	P4	150.00		event entertainment
08/05/2023	Co - op Food Store	P5	116.20		event supplies
08/05/2023	Amazon.co.uk	P6	320.74	NO VAT	tombola prizes
Total Payments			968.11		

VE 15/5/23

Receipts received between 10/04/2023 and 15/05/2023

		Nominal Ledger Analysis						
<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
R1	Banked 14/04/2023	50.00						
R1	Pavilion Hirer		50.00		1295	240	50.00	£50 damage deposit
R7	Banked 04/05/2023	200.00						
R7	Councillor		200.00		1500	290	200.00	Change for float- loan
R8	Banked 04/05/2023	19.86						
R8	Donations received		19.86		1100	90	19.86	Community Cafe
R30	Banked 15/05/2023	30.00						
R30	Event income		30.00	5.00	1500	290	25.00	Stall donation
Total Receipts:		299.86	0.00	5.00			294.86	



15/5/23