



Long Stratton Town Council

Pavilion, Manor Road Playing Fields, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness. Clerk: Mrs B Buck

Tel: 01508 530524

Email: Becky.buck@longstrattoncouncil.gov.uk

Website: www.longstrattoncouncil.info

AGENDA AND NOTICE OF MEETING

Councillors are summoned to attend a meeting of Long Stratton Town Council meeting which is to be held on

Monday 12th February 2024 at 7pm at the Pavilion, club room.

1. To receive applications for co-option for those that have previously attended a Council meeting.
2. To sign the declaration of co-opted office in the presence of the proper officer.
3. To allow Bonnie Wade to provide a footpath report.
4. To receive an introduction from Anastasia Twigg – Long Stratton Youth Worker.
5. To receive apologies for absence
6. To receive disclosures of interest and dispensations
7. To allow members of the public and district and county councillors to speak - max 20 Minutes
8. To approve the minutes of the meeting held on 8th January 2024
9. To note the Clerks report.
10. Finance and Governance
 - a. To note and authorise income and expenditure through Unity Trust Bank since 11th December 2023
 - b. To note all credit card payments since 11th December 2023
11. To discuss and decide on the budget for 2023-24 as per Finance Committee recommendation.
12. To discuss and decide on volunteer basis for youth work
13. To receive a verbal report regarding Public Realm meeting held with SNDC by Councillor Lunness.
14. To discuss and decide on the transferring of St Mary's Churchyard.
15. To discuss and decide on co-opting Robert Mackenzie to the action group committee as a member of the public.
16. To discuss and decide on committee members for
 - a. Planning & Highways
 - b. Finance and Policy Management
 - c. Staffing
 - d. Leisure & Pavilion
 - e. Events
 - f. Action Group.
17. To note minutes from the following committee meetings.
 - a. Planning
 - b. Finance and Policy Management.
18. To discuss and decide recommendations from the following Committee meeting.
 - a. Finance and Policy Management.
19. To note the upcoming meeting dates.
 - a. Staffing @ 6pm Monday 26th February
 - b. Events @ 7pm Monday 26th February
 - c. Full Council @ 7pm 11th March
 - d. Action Group @ 7pm 18th March
20. AOB (not for discussion)

LONG STRATTON FOOTPATH WARDEN'S REPORT FEBRUARY 2024

All Long Stratton's paths were inspected during the last week of January and the first week of February. If I found any faults that I could not deal with, I notified Highways Footpath division via my website account.

Obviously, several of our paths are going to be severely impacted by the building of the Bypass. There are plans to integrate them but while work is in progress I'm afraid we will have to grit our teeth and bear it.

FP1 (Hempnall Rd to A140) This footpath doesn't really go anywhere but I checked it all the same. You can't see it on the ground, presumably because nobody uses it but just head straight across towards the A140. You have to negotiate a small stream halfway. I cleared the dead remains of tall perennial weeds growing both sides of the gate.

FP2 (North from Hempnall Rd) This path heads north before swinging round on grass to the right to cross a small bridge into the parish of Morningthorpe. It goes through a wide gate which is usually open but the actual FP is supposed to cross a stile. The stile was repaired a couple of years ago but is now inaccessible because of growth of sedge, a small tree now encroaching and the activity of an energetic mole that has thrown up hills and created a deep hole. I went armed with my trusty secateurs but would have needed a spade, loppers and shears to cope, so either the landowner will have to clear it or allow permanent access through the gate. (When the stile was dangerous he chose to repair it rather than allow gate access.)

FP3 (between Church Lane and Hempnall Rd) This path has had deep and extensive pools of water in the early part of the year or after heavy rain because of use by agricultural vehicles.. It looks as if a bit of work has been done to fill the worst of the ruts but still not very good at both ends. However, it is not impassible and is mostly nice to wander down.

FP 4 (east from FP3) Grassy path leading over plank bridge to field path to Morningthorpe. All OK

FP5 (A short length between Church Lane and Norwich Road cutting off the corner). In good condition.

FP6 (from FP7 to St Michael's Church. All in good order. The stile has been improved but the cross bar is beginning to get a little bit wobbly so needs watching.

FP7 (Churchfields estate to Rhees Green near junction with Church Lane) . Good one metre wide path. I cleared hanging brambles which were not yet a menace but soon would be. A stitch in time saves nine. *Note to self: remember to take gardening gloves next time!*

FP8 (A140 towards Picton Rd) Good grass path.

FP12 Tarmac between A140 and St Michael's Rd past car park.

FP13 (From Edge's Lane to Rhees Green) Nice clear path although the FP sign has still not been replaced at Edge's Lane. These things take time to filter into the works schedule and the loss of 2020 due to the pandemic led to huge backlogs. Complaints I made during 2020 and 2021 were only filtering through in the second half of 2023!

FP14 (Rhees Green eastwards towards Morningthorpe) . Good field edge path once you've tip-toed through thick churned up mud of the first few yards.

FP15 (Star Lane to Hall Rd) Always a well-used path, though the mud seems to take a long time to dry out in the first half. Better when you get to the field and the path is nice and clear. The finger post at the Hall Road end has not yet been replaced. I'm wondering if they're waiting until after the bypass works.

FP16 (from FP15 to Mill Rd) Good field edge path. Regarding the leaning stile which Highways wrote to the landowner about last year, I think it is slightly more upright but it is still very difficult to use. The crossing step is so high that even I (of average height) have a job to get my foot up to it. A shorter person needs help and anyone less than perfectly fit should not attempt it. I would say this is the most awkward stile in Norfolk (or possibly anywhere). Last Monday this stile lay across the route of a group of 13 walkers. 4 walkers refused to attempt it and walked back by road. The other 9 had varying degrees of difficulty and all agreed it needs the addition of a SECOND, LOWER STEP and an UPRIGHT to grip, particularly as one side is very close to the bank of a stream. Lose your footing and you could easily slide down. NCC guidance is that a stile should be "reasonably easy to use". I again cut back the blackthorn and brambles that try to grow out across it.

FP17 (from Mill Lane going east) Good path but the fingerpost has been uprooted. I propped it against a tree some time ago but it needs re-planting.

FP18 (right turn from FP17 to Mill Rd) Nice walking long grassy field edge path, then our new footbridge. The stile beyond is still firm but continues to deteriorate. I'll continue to monitor.

FP19 (Hall Rd to Wood Green) Quite hard to see the way as path is not indicated on the ground. There used to be a white post marking the change of direction midway which you could focus on but this has vanished.

FP20 (A140 opp. Parker's Lane to Haynton's Lane). Excellent wide path, well used. The fingerpost at the A140 end was listing at a rakish angle but was still reasonably anchored. I solved the problem by collecting some flints, holding the post upright and wedging the stones into the resultant space as above.

FP21 (Parker's Lane to Wood Green) Path to hedge well-indicated by the new fingerpost. Ground has not yet been ploughed so easy going. Next section between field edge and hedge is always grassy and pleasant. Midway fingerpost a bit loose again: re-wedged it with flints. Last section going through young crop harder to see – can just make out fingerpost at far end. The path will need re-instating soon as the crop grows.

FP22 (Mill Rd to RB23 at Wood Green) The line of the path is not clear but just head straight across. The fingerpost in the hedge looks more and more forlorn so I think I'll ask for that to be properly installed again.

RB23 (Wood Green to Mill Road past Mayfields Farm). Good path

FP24 (Wood Green to Morningthorpe). This year the path has been ploughed very close to the field edge path so although passable at the moment I anticipate nettles, etc, will soon render the path unusable. Highways will only put in the cutting schedule if we swap with another path which is a non-starter.

FP25 (part of Boudicca's Way from Parker's Lane through Tyrrel's Wood). Very muddy in parts and one place across a watery muddy ditch not for anyone without good balance, followed by two tree trunks across the path, but otherwise pleasant.

FP 26 (Parker's Lane winding through nearly to A140) . The section beside field from Parker's Lane is grassy and easy to use at the moment. If enough people use it, it will keep down the growth of tall weeds. Unfortunately, the good news stops there. The waymarker to show when to turn right across the field is in the ditch and if you don't know where to go you've basically had it, The farmer has marked the way with tyre prints but they are very faint and you have to know exactly where to scan to locate them. After the ditch is crossed, you come to a field of young rape with no path through. I got through this but could not see a way through the last part and gave up, walked straight on and climbed over the ditch to the A140. The new bypass will cut through this area but some months to go yet, so no excuse to let it just go in my opinion. At least the bypass has included plans to divert the route of this path and provide a proper exit as the official one has been blocked for many years.

FP27 (from A140 opposite the kennels to Hayton's Lane 200 yards short of Wacton Common) The fingerpost at the A140 end is in the ditch. At the far end of this section of the path the waymarker post is rotted and lies on the ground. The next section is across a field to a large tree but the field was deep ploughed more than 2 weeks ago and the path not reinstated. I stumbled across this nightmare rather than retrace a mile and only survived because I've got good boots and good balance. Please don't try it. The final section to Haynton's Lane along a field edge is actually OK. The repeater post I'd wedged with stones a while back as described at FP20 is still upright so it clearly works, certainly in the short term.

SUMMARY OF ACTIONS TAKEN

Reported to Highways

1. Missing fingerpost at Hall Road end of FP15 reported 2022 still not replaced
2. Stile on FP2
3. Missing Fingerpost at FP13 (Edges Lane)
4. Missing Fingerpost at FP27 (A140)
5. Missing repeater post at FP27
6. Stile FP16
7. Uprooted Fingerpost at FP17
8. Missing Fingerpost at FP19 Hall Rd

9. Uprooted Fingerpost at FP22
10. Missing repeater post (in ditch) at FP26
11. No path through rape field

Dealt with myself:

Cutting back growth at various sites (FPs

Wedging fingerposts at FPs20 and 21

Bonnie Wade, Long Stratton Voluntary Footpath Warden



Long Stratton Town Council

MINUTES OF FULL COUNCIL MEETING HELD ON 11th DECEMBER 2023 @ 7pm IN THE COMMUNITY PAVILION ROOM

**In attendance: Councillors, Judith Baker, Kelly Lunness, Susan Smith, Louise Mundford (19:02), Diane Woodham, Justin Harris (19.05), Florence Morimont (19.05), Andrew Lansdell and David Willis
3 Members of the Public**

Clerk Becky Buck, Town Council Apprentice Molly Hallett

1. To receive applications for co-option for those that have previously attended a Council meeting.

There were 2 applications for co-option to the Council. Both applicants gave an introduction to why they would like to stand as a Councillor. Members asked questions. Both candidates were unanimously approved for co-option.

2. To sign the declaration of co-opted office in the presence of the proper officer.

Councillor Justin Harris and Florence Morimont signed their declarations of co-opted office in the presence of the Proper Officer and joined the Council.

3. To receive apologies for absence

Councillor Pochin gave apologies for absence due to work commitments which were accepted by the Council.

4. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensations received.

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

There were no District Councillors or County Councillors present.

A member of the public advised that there was an intention to put on an Easter market on Easter Saturday. The Council agreed to support the event. The Clerk advised that the Council had already approved purchasing Easter Eggs for the Children of Long Stratton for an Easter trial.

6. To approve the minutes of the meeting held on 12th December 2023

The minutes of the meeting held on 12th December were approved by Council and signed by the Chairman as a true record.



Long Stratton Town Council

7. Finance and Governance

a. To note and authorise income and expenditure through Unity Trust Bank since 12th December 2023

The Clerk advised that due to system challenges the payment list was unavailable. The Council agreed that the Clerk could produce the payment list at February's meeting.

b. To note all credit card payments since 12th December 2023

The Clerk advised that due to system challenges the payment list was unavailable. The Council agreed that the Clerk could produce the payment list at February's meeting.

8. To discuss and decide on appointment of a youth worker.

Councillor Willis gave an appraisal on the interviews held, following a lengthy discussion it was agreed to offer the contract to MTM services.

9. To discuss and decide on the budget for 2024-25

This item was discussed at length, it was agreed that the budget was 95% completed however it was to be taken to the next Finance committee meeting to complete with a recommendation taken to Council at February's meeting.

10. To discuss and decide on Precept for 2024-25

Following a lengthy discussion, it was agreed to increase the precept by 7.5% which would see the precept increase to £229,988.

11. To discuss and decide on investigating purchasing the methodist church for youth facilities.

It was agreed for the Clerk to pursue whether the Methodist Church was available and what it would entail to remove the Covenant attached to the sale.

12. To discuss and decide on St Marys Churchyard

This item was postponed to February's meeting.

13. AOB (not for discussion)

It was noted that there was a sponsored 10k run to take place on the playing fields. The Clerk advised that this would be ok with no liability on the Council. It was noted that the Council as a corporate body would be unable to sponsor the individual however Councillors acting independently could do so.

The Council was advised that the High School were prepared to write letters in support of South Norfolk House not being demolished.

With there being no further business, the Chairman closed the meeting at 19:53

2024-25 Budgeting figures

Current Precept	£ 213,942.00	1432	£ 149.40
Tax base 2023-24			
Cost Centre	Expenditure	Income	
Administration	£ 33,126.04	£ 1,754.00	
Resource	£ 161,840.64		
Streetlights	£ 10,886.65		
Environment	£ 30,756.40		
Events	£ 3,000.00	£ 1,500.00	
Assets	£ 10,950.00		
Churchyards	£ 1,392.50		
S137 & Grants	£ 2,500.00	£ 9,900.00	
Playing Field	£ 7,924.95	£ 744.78	
Pavilion	£ 15,792.60	£ 12,383.00	
General Reserves	£ -	£ 12,000.00	
Precept	£ -	£ 229,988.00	
EMR	£ -	£ 9,900.00	
Total	£ 278,169.78	£ 278,169.78	
Tax base 2024-25		1420	£ 161.96

Increase of £12.56/ £1.05 per month

	EMR	
Lighting	£7,000	Reduced by £3k for play area light
Training	£3,600	
Pavilion	£628	
MUGA replacement	£3,167	
Events	£500	
Playing field	£17,000	
Land Purchase	£13,265	Pockets of open space
Town Improvements	£0	
Swan Lane toilets	£0	Reduced in 2024-25 recommended budget.
Noticeboards	£3,000	
Total	£48,160	

1432 Tax base 2023-24



Long Stratton Town Council

Councillors and Committee members

Councillor Kelly Lunness, Long Stratton Chairman
Vice Chairman Councillor Mat Pochin
Councillor Judith Baker
Councillor Louise Mundford
Councillor Robin Ciora
Councillor Helen Dickerson

Councillor Andrew Lansdell
Councillor Susan Smith
Councillor Diane Woodham
Councillor Justin Harris
Councillor David Willis
Councillor Florence Moriment

Committees

Planning & Highways:

Councillor Andrew Lansdell
Councillor Judith Baker
Councillor Helen Dickerson
Councillor Robin Ciora

Councillor Diane Woodham
Councillor Susan Smith
Councillor David Willis

Leisure (including the Pavilion):

Councillor Kelly Lunness
Councillor Matt Pochin
Councillor Diane Woodham

Councillor Judith Baker
Councillor Louise Mundford
Councillor David Willis

Events:

Councillor Kelly Lunness
Councillor Louise Mundford
Councillor Susan Smith

Councillor Matt Pochin
Councillor Helen Dickerson

Finance & Policy management:

Councillor Matt Pochin
Councillor Susan Smith

Councillor Kelly Lunness
Councillor David Willis

Staffing Committee:

Councillor Matt Pochin
Councillor Louise Mundford

Councillor Judith Baker
Councillor David Willis

Action Plan Committee:

Councillor Kelly Lunness
Councillor Diane Woodham

Councillor Robin Ciora



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

Email: office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

MINUTES OF THE PLANNING COMMITTEE MEETING MONDAY 30th October 2023 @ 6PM AT THE TOWN COUNCIL PAVILION

In attendance: Councillors Baker, Lansdell, Woodham, Smith and Willis
Becky Buck (Clerk)

- 1. Consider apologies for absence**
There were no apologies of absence received.
- 2. Receive disclosures of interest and dispensations**
There were no disclosures of interest or dispensations received.
- 3. Sign previous planning minutes from meetings held on 30th October 2023**
The minutes of the meeting held on 30th October 2023 were approved by the Committee and signed by the Chairman as a true record.
- 4. SAM2 Update**
The Clerk confirmed the SAM2 was still with the manufacturer for repairs.
- 5. To discuss and decide on planning applications received by 5.00pm on 16th January 2024 (see below)**
 - 2023/3786**
Applicant: Mr Paul Gallop
Location: Land East Of The A140 Ipswich Road Long Stratton Norfolk
Proposal: Details of condition 45 of 2018/0111 - (45) Archaeological Written Scheme of Investigation
Application Type: Approval of Condition Details
The Clerk was asked to enquire about the archaeological report. When the findings are known this will be delegated to full council.
 - 2023/3802**
Applicant: Pegasus N/A
Location: Unit 2 Ice House Precinct Flowerpot Lane Long Stratton Norfolk NR15 2XW
Proposal: Change of Use of retail units (Class E) to a hot food takeaway (Sui Generis), external plant, ventilation and extraction equipment and minor external alterations.
Application Type: Full
Following a lengthy discussion the committee chose to comment on this application on the grounds this would be the 10th takeaway within Long Stratton. There are concerns regarding access to the Highway for delivery drivers as well as noise and air pollution and unsociable behaviour for local residents.



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

Email: office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

2024/0029

Applicant: Mr P Howlett

Location: Stratton House The Street Long Stratton Norfolk NR15 2XJ

Proposal: T1 Walnut - Fell

Application Type: Works to trees in Conservation Area

The Council would like to comment that there were no plans available. On the application form it states that there would be no damage to patio areas. There was a query as to whether this work was necessary.

6. To note previously submitted planning applications

Planning Register

a. Follow up from the previous meeting:

2023/3071, 2023/3194 – Highways comment on new access point

This was noted by the Committee.

b. 2023/3140 – No oak tree planted in place of dead sycamore; Planning has been contacted.

This was noted by the Committee.

c. 2023/3177 – Requested more information about the charging points.

This was noted by the Committee, there would an objection to the removal of the hedge. A suggestion was made to place the charging points next to the existing points adjacent to the toilets.

7. Another other business

Confirmation was sought that outside Swan Lane was included in the proposed locations which was given.

As there were no further business to discuss the chairman closed the meeting at closed the meeting at 18:53



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

Email: office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

Minutes of the Finance and Policy Management meeting held 20 November 2023 @ 7pm in the Pavilion, Manor Road

In attendance: Councillors, Kelly Lunness, Susan Smith, Justin Harris, Florence Morimont, Mat Pochin (19.08) and David Willis

Becky Buck (Clerk and RFO)

1. **To consider apologies for absence**
There were no apologies of absence received.
2. **To receive disclosures of interest and dispensations**
There were no disclosures of interest or dispensation received.
3. **To confirm the minutes of the previous Finance and Policy Management Committee meeting held on the 20th November 2023**
The minutes of the meeting held on 20th November were approved by the Committee and signed by the Chairman as a true record.
4. **To review and sign for accuracy bank reconciliations**
Bank reconciliations were approved and signed by 2 Councillors to confirm accuracy.
5. **To review budget to date.**
The budget control report was provided and discussed. The Clerk confirmed that we are currently under budget for this point in the financial year.
6. **To discuss and decide on draft budget for 2024-2025**
Following a lengthy discussion. The final budget was approved for recommendation to Council.
7. **To review Ear Marked Reserves**
Ear Marked Reserves were reviewed by the Committee, the Clerk talked through the movements year to date.
8. **To discuss and decide on the following policies for recommendation to Council**
 - a. **Social Media Policy**
This was recommended for approval with the added sentence on the end of the second paragraph of 'as per the communications plan' it was agreed that Councillor Harris would work on a draft communications plan on behalf of the Council.
 - b. **Customer Service**
This was recommended for approval with the removal of the word 'customer' being replaced with the word 'community'.
 - c. **Lost Property**
This was recommended for approval with the omission of 'advertise the lost item' with the addition of 'notify the community and/ or local schools'.

Signed by the Chairman.....Date.....



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

Email: office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

d. Member – Officer Protocol

This was recommended for approval.

e. Gifts & Hospitality

This was recommended for approval with the addition of 'failure to comply with this policy may result in disciplinary procedures being invoked and potentially gross misconduct'.

9. Any other business (not for discussion)

There was no any other business to discuss.

With there being no further business, the Chairman closed the meeting at 20.48

Signed by the Chairman.....Date.....



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

Email: office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

Minutes of the Finance and Policy Management meeting held 20 November 2023 @ 7pm in the Pavilion, Manor Road

In attendance: Councillors, Kelly Lunness, Susan Smith, Justin Harris, Florence Morimont, Mat Pochin (19.08) and David Willis

Becky Buck (Clerk and RFO)

1. To consider apologies for absence

There were no apologies of absence received.

2. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensation received.

3. To confirm the minutes of the previous Finance and Policy Management Committee meeting held on the 20th November 2023

The minutes of the meeting held on 20th November were approved by the Committee and signed by the Chairman as a true record.

4. To review and sign for accuracy bank reconciliations

Bank reconciliations were approved and signed by 2 Councillors to confirm accuracy.

5. To review budget to date.

The budget control report was provided and discussed. The Clerk confirmed that we are currently under budget for this point in the financial year.

6. To discuss and decide on draft budget for 2024-2025

Following a lengthy discussion. The final budget was approved for recommendation to Council.

7. To review Ear Marked Reserves

Ear Marked Reserves were reviewed by the Committee, the Clerk talked through the movements year to date.

8. To discuss and decide on the following policies for recommendation to Council

a. Social Media Policy

This was recommended for approval with the added sentence on the end of the second paragraph of 'as per the communications plan' it was agreed that Councillor Harris would work on a draft communications plan on behalf of the Council.

b. Customer Service

This was recommended for approval with the removal of the word 'customer' being replaced with the word 'community'.

c. Lost Property

This was recommended for approval with the omission of 'advertise the lost item' with the addition of 'notify the community and/ or local schools'.

Signed by the Chairman.....Date.....



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

Email: office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

d. Member – Officer Protocol

This was recommended for approval.

e. Gifts & Hospitality

This was recommended for approval with the addition of 'failure to comply with this policy may result in disciplinary procedures being invoked and potentially gross misconduct'.

9. Any other business (not for discussion)

There was no any other business to discuss.

With there being no further business, the Chairman closed the meeting at 20.48

Signed by the Chairman.....Date.....

Long Stratton Town Council

Community Service Policy

Background

Long Stratton Town Council are committed to providing high standards of community care and service standards in all areas of our work. This policy is to be used in conjunction with the council's communication policy, community plan and complaints policy.

Community care involves putting customers first and respecting their needs, rights and views. Community are classified as anyone approaching the Council and they can be external and internal. The Council's main priority are those that live and work in Long Stratton.

This policy is intended for the Council's officers and Councillors. It will be made available on the Council's website.

Service Standards

All council owned buildings will be non-smoking, clean, tidy, safe, welcoming and comfortable.

All buildings where possible will provide access to the community that have prams, pushchairs, wheelchairs and mobility scooters. Disabled facilities will be provided.

Council owned buildings will maintain opening hours in the need to provide a good community service.

Swan Lane public toilets and the Pavilion public toilets at Manor Road playing fields will be open from 8am – 3pm during winter months. 8am – 4pm during spring and autumn, and 8am – 5pm during the summer months. Whilst I appreciate this does not accommodate those using the center of Long Stratton or the playing fields after the closing hours, the Council has limited resource to lock the toilets.

The Council Office at the Pavilion, Manor Road playing fields will be open Monday – Thursday 10am – 2pm. Whilst every effort is made to maintain these times, the Council office occasionally is unmanned due to training, meetings, annual leave of absence or sickness absence, therefore those wishing to discuss a matter with the Council is encouraged to either call beforehand on 01508 530524 or to make an appointment by either calling the office number or emailing office@longstrattontowncouncil.gov.uk.

All opening times will be advertised on the website and in the event of an unmanned office there will be a notice placed in the office window.

Emails will be responded to within 5 working days of receipt. An automatic response will be provided to the sender advising of this. Emails will be clear and concise without jargon.

Telephone calls to the office will be answered promptly. There is an answerphone service for calls where either the office is closed or officers are dealing with other queries. All answerphone messages will be responded to within 1 working day. Officers will do their best to answer queries at the point of enquiry. On occasion, the officer may need to investigate the query, if this occurs contact details for the enquirer will be taken and when the answer is available the enquirer will be contacted using their chosen method of contact.

The website will be updated with all relevant information within 1 working day of it being received in the Council office. The website will host agendas and minutes of meetings, finance and policies and procedures to name a few. www.longstrattoncouncil.info
The website will comply with the accessibility and transparency codes.

Council officers will be presentable, professional and welcoming to all of the community. Grounds men will be identified by wearing a uniform.

Right to information and GDPR

All customers have a right to privacy. Personal details held of members of the community will only be held by the Council until the enquiry has been dealt with unless they have written permission from the individual to hold their personal details longer than necessary. This is in accordance with the Council's GDPR policy.

All of the community have the right to information, the Council where appropriate will put all the information onto the Council's website. If a member of the community makes an enquiry that is available from the website, the member of the community will be directed to the website.

members of the community are able to make Freedom of Information (FOI) requests and Subject Access Requests (SAR). Where such an application has been received, the Council will follow the correct procedures as per the FOI policy.

All end of year financial information and the Council's annual report will be on the website.

Complaints

If a member of the community becomes dissatisfied with the service received, they will be sent a copy of the complaints policy along with the relevant forms. This will be dealt with by the Council as per the complaints procedure.

Adopted by Long Stratton Town Council

Review + 2 yrs.....

**Long Stratton Town Council
Model Councillor-Officer Protocol**

Contents

INTRODUCTION 2

BACKGROUND 3

ROLES OF COUNCILLORS AND OFFICERS 3

 Councillors 3

 Chairs and vice-chairs of council and committees 5

 Officers..... 5

 The Relationship: General 6

 Expectations..... 7

 Some general principles 7

COUNCILLORS’ ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS..... 8

CORRESPONDENCE..... 8

PRESS AND MEDIA..... 9

IF THINGS GO WRONG..... 10

 Procedure for officers:..... 10

 Procedure for councillors: 10

DRAFT

Introduction

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. councillor- officer relationships should be conducted in a positive and constructive way.

Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party- political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In

turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

Background

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship.

Roles of councillors and officers

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their residents

All councillors have the same rights and obligations in their relationship with the officer, regardless of

their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description and scheme of delegation policy.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner

- do not ask officers to exceed their authority where that authority is given

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with officers than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council and not to operate outside of the scheme of delegation.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- Follow the scheme of delegation policy and not to act outside of the parameters set by the policy
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy

- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- to act within the policies, practices, processes and conventions established by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private

- take up the concern with the chair of staffing committee
- follow the appropriate complaints procedure

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol. If an occasion occurs, a meeting of the staffing committee shall be called.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and

get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

Councillors' access to information and to council documents

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

Correspondence

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of “silent copies” should not be employed.

Acknowledging that the “BCC” system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding “CC councillor X.” There may be occasions where the proper officer cc’s the Chair of the Council and this would be on the grounds that there is a ‘need to know’.

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

Press and media

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council’s activities.

Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council’s Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council’s position in relation to disputes, major planning developments, court issues or individuals’ complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be

done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 (“the Act”) regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code - <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council’s Social Media Protocol where there is one in place.

If things go wrong.

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council’s monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors’ Code of Conduct the matter must be referred to the principal council’s monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council’s disciplinary procedure.

Adopted by Long Stratton Town Council

Review date + 2 yrs

Long Stratton Town Council Lost Property Policy

This document sets out the agreed Lost Property Policy for Long Stratton Town Council buildings and land.

Lost property will be held in the Council offices for a maximum of 21 days.

Where an item is named, all effort will be made to reunite the item with its owner. If an item is unnamed the Council will use social media and the website to notify the community and / or local schools.

Unclaimed items will be donated to the clothes bank situated on Manor Road playing fields. Bank cards, passports, mobile phones, cash and personal identification items will be passed to the police.

All other items will be disposed of in a safe manner.

Perishable items will be disposed of within 24 hours.

Adopted by Long Stratton Town Council

Review date + 2 yrs

Long Stratton Town Council Gifts & Hospitality Policy

Definition

A gift is given without expectation of receiving anything in return and may include hospitality and services.

It is important that the recipient of any offers of hospitality or gifts should not allow themselves to be influenced or be perceived by others to have been influenced in making a business decision because of accepting a gift/ hospitality.

Councillors.

Any member of the Council who receives gifts or hospitality worth £50 or over should inform the Monitoring Officer at South Norfolk District Council and the Town Clerk.

Staff

Under the Local Government Act (LGA) 1972 s117 (2) it is an offence for an officer of a local authority to accept any fee or reward, other than their proper remuneration.

From time to time, employees will be offered gifts or hospitality from the Town Council's customers. This policy has been created to enable a consistent response to the receipt of small gifts without causing offence to the giver.

Gifts to the office.

Small gifts or perishable items of low value (under £10) may be shared by Officers. Alcoholic gifts will be added to the Council's stock of tombola items.

Gifts received as promotional offers when purchasing stationary are to be added to the Council's stock of tombola items. Receiving a 'free' item should not detract from what is the best price for original item being purchased.

Gifts to individuals.

Small gifts or perishable items of low value (under £10) may be received graciously and shared with the Council office with the permission of the Town Clerk. Alternatively, the gift must be refused. Any gift can be donated to the Council's tombola stock.

All gifts must be recorded in a data base for transparency purposes.

Failure to report receiving a gift

Failure to comply with this policy may result in disciplinary procedures being invoked and potentially gross misconduct.

Adopted by Long Stratton Town Council

Review + 2 yrs

Long Stratton Town Council Social Media Policy

X formally known as Twitter & Facebook

Long Stratton Town Council currently does not operate X and therefore this policy will be implemented if the Council resolves to operate X, operated by the Council office staff. There is an Long Stratton Town Council Facebook page operated by the Community Engagement Officer and Town Clerk. There may be other accounts agreed by the Council or Committees as deemed appropriate, staff will be delegated to manage the accounts by the Town Clerk.

Any authorised Town Council, X and Facebook accounts will be used to help keep local residents, businesses, interested parties and visitors to the Town informed of important Town Council related news, events and updates, as per the Communications Plan.

Followers can expect posts covering some or all of the following:

- Alerts about new content on other digital networks, such as news, publications, events, photographs, links, publicity campaigns and Council/Committee meetings;
- Invitations to provide feedback on specific issues on which we are consulting;
- Information on incidents in the town e.g. road closures
- Information from Committees;
- Occasional live coverage of events;
- Council related queries dealt with promptly;
- Conversation on a wide range of topics, including methodology or ice breakers used to build relationships with key players or new contacts;
- Reposts, likes or shares on a variety of subjects at the discretion of the account operator, providing information of interest to followers; (N.B. Use of 'repost', 'like', 'share' or 'favourite' buttons should not be seen as an endorsement, these are to share or store information)
- Confidential business will not be disclosed via any X or Facebook account;
- Social media will not be used for personal gain.

The Town Council will not automatically follow back any followers, or use the like button on Facebook, this decision is at the discretion of the account operator. Being followed or liked does not imply any endorsement of any kind.

Councillors, many have X or Facebook accounts that they operate personally, they are duty bound to not disclose confidential business or to bring the Council into disrepute. The Code of Conduct will apply to all Social Media activity by Councillors.

General guidelines

Any X and/ or Facebook accounts will be updated regularly and monitored on occasion during working hours, and/or remotely via secure connection on a computer, laptop, iPad or Smart Phone.

A Link to posts, shall feature via the home page of the Council's website **www.longstrattoncouncil.info**

A new X or Facebook account may be used to support a new initiative or special event.

Inappropriate language or anything that might contravene libel, defamation, copyright or data protection laws will be removed and subject to reporting to the appropriate authority. In extreme cases persistent offenders may be blocked.

X and/or Facebook may occasionally be unavailable and the Town Council accepts no responsibility for lack of service.

Feedback and ideas are welcomed from all sections of the community and the Town Council will endeavour to join the conversation where possible. However, it may not be possible to reply individually to all messages.

Emerging themes or relevant suggestions will be passed to the relevant persons or authorities.

Inappropriate use of X or Facebook as deemed by the Town Council could be subject of disciplinary action against employees.

The general conduct of Staff and Councillors on X and Facebook must not compromise the Council as a whole and/or bring the Council into disrepute.

X and Facebook will not be used to join in conversations however where the Town Clerk feels it is appropriate, it can be used to correct misconceptions and to put informative information into the public domain.

Other Social Media sites

The Town Council staff operate a WhatsApp group to enable immediate group discussion and information sharing, particularly when needing to deal with out of hours issues.

Long Stratton Town Council shall use other social media sites as they deem appropriate and apply similar common sense disciplines as described within this policy.

Adopted by Long Stratton Town Council
Next Review 2 yrs from adoption date.