



## Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

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

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### 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 3<sup>rd</sup> October 2022 at 7pm at the Pavilion, community room.

1. To hold a minute silence in honour of her late Majesty Queen Elizabeth II
2. To read the Proclamation of King Charles III
3. To receive apologies for absence
4. To receive disclosures of interest and dispensations
5. To invite applicants for co-option to introduce themselves and for Councillors to ask any questions.
6. To allow members of the public and district and county councillors to speak - max 20 Minutes
7. To approve the minutes of the meeting held on 11<sup>th</sup> July 2022
8. To note the Clerks report and to ask any questions arising from the report.
9. Financial and Governance items
  - a. To approve and note receipts and payments since 11<sup>th</sup> July 2022
  - b. To note credit card payments since 11<sup>th</sup> July 2022
  - c. To note the conclusion of the external audit by PKF Littlejohns.
  - d. To discuss and decide on opting out of SAAA (appointment of external auditors)
  - e. To discuss and decide on appointment of internal auditor for 2022/23.
10. To discuss and decide on location of a clothes bank for East Anglian Air Ambulance
11. To receive overview and update of Community Emergency Volunteer project
12. Public toilets
  - a. To discuss and decide on installing a lock on the disabled toilet at Swan Lane
  - b. To discuss and decide on investigating the option of charging for the use of public toilets.
13. To discuss and decide on participating in the Annual Christmas Tree festival.
14. To note the appointment of Watton A Plant as contractor for Remembrance road closure
15. To discuss and decide on content for the Council's newsletter.
16. To receive update on new defibrillator to be installed at the Police Station
17. To discuss and decide on a sign for Long Stratton Football Club.
18. To discuss and decide on installing ECVP points through South Norfolk District Council.
19. Play area
  - a. To note successful grant award from National Lottery
  - b. To receive update on additional grant funding.
  - c. To discuss and decide on replacing play equipment
20. To receive committee updates.
  - a. Planning & Highway Committee
    - i. To note the minutes from the planning meeting.
    - ii. To discuss and decide on putting a planning partnership bid for a SAM2 machine.
21. To discuss and decide on participating in Long Stratton Green Infrastructure group.
22. Meeting dates

- a. Finance and policy management: Monday 17<sup>th</sup> October @ 7pm
  - b. Staffing Committee: Monday 7<sup>th</sup> November @ 7pm
  - c. Events: Monday 10<sup>th</sup> October @ 7pm
  - d. Leisure and Pavilion: Monday 10<sup>th</sup> October @ 11am (to include a site inspection)
23. To discuss and decide on applicants for co-option.
24. 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)
25. To note correspondence received regarding land
26. Staffing matters
- a. Dates for appraisals
  - b. Town Clerk

## Proclamation of King Charles III

We, the people of the Civil Parish of Long Stratton are united together during this period of National Mourning following the passing of our late Sovereign, Queen Elizabeth II on 8<sup>th</sup> September 2022. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude, the lifetime of service given by our longest reigning Monarch.

However, the basis on which our monarchy is built, has ensured that through the centuries, the Crown has passed in an unbroken line of succession. The Accession Council met in the state Apartments of St. James's Palace, London, to proclaim our new sovereign in London on 10<sup>th</sup> September 2022. This marks the formal Proclamation to the people of the United Kingdom, of the beginning of our new King's reign. The proclamation was read by Garter King of Arms, accompanied by the Earl Marshal, other Officers of Arms, and the sergeants at arms.

The Accession Council also made an Order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. The proclamation of the new sovereigns is a very old tradition which can be traced back over many centuries. The ceremony does not create a new King. It is simply an announcement of the accession which took place immediately on the death of the reigning monarch.

In an age where modern methods of communication convey news around the globe in an instant, the proclamation is no longer the means by which people learn for the first time that they have a new monarch.

This is one of the first occasions when communities have an opportunity to come together and reflect on this moment in our nation's history, when the reign of our longest-serving monarch came to an end and our new sovereign succeeded.

The chairmen of the districts and boroughs within each county are presented with copies of the proclamation, so that they may read the proclamation to the people. In south Norfolk this was undertaken at south Norfolk district council offices on Sunday 11<sup>th</sup> September 2022.

At civil Parish level, a copy of the proclamation is displayed on noticeboards and websites with a copy placed within the minute book of the parish council.

**The proclamation of the Accession:**

**“Whereas it has pleased almighty God to call to his mercy our late Sovereign Lady Queen Elizabeth II of blessed and glorious memory, by whose decease the Crown of the United Kingdom of Great Britain and Northern Ireland is solely and rightfully come to the Prince Charles Philip Arthur George.**

**We, therefore, the lords spiritual and temporal of this realm and members of the House of Commons, together with other members of Her late Majesty’s Privy Council and representatives of the Realms and Territories, Aldermen and Citizens of London, and others, do now herby with one voice and consent of lounge and heart publish and proclaim that the Prince Charles Philip Arthur George is now, by the death of or late Sovereign of Happy memory, become our only lawful and rightful liege lord Charles III, by the grace of God of the United Kingdom of Great Britain and Northern Ireland and of his other realms and territories, King, Head of the Commonwealth, Defender of the Faith, to whom we do acknowledge all Faith and Obedience with humble affection, beseeching God by whom Kings and Queen do reign to bless His Majesty with long and happy years to reign over us.”**

**God Save The King**





# Long Stratton Town Council

## MINUTES OF FULL COUNCIL MEETING HELD ON 11<sup>th</sup> JULY 2022 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors Kelly Lunness, Judith Baker, Mat Pochin, Diane Woodham, Andrew Lansdell, Tony Wright

1 member of the public.

Emma Blizard Administrative Assistant

**1. To receive apologies for absence**

Apologies given for Councillors Robert Mackenzie and Susan Smith.

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

There were no disclosures of interest and/ or dispensations received.

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

The member of the public present did not wish to speak.

**4. To approve the minutes of the meeting held on 13th June 2022**

The minutes of the meeting held on 13th June 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 Clerk's report was unavailable for the meeting. It will be emailed to the Councillors as soon as possible.

**6. To ratify decision made under delegate power regarding the Council insurance provider.**

This item was covered last week and no longer required attention

**7. Financial and Governance items**

**a. To approve and note receipts and payments since 13th July 2022**

All payments and receipts made since 13th July 2022 were approved and noted by the Council.

It was asked whether the annual payment for the Congregational Church has been made as it was not on the payments list alongside the other churches.

**b. To note credit card payments since 13th July 2022**

All credit card payments made since 13th July 2022 were noted by the Council.



# Long Stratton Town Council

## 8. To discuss and decide on a clothes bank for East Anglian Air Ambulance.

In principle the Council would like to have a clothes bank for the East Anglian Air Ambulance. Discussions around suitable locations were inconclusive. It was decided to take further time to investigate a location for the container before a full decision could be made. Questions were asked regarding how often it would be emptied as concerns over unsightly piles of clothing if not done regularly. It was agreed that a 6-month trial would be best once a suitable location was found.

## 9. To receive committee updates.

### a. Planning & Highway Committee

#### i. To note the planning minutes from 21 June 2022

The minutes from the planning meeting held 21 June 2022 were noted.

### b. Events Committee

#### i. To note minutes from the events committee

Councillor Baker advised that a member of the public had volunteered to be a member of the Events committee.

The Queens Jubilee event received positive feedback.

The Christmas event planning has started with a stage and brass band booked.

#### ii. To discuss and decide on co-opting a member of public to the committee.

A member of the public attended the events Committee meeting and offered to help with events, and it was recommended that she joined the team and agreed by full council.

### c. Staffing committee

#### i. To receive a verbal update on the staffing meeting held with public present.

Several interviews took place for a pavilion cleaner with one appointment being made and she was able to start immediately.

#### ii. To discuss and decide on adoption of the staff handbook policy.

Wording needs to be checked on page 70 of the handbook as it states "Town Clerk (SCAP for Town Clerk)" instead of "Town Clerk (SCAP or Town Clerk)".

## 10. To discuss and decide on delegating strategic decisions and payments to the Town Clerk and Chairman until Septembers full Council meeting.

It was agreed by the Council, and Emergency meetings would be convened if more serious issues needed to be discussed.

## 11. Meeting dates

### a. Finance and policy management (TBC)

Monday 15<sup>th</sup> August 2022 was suggested and agreed.



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## **12. 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)**

The remaining member of the public left the meeting.

## **13. Staffing Matters**

### **a. To discuss and decide on staffing committee recommendations made in the closed session of the meeting.**

It was agreed by Council to extend the administrative assistant contract on the recommended scale of pay agreed at the staffing committee meeting.

## **14. Other Business**

### **a. Can 'Any Other Business' be added to the Full Council agenda for the future?**

### **b. Long Stratton Sign Wording**

Suggested wording for new Long Stratton gateway signs by Norfolk County Council as part of the Long Stratton Bypass Scheme was discussed.

It was agreed to have the signs read:

“LONG STRATTON  
welcomes careful drivers”

### **c. Community Fridge**

Jill Merle - A member pioneer for the Co-op approached the council after a request from a constituent to have a community fridge installed in the Pavilion that leftover food could be stored for local people to access food if needed.

It was discussed that although it is a good idea, the Pavilion is not a suitable location as it is not open every day and at times when people may need to access it.

Also, the upkeep and cost of the fridge would need to be considered as well as monitoring the food in the fridge and disposal of out-of-date items.

### **d. Councillor Code of Conduct**

It was asked that the code of conduct be changed to say 2022 instead of 2020 as changes have been made, before being signed.

### **e. Dog Bin Broken**

The dog refuse bin at the back of the shopping precinct has a broken lid. Can this be fixed or replaced.

### **f. Planters in need of attention**

Who is responsible for the planters in Churchfields as they are full of dead plants?

Discussed that we are primarily responsible with the assistance of a resident, who has recently been dealing with some family matters and been unable to assist.

### **g. Dangerous holes in the ground**

There are holes still left in the ground near the precinct where posts had removed by us. Can these be filled in or covered over?



# Long Stratton Town Council

**h. Light out**

There is a light out in the corner of the playing field near to the bowls club. Can this be looked at?

**i. Footpath meeting**

Is there a planned footpath meeting and when is it scheduled for?

**j. Request for bench placement**

There has been a request from a resident to have a bench reinstated back beside the playing field footpath – in the corner near the newly placed gym equipment, as this is one of only a few shady spots on a walk around the park.

It was discussed that we do have some spare benches, but we are currently waiting to hear back about them being repainted.

**k. Mess behind pavilion**

It has been brought to attention that it is very untidy behind the Pavilion. Can this be cleared and made presentable?

It was mentioned that action has begun to tidy this area, and that a new shed had been planned to have more secure storage space. It was asked that purchases of large items such as a shed be brought to the attention of the Council prior to purchasing.

**l. Missing traffic bollards**

There is 1 missing and 1 broken traffic bollard on Swan Lane at the junction of St. Michaels Road and opposite the fire station. Can this be reported?

**m. Milestone marker reinstatement**

Is the milestone marker that was dislodged from the ground during a road traffic accident being re-sited? It is a concern that it may be stolen if left lying on the floor too long. Can this be investigated?

**n. Multiple requests for work to be completed**

It was noted that some items on the AOB list have been raised previously and not yet completed. Could requests be reviewed so that none are forgotten or missed?

*With there being no further business the Chairman closed the meeting at 19:58.*



Time: 14:26

## Bank - Unity Trust

## List of Payments made between 14/06/2022 and 14/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/06/2022	British Telecom	D48	224.76		phone and broadband
30/06/2022	Unity Trust Bank	D49	33.00		qtrly fees
30/06/2022	NPOWER	D49	275.65		electricity
11/07/2022	Nest Pension	D39	475.00		pension cont
11/07/2022	Adept IT	D40	120.24		IT support
11/07/2022	Virgin Pure	D41	22.99		office water
11/07/2022	Busseys	D42	300.00		van lease
11/07/2022	Adept IT	D43	96.00		IT support
11/07/2022	Initial	D44	153.36		pavilion supplies
11/07/2022	SSE Southern Electric	D45	138.88		pavilion elec
11/07/2022	Eon Electricity	D46	-156.31		street light elec
11/07/2022	NPOWER	D47	275.65		street light elec
11/07/2022	Lloyds Corporate Credit Card	CT4	540.11		July statement
11/07/2022	Staff	B51			salary
11/07/2022	Staff	B52			salary
11/07/2022	Staff	B53			salary
11/07/2022	Staff	B54			salary
11/07/2022	Staff	B55			salary
11/07/2022	Staff	B56			salary
11/07/2022	HM Revenue and Customs	B57	2,019.88		tax and ni
11/07/2022	St Johns Ambulance	B58	316.80		christmas event
11/07/2022	Security Solutions Yes	B59	33.00		cctv support
11/07/2022	Premier Playgrounds	B60	600.00		gym equipment service
11/07/2022	Chapel Doors	B61	219.60		door service
11/07/2022	Mervyn Lambert Plant Ltd	B62	368.82		maintenance equipment
11/07/2022	Top 2 Bottom	B63	2,042.36		toilets
11/07/2022	St Mary's Church	B64	999.27		annual payment
11/07/2022	St Michael's Church	B65	777.21		annual payment
11/07/2022	Baileys of Norfolk	B66	258.00		top soil
11/07/2022	TT Jones	B67	809.08		electrical testing and mainten
11/07/2022	South Norfolk District Council	B68	200.92		refuse collections
11/07/2022	1&1 website	B69	48.13	final payment	stratton growth
11/07/2022	Stratton Motor Company	B70	39.80		fuel
11/07/2022	Chapel Doors	B71	219.60		annual service
11/07/2022	Chapel Doors	-B71	-219.60		duplicate entry
11/07/2022	NPOWER	-D49	-275.65		error entry
30/07/2022	NPOWER	D52	247.01		street light elec
30/07/2022	Adept IT	D53	32.64		IT support
31/07/2022	Utility Warehouse	D50	38.40		phones
31/07/2022	British Telecom	D51	225.77		phone and broadband
02/08/2022	Lloyds Corporate Credit Card	CT6	521.54		August statement
06/08/2022	SSE Southern Electric	D54	18.04		pavilion elec
08/08/2022	123 Reg	D55	-57.56		REFUND
08/08/2022	Initial	D57	153.36		pavilion supplies
08/08/2022	Calor Gas	D58	2,030.41		propane delivery
08/08/2022	British Telecom	D59	217.85		phones and bband
08/08/2022	Virgin Pure	D60	22.99		office water

## Bank - Unity Trust

## List of Payments made between 14/06/2022 and 14/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/08/2022	Adept IT	D61	120.24		IT support
08/08/2022	Busseys	D62	300.00		van lease
08/08/2022	Nest Pension	D63	475.00		pension conts
08/08/2022	Utility Warehouse	D64	38.40		mobiles
08/08/2022	Corona corporate solutions	D65	-121.29		REFUND
08/08/2022	Paws Printing	B72	326.25		newsletter printing
08/08/2022	Top 2 Bottom	B73	1,751.50		toilet cleaning
08/08/2022	Linford support	B74	1,026.00		IT support on site
08/08/2022	Community Heartbeat Trust	B75	4,284.00		defib at police station
08/08/2022	Tas Valley Fire	B76	54.00		fire extinguisher service
08/08/2022	Parish Online	B77	180.00		annual sub
08/08/2022	CTS	B78	58.91		shelving for work room
9/08/2022	HM Revenue and Customs	B79	1,952.02		tax and ni
08/08/2022	Staff	B80			salary
08/08/2022	Staff	B81			salary
08/08/2022	Staff	B82			salary
08/08/2022	Staff	B83			salary
08/08/2022	Staff	B84			salary
08/08/2022	Staff	B85			salary
17/08/2022	NPOWER	D56	251.52		street light elec
19/08/2022	Ashfords Grounds Maintenance	B87	360.00		top of hedge cutting PF
19/08/2022	Top 2 Bottom	B88	1,780.76		swan lane cleaning
19/08/2022	Gallagher Insurance	B89	319.20		Cyber insurance premium
19/08/2022	Staff	B90			salary
19/08/2022	Staff	B91			salary
19/08/2022	Staff	B92			salary
19/08/2022	Staff	B93			salary
19/08/2022	Staff	B94			salary
9/08/2022	Staff	B95	551.72		salary
19/08/2022	HM Revenue and Customs	B96	1,952.02		tax and ni
19/08/2022	Community Heartbeat Trust	B97	-250.00		refund
19/08/2022	SSE Southern Electric	B98	-5,933.23		Refund
19/08/2022	Adept IT	D66	120.24		IT support
19/08/2022	Virgin Pure	D67	22.99		office water
19/08/2022	Wave Anglian Water	D68	256.08		water supply
19/08/2022	Busseys	D69	300.00		van lease
19/08/2022	Adept IT	D70	88.32		IT support
19/08/2022	Unity Trust Bank	D71	33.15		bank charges
19/08/2022	PWLB DMO	D72	4,459.89		pavilion loan
19/08/2022	Siemens Financial Services	D73	460.63		printer
19/08/2022	Initial	D74	153.36		pavilion supplies
19/08/2022	Nest Pension	D75	475.00		pension conts
24/08/2022	Aurora	B86	2.58		print usage
14/09/2022	Lloyds Corporate Credit Card	CT7	770.80		september credit card statemen
<b>Total Payments</b>			<b>49,617.50</b>		

Time: 14:26

## Lloyds Corporate Credit Card

## List of Payments made between 14/06/2022 and 14/09/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
25/06/2022	ADOBE	C93	15.17		PDF writer
25/06/2022	Amazon.co.uk	C94	86.40		pavilion supplies
25/06/2022	Amazon.co.uk	C95	4.99		USB extension cable
25/06/2022	Lloyds corporate card fee	C96	9.00		x 3
25/06/2022	123 Reg	C97	57.56		annual sub
25/06/2022	Screwfix	C98	31.90		brackets for workshop
25/06/2022	Tesco	C99	99.00		diesel van
25/06/2022	B and Q	C100	34.00		insulation
25/06/2022	One stop	C101	1.10		milk
25/06/2022	Stratton Motor Company	C102	20.44		Unleaded fuel
25/06/2022	Argos	C103	60.00		plastic shelving - container
25/06/2022	Bekays DIY and Hardware	C104	66.08		outside tap
25/06/2022	Microsoft	C105	9.48		O365
25/06/2022	City Plumbing	C106	44.99		new sink
01/07/2022	Co - op Food Store	C109	2.30		office supplies
05/07/2022	The Grass People	C115	81.00		grass seed
31/07/2022	Screwfix	C107	4.78		drill bit
31/07/2022	Co - op Food Store	C108	1.35		milk
31/07/2022	Stratton Motor Company	C110	40.56		diesel - mower
31/07/2022	Stratton Motor Company	C111	100.04		diesel - van
31/07/2022	One stop	C112	1.20		office supplies
31/07/2022	A1 Motoring Limited	C113	4.99		super glue
31/07/2022	Argos	C114	191.95		metal shed for storage
31/07/2022	Amazon.co.uk	C116	54.99		grass seed
31/07/2022	Amazon.co.uk	C116 2	-54.99		refund on grass seed
31/07/2022	Amazon.co.uk	C117	22.27		laminating pouches
31/07/2022	Amazon.co.uk	C118	24.99	operation london bri	condolence book
31/07/2022	Wix website	C119	12.46		LSNP domain
31/07/2022	ADOBE	C120	15.17		PDF writer
31/07/2022	Microsoft	C121	9.48		O365
31/07/2022	Lloyds corporate card fee	C122	9.00		x 3
19/08/2022	Lloyds corporate card fee	C123	9.00		x 3
19/08/2022	Amazon.co.uk	C124	55.14		sprinkler, padlock, ant killer
19/08/2022	Amazon.co.uk	C125	70.95		PPE - steel toe cap boots
19/08/2022	Amazon.co.uk	C126	37.78		stationery
19/08/2022	Amazon.co.uk	C127	14.99		staple gun
19/08/2022	Norfolk CC	C128	40.55		road closure remembrance day
19/08/2022	Online Tank Store	C129	274.25		portable water tank for plante
19/08/2022	Wix website	C130	108.00		annual sub for website
19/08/2022	ADOBE	C131	15.17		PDF writer
19/08/2022	Microsoft	C132	9.48		O365
19/08/2022	Co - op Food Store	C133	1.49		milk
19/08/2022	Stratton Motor Company	C134	100.01		Van diesel
31/08/2022	Amazon.co.uk	C135	33.99		PPE for litter picker
<b>Total Payments</b>			<b>1,832.45</b>		

14:27

## Bank - Unity Trust

## Cash Received between 14/06/2022 and 14/09/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
30/07/2022	HM Revenue and Customs	R11	VAT rebate	5,477.11
30/06/2022	Larry Gray	R10	funfair	720.00
30/06/2022	Larry Gray	R9	christmas donation	150.00
31/07/2022	National Lottery Community Fun	R12	Grant for spinmee roundabout	10,000.00
11/07/2022	Savings - Unity Trust	T6	July	15,000.00
17/08/2022	Savings - Unity Trust	T8	August	20,000.00
<b>Total Receipts</b>				<b>51,347.11</b>

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## Petty Cash

## Cash Received between 14/06/2022 and 14/09/2022

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
14/06/2022	Event income	R14	stall holder cont	20.00
<b>Total Receipts</b>				<b>20.00</b>

Petty Cash

List of Payments made between 14/06/2022 and 14/09/2022

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/08/2022	Mr Sutton	P6	100.00		Newsletter delivery
<b>Total Payments</b>			<u>100.00</u>		

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Savings - Unity Trust

List of Payments made between 14/06/2022 and 14/09/2022

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/07/2022	Bank - Unity Trust	T6	15,000.00		July
17/08/2022	Bank - Unity Trust	T8	20,000.00		August
<b>Total Payments</b>			<u>35,000.00</u>		

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14/09/2022

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14:30

Cashbook 4

User: BECKY

Savings - Unity Trust

Receipts received between 14/06/2022 and 14/09/2022

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>
R13	Banked 30/06/2022	160.67						
R13	Unity Trust Bank	160.67			1080	100	160.67	Interest received
<b>Total Receipts:</b>		160.67	0.00	0.00			160.67	



### Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Long Stratton Parish Council – NO0283

#### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 2, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the 'No' response to ICO C on the Annual Internal Audit Report.

#### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

03/09/2022

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Becky Buck

---

**From:** admin@saaa.co.uk  
**Sent:** 10 August 2022 16:23  
**To:** Becky Buck  
**Subject:** SAAA 2022 Opt-out Communication  
**Attachments:** PNG image

### Option to opt out of the SAAA central external auditor appointment arrangements

Dear Clerk/RFO/Chairman, Long Stratton Town Council,

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

**All authorities require an appointed external auditor** even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to [admin@saaa.co.uk](mailto:admin@saaa.co.uk).

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

#### Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at [www.saaa.co.uk](http://www.saaa.co.uk)

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

Regards,  
[admin@saaa.co.uk](mailto:admin@saaa.co.uk)



[www.saaa.co.uk](http://www.saaa.co.uk) • SAAA Ltd, 77 Mansell Street, London E1 8AN

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# Full Council Meeting Information

## Community Emergency Volunteer Project Overview and Update

The Community Emergency Volunteer project has been created in response to local emergency situations and in collaboration with the Community Resilience team at South Norfolk District Council.

We are looking to form a pool of local people who are willing to offer some assistance to the community during times of need.

Over recent years it has become apparent that our community needs a better response to emergency situations to help residents and businesses – changes in weather patterns, the floods of December 2020, the cost-of-living crisis, the Ukrainian Families appeals and most recently the fire at the Ice House Precinct.

The project is still in its early stages – firstly looking to see if we would have any volunteers, and then developing links with local community groups and businesses, as well as working with South Norfolk District Council (who manage all emergency responses for Long Stratton) to develop a comprehensive plan.

We have put some posters out on social media (Facebook), on our website and in the Sextons Wheel asking for volunteers who may wish to sign up. So far, we have had 9 people respond and provide contact details, which is really encouraging.

A Community Emergency Plan is being designed with support from SNDC to outline the processes and procedures to deploy the volunteers when the time comes, as well as listing out all resources available to us to call upon including Tree Surgeons, 4x4 drivers, ex-military and sandbag providers for example.

The next few weeks will be dedicated to completing and refining the Plan, followed by a check with South Norfolk to ensure that we are correct in what we are doing. The Plan will then be given to Full Council for review and discussions.

A meeting will be set to meet the Volunteers in person and explain in more detail what would be expected from them in the future if needed once the Plan is completed and agreed with by the Council.

The aim is to have the Community Emergency Plan signed off ready for the winter in preparedness for bad weather situations.

# Community Emergency Volunteer

Would you like to help your Community during time of need?

Long Stratton Town Council are creating a

## Community Emergency Volunteer Team

that can be called upon during times where volunteers are needed to support the community. This could include times of flooding, power outages, heavy snowfall etc.

Volunteer roles may include checking on neighbours, distributing food, water or blankets, shovelling snow, delivering sandbags etc

No experience is needed just a willingness to help

Community Emergency  
**Volunteers**

Contact Details: 01508 530524

[office@longstrattontowncouncil.gov.uk](mailto:office@longstrattontowncouncil.gov.uk)



# Caught short of public loos

TRYING to find somewhere to have a widdle in town has become a real nightmare.

The shortage of public toilets is a national scandal and millions of elderly, disabled and vulnerable people are afraid to go out in case they get caught short.

Councils are not legally obliged to provide them so many have been closed to save cash.

But without Government funding in the pipeline, the British Toilet

Association now reckons the only option is to charge people more to use public loos.

And in future we might be expected to pay £1 to spend a penny – presumably on a sparkling 24-karat khazi. Just how flush do they think we are?



# Free loos scrapped

PEOPLE could soon be caught short as free public toilets look set to be axed during the cost-of-living crisis.

Councils need to start charging people to spend a penny to cover the costs of up to £15,000 a year.

Raymond Martin, of the British Toilet Association, claims charging just £1 per use could earn struggling councils millions.

He said: "Councils would like to provide them but they have to recover the cost. If you pay £2.50 for a coffee, why would you not pay £1 to go to the toilet?"

## LILY SAVAGED

Paul O'Grady, 67, says he could not perform as Lily Savage today as "everyone's so touchy – I'd be afraid to say anything."

# ST MARY'S CHURCH, LONG STRATTON



September 2022

Dear Long Stratton Town Council,

This year St Mary's Church, Long Stratton will be hosting its 7<sup>th</sup> Annual Christmas Tree Festival from the 10<sup>th</sup>-13<sup>th</sup> December, as part of our Christmas Celebrations.

Year on year we have seen these Christmas Tree Festivals grow, with more organisations and businesses getting involved and we have been amazed by the creativity shown in creating trees to promote the various activities.

We are inviting local organisations and businesses to decorate a Christmas Tree again this year and we hope we have even more than last year.

As visitors come to the church they will be encouraged to vote for their favourite tree, and at the end of the week the winner will be announced.

At the bottom of this letter you will find a response slip. Please complete and return to Janet Roberts, Internos, Norwich Road, Long Stratton, NR15 2PG or via e-mail to [steve.dugdale@googlemail.com](mailto:steve.dugdale@googlemail.com) by Friday 21<sup>st</sup> October.

Kind regards

Steve

Steve Dugdale  
Churchwarden of St. Mary's church

.....  
We at \_\_\_\_\_ (Name of Organisation) would like  
to decorate a tree at the Christmas Tree Festival

The main contact for this event will be:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_





**QUOTE**

**QUOTE DATE:** 21-Jun-2022

**QUOTE REFERENCE:** 4699135

**QUOTE SOURCE:** ROYDELL NEUFVILLE

**ESTIMATED HIRE START:** 13-Nov-2022

SHOULD YOU REQUIRE A CREDIT ACCOUNT PLEASE COMPLETE OUR CREDIT APPLICATION FORM WHICH CAN BE FOUND AT WWW.SUNBELTRENTALS.CO.UK OR ALTERNATIVELY SPEAK TO YOUR SUNBELT RENTALS REPRESENTATIVE.

**CUSTOMER DETAILS**

**SITE/DELIVERY ADDRESS**

**CUSTOMER:** 444444 -  
**ADDRESS:**

**SITE REFERENCE:** N/A  
**ADDRESS:** THE STREET  
LONG STRATTON  
NORWICH  
NORFOLK

**POST CODE:**

**POST CODE:** NR15 2XG

**TELEPHONE:** N/A  
**FAX:** N/A

**HIRER:** BECKY BUCK 01953889190  
**SITE CONTACT:**

QTY	CODE	PRODUCT DESCRIPTION	RATE	PER	TOTAL
1	R11	ROAD CLOSURE WITH 2X TMO ON SITE, AWS AND SPECIALS	592.00	WK	592.00
1	A-GUARD	NOTE: YOU ARE NOT COVEREDBY SUNBELT RENTALS INSURANCE	0.00	SLE	0.00
<b>TOTAL*:</b>					<b>592.00</b>

Rates shown are in Pounds Sterling (GBP)

\* PLEASE NOTE: All quoted prices are exclusive of VAT.  
Unless otherwise stated, delivery, collection or other additional items could be added to complete you order and may be chargeable.  
Due to global influences we are seeing unprecedented volatility in the oil and fuel market. To that end we are temporarily only able to offer an indicative cost of fuel at the point of enquiry and quotation and a confirmed cost price at the point of delivery. We apologise for any inconvenience this may cause in you processing but trust you understand this is due to circumstances beyond our control.  
All quotations are subject to Sunbelt Rentals Terms & Conditions which can be found at [www.sunbeltrentals.co.uk/terms](http://www.sunbeltrentals.co.uk/terms)

**QUOTATIONS ARE ONLY VALID FOR 30 DAYS, THIS QUOTE WILL EXPIRE ON 21-Jul-2022.**

**THANK YOU FOR YOUR INTEREST SUNBELT RENTALS**

If you would like to discuss this quote in more detail or convert it to a booking, please contact your representative using the contact details below:

**Contact Name:** ROYDELL NEUFVILLE  
**Telephone Number:** 01953889190  
**Mobile Number:** 07813 991820  
**Fax Number:** 01953889190  
**Email Address:** [roydellneufville@sunbeltrentals.co.uk](mailto:roydellneufville@sunbeltrentals.co.uk)

*Instructed.*

Have we met your expectations?  
Would you like to recognise a member of our team for delivering service excellence?

We value your feedback and would like to hear from you. Please contact us on 01543 364121 or email [customerexperience@sunbeltrentals.co.uk](mailto:customerexperience@sunbeltrentals.co.uk)



Alternatively, take our online survey using the following link: <https://sunbeltrentals.co.uk/contact-us/general-enquiries-customer-feedback/> or scan the QR code, with your mobile enabling you to complete the survey on your phone (If you do not have a QR reader, download this from your app provider).



## Long Stratton Remembrance Day Parade Sunday 13th November 2022.

### Traffic Management Plan.

This Traffic Management Plan has been proposed to enable the safe parade along the A140 in Long Stratton and the laying of wreathes at the War Memorial there. In order to ensure that the safety of both those involved in the event and also the travelling public the following will be implemented.

1. Sunday 6<sup>th</sup> November 2022 (seven days prior to the date of the event) six advance warning signs are to be in place. The detail to be shown on these signs can be seen in **Figure 1** and **Figure 2** & and the proposed locations in **Figure 3**.
2. 1045hrs Sunday 13<sup>th</sup> November 2022, four number CSAS accredited marshals (two at either end of the point of closure) will set up Road Closed Signs along with barriers and advance warning signs to advise motorists in advance.
3. When the closure is in place the marshals will speak to the drivers of the first six vehicles (more if required) to advise the reason for the closure/delay.
4. 1130hrs, or as soon as the event is complete and the participants have departed the carriageway if earlier, the CSAS accredited marshals will remove the Road Closed signs, barriers and all associated signs reopen the road.

### Pedestrians & Cyclists:

A clear "corridor" will maintained through the area of the event for the passage for pedestrians and cyclists.

### Emergency Service Vehicles:

In event of an emergency service vehicle needed to pass the site of the event the marshals will enable the safe passage through the length of the closure.

Figure 1.



**X2**

Figure 2.



**X4**

Figure 3.



Rotherwood

Garage

**Information Board**

Pretoria Ho

The Haven  
Bryher

42.4m  
Beverley  
House

Flint  
House

War  
Meml

44.5m

**Road Closed Signs and Barriers**

Hall

Chestnut  
House

Corfe  
Cott

Corfe  
Lodge

46.3m

Aylmer

Solar  
Rays  
44.5m

Sherwood

Woodlands

Two Hoots

HALL LANE

**Information Board**

Faraday

El Sub Sta

The White  
Bungalow

The  
Laurels

Police

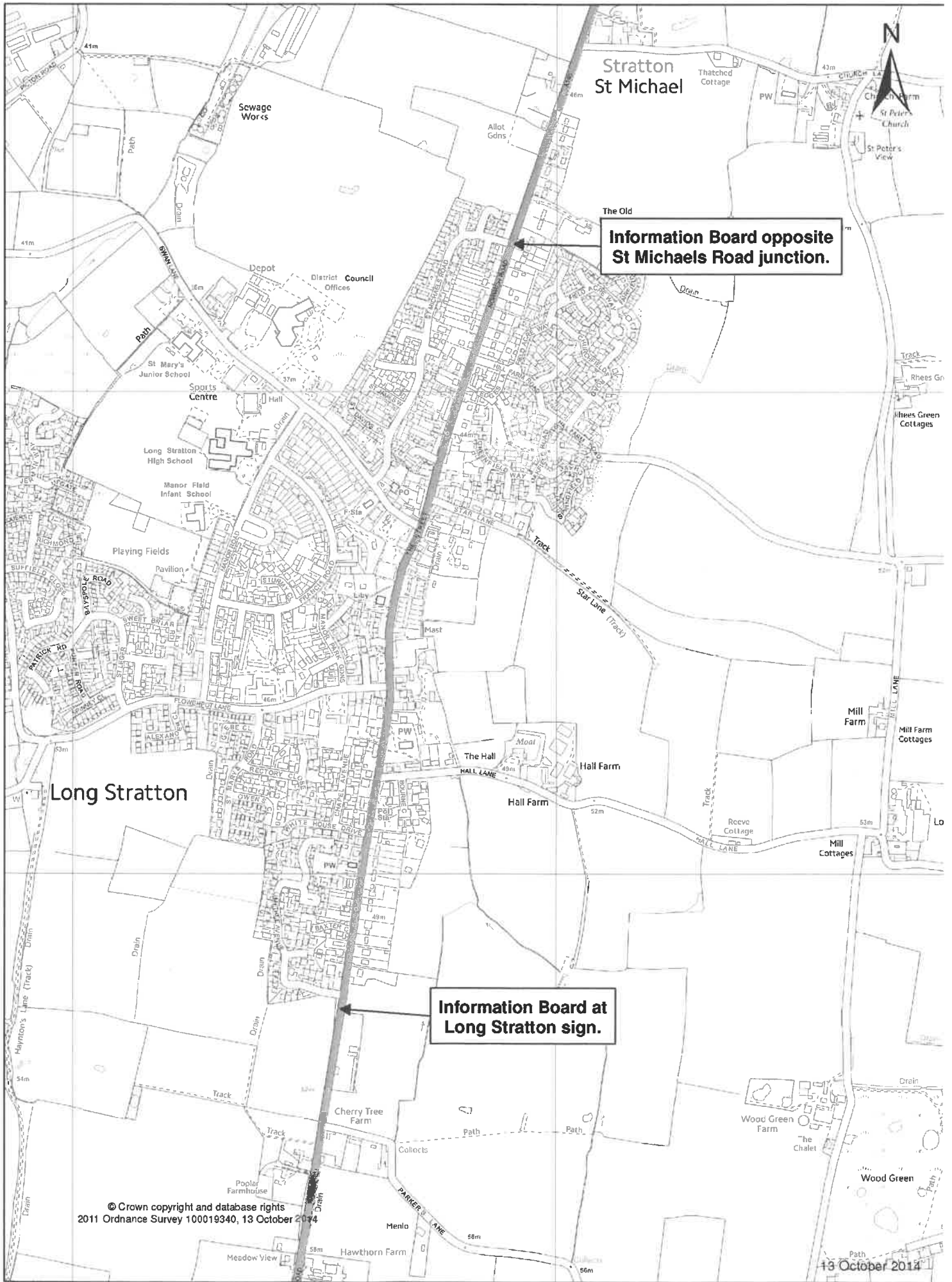
BOURNE CLOSE

ROMAN ROAD  
IPSWICH ROAD

St  
Faith  
Nova

© Crown copyright and database rights  
2011 Ordnance Survey 100019340, October 2014

13 October 2014

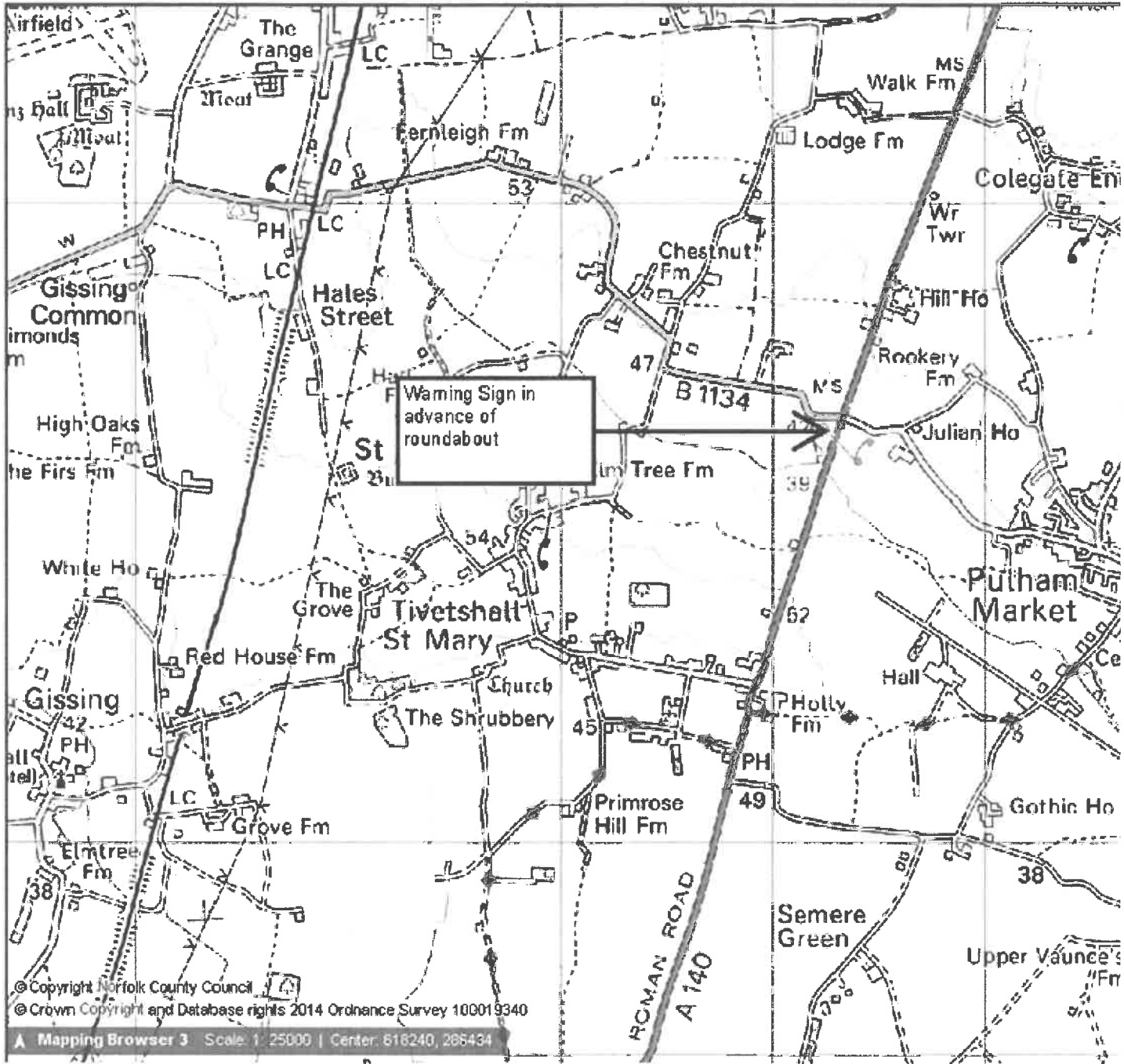


Stratton  
St Michael

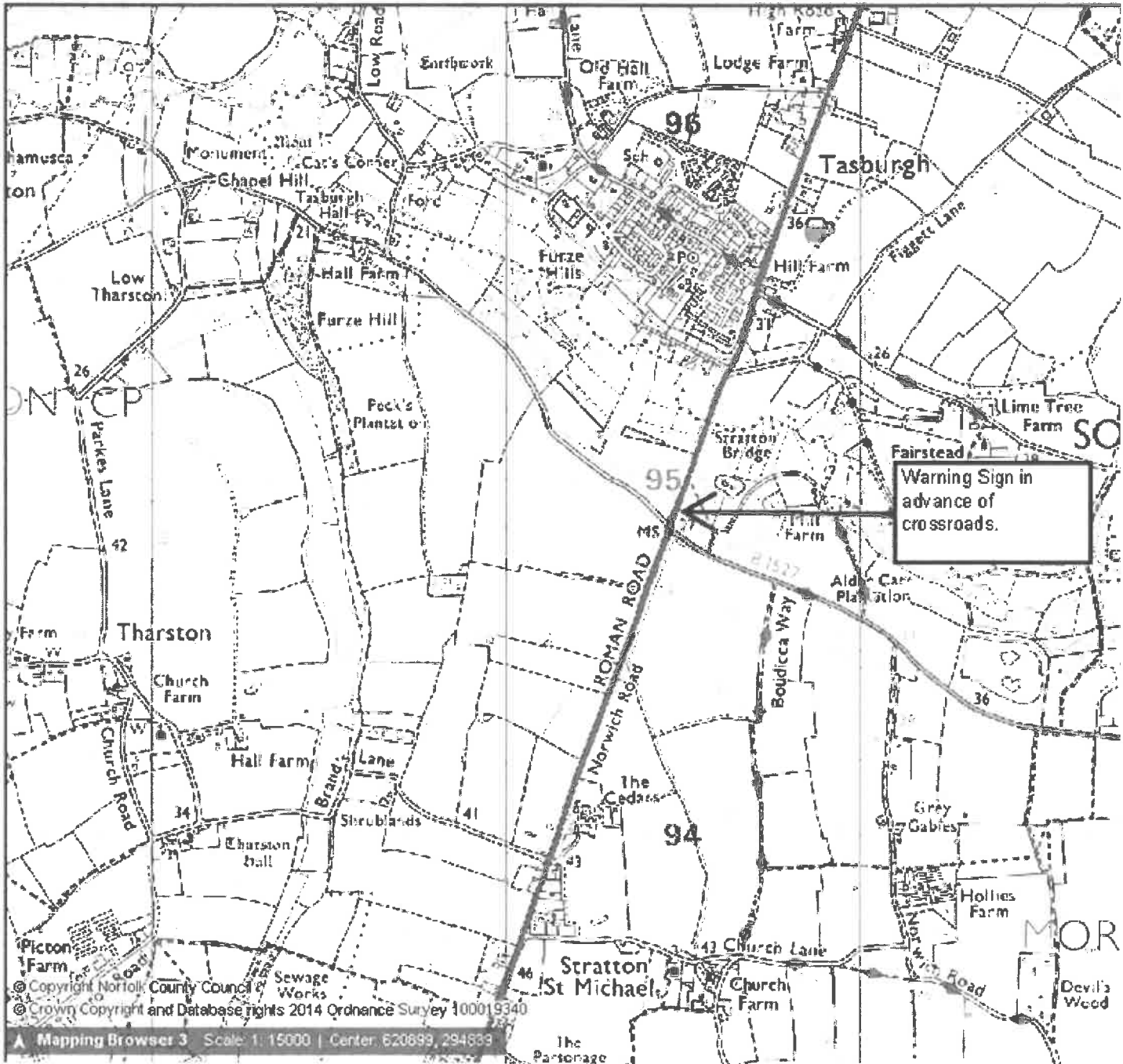
The Old  
**Information Board opposite  
St Michaels Road junction.**

Long Stratton

**Information Board at  
Long Stratton sign.**



© Copyright Norfolk County Council  
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A Mapping Browser 3 Scale 1:25000 | Center: 616240, 265434



Warning Sign in advance of crossroads.

© Copyright Norfolk County Council  
© Crown Copyright and Database rights 2014 Ordnance Survey 100019340

A Mapping Browser 3 Scale 1:15000 | Center: 620899, 294833

## Becky Buck

---

**From:** Becky Buck  
**Sent:** 21 June 2022 10:36  
**To:** enquiries@mervynlambert.co.uk  
**Cc:** Long Stratton Town Council  
**Subject:** Remembrance Day road closure  
**Attachments:** 2022 Remembrance Ceremony Closure Signs Detail (TM Plan).doc

Hi

Please can I have a quote for the attached road closure.

Many thanks

*no response received*

Becky

**To:**

Company: **Long Stratton Town Council**  
 Contact: Becky Buck  
 Quote Ref: MH5353  
 Date: 27 June 2022  
 Review: 26 August 2022  
 Location: Long Stratton Remembrance Event

TMO Code	Traffic Management Description	Unit	Quantity	Rate £'s	Total £'s
	<b>Traffic Management</b>				
TMO01	Manufacture, Install & Hire Of Advanced Warning Signage (Installed 2 Weeks Prior To Event)	Sign	6	£ 30.00	£ 180.00
TMO02	Supply 4no Operatives To Undertake Road Closure For Remembrance Day Event. Timings As Per Document Including All Associated Signage & Equipment According To Chapter 8. Labour Inclusive Of CSAS Operatives For Closure Points - Out Of Hours Sunday	Day	1	£ 800.00	£ 800.00
		<b>Phase Total</b>			£ 980.00

This is a quotation / target cost on the goods / services named above, subject to TMO Highways standard terms and conditions, which are available on request. This quotation has been produced and is subject to the following specific conditions:  
 Standard payment terms 30 days from invoice, unless other agreement in place.  
 Quotation has been undertaken from a desktop survey, so may be subject to change, with input from local authority / stakeholders.  
 The above quotation is open to acceptance for a period of 60 days from date of quote, when TMO Highways, reserves the right to review rates supplied.  
 No allowance has been made for the provision of local authority charges, inclusive and not limited to TTRO's, Parking Suspension, Bus Lane Suspensions & Switch On/Off of permanent traffic signals, unless specified in the rates above.  
 No allowance has been made for the manual control, site attendance or site maintenance unless specified in the rates above.  
 Installation / removal timing provided have been given as estimates, these will be variable depending on site conditions, safe traffic counts and assessment of on site risks.  
 This quotation will be subject to change, based on Overrun and has been produced on the estimated durations provided.  
 Questions with regards to this quotation to be directed to mark.hayman@tmohighways.co.uk  
 No services or goods will be provided without a purchase order number / confirmation of rates above by signing and returning this quote.  
 Losses and damages will be charged at cost + 20%, including plant & or all signage / equipment.  
 TMO will adopt the following cancellation policy and charges  
 under 24 hours notice - 100% rate(s) applicable above.  
 24 - 36 hours - 50% rate(s) applicable above.  
 36 hours plus - No Charge.

<b>Net</b>	£	980.00
<b>Vat</b>	£	196.00
<b>Total</b>	£	1,176.00

By signing the below I am accepting the quotation provided including TMO Highways terms and conditions.

Signed	Name	Date

Last Reviewed: 01/12/2021

Next Review: 1/12/2022



# Welcome to Manor Road the home of Long Stratton Football Club



Norfolk FA affiliated Chartered Standard



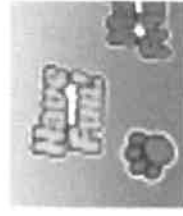
Partners of

Trust



Contact us via our

social media pages



FA acc

www.t

2400mm x 900mm

Anglian Combination League, Norfolk Women's and Girls Football League, Norwich and District Sunday Football League and Norfolk Co

## Becky Buck

---

**From:** David Disney <David.Disney@southnorfolkandbroadland.gov.uk>  
**Sent:** 09 June 2022 13:57  
**To:** SNC Parish Clerks  
**Cc:** Alison Old; Jonathan Pyle  
**Subject:** Electric Vehicle Charging Points

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Emma

Dear Parish/Town Clerk,

### **Electric Vehicle Charging Points.**

South Norfolk Council has since 2019, operated a network of Electric Vehicle Charging Points (EVCP's) in our car parks in Diss, Harleston, Loddon and Wymondham, and we are currently in the process of doubling that car park provision in response to the governments new 'Taking Charge: The electric vehicle infrastructure strategy'. A number of Town and Parish Councils in South Norfolk have also made contact to enquire whether there may be grant funding available for the installation of EVCP's at its own village hall sites for example, either through the Council or via government grants.

In response to these enquiries and to react to the need for a comprehensive network of EVCP's across the district to ensure we are leading the way in providing a consistent and cohesive EVCP offer, we are inviting all Town and Parish Councils to consider whether they wish to register interest in becoming a part of a district wide network, by having EVCP's installed at appropriate sites. South Norfolk Council is looking to utilise a potential 60% grant funding provided by the Office for Zero Emission Vehicles (OZEV), together with its own funding, to provide a fully resourced EVCP offer for eligible parish and town council owned assets, such as village halls for example. It's unlikely that Parish Councils would have the resources to make individual bids to OZEV, or to commit considerable further matched funding in order to install EVCP equipment. Also, the tariff management, ongoing maintenance, required OZEV reporting and back office management all take up precious resources, so that's why we're willing to help with money, time and resources to try and facilitate a coordinated district wide approach.

So, if you have been approached about EVCP provision by residents who do not have a home charging capability, or you want to make an offer to your residents who might use an electric vehicle while at work or when using your facilities, you may want to be a part of this wider network. It will require some eligibility and suitability criteria to be considered and we can supply a simple questionnaire that would enable us to all understand what would be the best option for individual sites. There would also be a need for the site to be accessible 24/7 and for an agreed number of spaces to be licenced for use as EVCP only spaces by agreement with South Norfolk Council for a minimum of 7 years.

We are currently working on the details of a model that would see South Norfolk Council bearing all of the costs associated with the installation and ongoing maintenance of the EVCP's, and using any potential surplus from the network for future provision and associated costs of the network

operation. If this model is successful, there would be no cost at all to individual parish and town councils.

Obviously, you will wish to consult your members to ascertain the appetite for EVCP's in your Town/ Parish, and at this stage we are looking for an early indication of whether you might wish to take up this offer, subject to the eligibility and criteria as mentioned. **If you can therefore please respond with your interest by 30 June** to [environmentalstrategy@southnorfolkandbroadland.gov.uk](mailto:environmentalstrategy@southnorfolkandbroadland.gov.uk) this will allow us to gauge the likely overall demand, and we will be in a position to go to the next stage and assess how individual sites will serve the strategic needs of the area.

Registering your interest is not a guarantee that we will be able to supply EVCP's at your site, and of course any subsequent offer will be subject to a successful bid to OZEV for the relevant grant.

If you have any queries in relation to this email then please do not hesitate to contact me.

Regards,

**David Disney**  
Market Town & Business Development Service Manager  
t 01508 533731 e [david.disney@southnorfolkandbroadland.gov.uk](mailto:david.disney@southnorfolkandbroadland.gov.uk)





## 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](mailto:office@longstrattontowncouncil.gov.uk)

Tel: 01508 530524

### MINUTES OF THE PLANNING COMMITTEE MEETING

**TUESDAY 9<sup>th</sup> AUGUST 2022 @ 6PM AT THE TOWN COUNCIL PAVILION**

**In attendance: Councillors Baker, Lansdell, Woodham and Wright**

#### **Emma Blizard (Admin Assistant)**

1. **To consider apologies for absence**  
No apologies received
2. **To receive disclosures of interest and dispensations**  
None
3. **To sign previous planning minutes from meetings held on 21<sup>st</sup> June 2022 and review of amendments to minutes from the meeting held on 31<sup>st</sup> May 2022**  
Both sets of minutes were reviewed and agreed.
4. **To discuss Invitation to Bid for Parish Partnership 2023/24**  
Several ideas were discussed as potential bid options. It was agreed that the Admin Team would complete some research on these ideas and provide more detailed information at the next planning meeting for further discussions and evaluations.
  - I. Another SAM2 for better monitoring of traffic. Could different types of monitors be investigated such as one that a message or a smiley face that could be shown along with the speed for example?
  - II. Electric charging points for Manor Road car park at the Pavilion, for Council vehicles, staff and visitors.
5. **To discuss and decide on planning applications received by 5.00pm on 9th August**

2022/1347

Applicant: MR S LEE

Location: Griffon House Ipswich Road Long Stratton Norfolk NR15 2TA

Proposal: Erection of new garage

Application Type: Householder

This application was supported.

6. **To note previously submitted planning applications**  
No changes to the previous planning applications to review.
7. **Any other business**
  - I. The mile marker has been reinstated the wrong way round. Can this be checked and advise Norfolk County Council.
  - II. Page headings on the meeting minutes need to be changed to show new Chairman details.



## 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](mailto:office@longstrattontowncouncil.gov.uk)

Tel: 01508 530524

- III. Will the play equipment be put out for general use during the summer? It was discussed that with the high number of vandalism incidents at the park and limited staff during the summer holidays that this may not be feasible.
- IV. Could the East Anglian Air Ambulance charity clothing bin be added to the next Full Council agenda.
- V. The overgrown hedge at the library is still causing an obstruction on the footpath. It was noted that the library manager had emailed to say that the matter was being dealt with, back on 17<sup>th</sup> June 2022. Councillor Lansdell would like to chase this again, so the contact details to be passed to him.

*After all any other business items were discussed, the Chairman closed the meeting at 18:45*



## 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](mailto:office@longstrattontowncouncil.gov.uk)

Tel: 01508 530524

### MINUTES OF THE PLANNING COMMITTEE MEETING

**TUESDAY 6<sup>th</sup> SEPTEMBER 2022 @ 6PM AT THE TOWN COUNCIL PAVILION**

**In attendance: Councillors Lansdell, Mackenzie, Woodham and Wright**

#### **Emma Blizard (Admin Assistant)**

1. **To consider apologies for absence**  
Apologies were received from Councillor Baker
2. **To receive disclosures of interest and dispensations**  
None
3. **To sign previous planning minutes from meetings held on 9<sup>th</sup> August 2022**  
The previous minutes were reviewed and agreed.
4. **To discuss Invitation to Bid for Parish Partnership 2023/24 and review options discussed on 9th August.**  
The committee agreed that a second SAM device would be of great benefit to the community to reduce speed and reckless driving in the town and monitor the flow of traffic off the main A140 into the town.  
  
This item is to be added to the agenda of the next full council for agreement to the contribution spend as part of the Partnership Bid.
5. **To discuss and decide on planning applications received by 5.00pm on 6<sup>th</sup> September 2022**  
2022/1482  
Applicant: Long Stratton Medical Partnership  
Location: Long Stratton Surgery, Swan Lane, Tharston Norfolk NR15 2UY  
Proposal: Single storey extension to rear and additional car parking with associated external works including lighting  
Application Type: Full Planning Permission  
**This application was positively supported**  
  
2022/1577  
Applicant: Mr Martin Hayes  
Location: Sherwood Hall Lane, Long Stratton, Norfolk NR15 2RL  
Proposal: Rear extension and associated alterations to dwelling. Erection of summer house (under construction).  
Application Type: Householder  
**This application was supported**



## 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](mailto:office@longstrattontowncouncil.gov.uk)

Tel: 01508 530524

### 2022/1608

Applicant: Mrs Elaine McLaren

Location: Highcroft, Star Lane, Long Stratton Norfolk NR15 2XH

Proposal: Single storey side and rear extension with change to external finishes.

Application Type: Householder

**This application was supported**

### 2022/1502

Applicant: Mr Roger Bennington

Location: Stratton Motor Company, The Street, Long Stratton, Norfolk NR15 2XJ

Proposal:

Proposed extension to body shop area.

Application Type: Full Planning Permission

**This application was supported**

#### 6. To review SAM2 data

It was discussed that the location on Swan Lane should be changed to a position where speeding has been more of an issue than the currently used location. The new location should be between the junction of Manor Rd and the junction of St. Michaels Rd. This may be difficult as there are no lamp posts on the side of the street to cater for the SAM2 device.

After reviewing the number of cars using St. Michaels Road it was discussed that it should be highlighted within the community that it is not a through route and is access only for residents. Could we add an article into the next newsletter to remind residents?

It was discussed that the town needs more speed calming measures, especially Flowerpot Lane and Manor Road at the Swan Lane end outside the school. Emma Blizard to investigate options and provide to the committee for discussion at the next meeting

#### 7. To consider new location for SAM2 device due to speeding and antisocial driving email

The email received from a local resident was read and sympathy and understanding were shared by all. In the first instance it was discussed that the email should be immediately sent to Norfolk Police for their attention with regards to public safety and road traffic enforcement.

The possible options we could take were discussed and would need to be investigated further – including relocating the current SAM2 device we have, changing the speed humps that we have in place and starting a speed watch group with speed camera's in certain locations. Emma Blizard to investigate options and provide to the committee for review before the next meeting.

#### 8. To note previously submitted planning applications

All previous planning applications were reviewed. No further comments

#### 9. Any other business

None

*As there were no further business to discuss the Chairman closed the meeting at 19:30*

To: -  
Emma Blizard  
Long Stratton Town Council  
[Emma.blizard@longstrattontowncouncil.gov.uk](mailto:Emma.blizard@longstrattontowncouncil.gov.uk)

18<sup>th</sup> August 2022

Our Ref WSQ12841

Dear Emma,

Thank you for your valued enquiry regarding vehicle activated signs. I have pleasure in submitting our quotation as below.

**TO SUPPLY ONLY:**

- ***Portable SAM 2 with SLOW DOWN legend, including 2 batteries, charger, one bracket and set of clamps for a cost of £2,940.00 excluding VAT.***



**OPTIONAL EXTRA:**

- ***Data Collection Unit (Bluetooth to your existing Android Device, App download required from Google Play Store) for a cost of £379.00 excluding VAT.***
- ***Spare brackets – Optional, however it makes moving the sign to different locations easier for a cost £52.00 excluding VAT.***
- ***Additional battery for a cost of £84.00 excluding VAT.***

***Data Collection training can be provided on request (min. 2 attendants required)***

***SAM2 will be delivered via DHL.***

***Batteries last approximately 12 days, but this can vary dependent on different factors.***

***SAM2 isn't compatible with Apple products, only Android.***

***Your local Highway Engineer will authorise your sites if you let him know where your speeding problem is present***

***Any advice needed, please call.***

At present we could deliver the above products within approximately 6 – 8 weeks from receipt of written Official Purchase Order.



t: 01362 853124 e: [roy.payne@westcotec.co.uk](mailto:roy.payne@westcotec.co.uk) w: [www.westcotec.co.uk](http://www.westcotec.co.uk)

Registered Office: Westcotec Ltd 34 Bertie Ward Way Rash's Green Ind Est Dereham Norfolk NR19 1TE

Reg'd in Cardiff No: 4208260



This quotation is valid for a period of thirty days from the above date and is subject to our Terms & Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

Best Regards,  
***Sales Team***

