



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@longstrattontowncouncil.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 9th October 2023 at 7pm at the Pavilion, club room.

1. To receive apologies for absence
2. To receive disclosures of interest and dispensations
3. To allow members of the public and district and county councillors to speak - max 20 Minutes
4. To approve the minutes of the meeting held on 11th September 2023
5. To note the Clerks report.
6. Finance and Governance
 - a. To note and authorise income and expenditure through Unity Trust Bank since 11th September 2023
 - b. To note all credit card payments since 11th September 2023
 - c. To discuss and decide on Telephone and broadband provider.
7. To discuss and decide on declaring a climate emergency.
8. To note the outcome of the Asset of Community Value bid
9. To note the outcome of the grant for a community worker and the next steps.
10. To note minutes from the following committee meetings.
 - a. Events
 - b. Leisure
11. AOB (not for discussion)



Long Stratton Town Council

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

In attendance: Councillors Kelly Lunness, Judith Baker, Mathew Pochin, Louise Mundford, Helen Dickerson, Diane Woodham, Andrew Lansdell, Robert Mackenzie, David Willis and Robin Ciorra

2 Members of the Public

County Councillor Alison Thomas

Clerk Becky Buck

1. To receive apologies for absence

Councillor Smith gave apologies for absence due to annual leave, these were accepted by the Council.

2. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensation received.

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

County Councillor Thomas reported that the double yellow lines on Hill Farm Road including the traffic calming measure consultation is ending on 12th September 2023. Hopefully it will then progress quickly to getting the work done.

Norfolk County Council are near completion of issuing planning permission for bypass as all conditions are close to being signed off. The contractor will be selected towards the end of the calendar year for start date in April.

Councillor Thomas wanted to thank the community speed watch group for their work in raising awareness in Long Stratton.

Finally Norfolk County Council have agreed to wipe £2.5 million of debt with the NHS. This is on the proviso that measures are put in place to prevent this from happening again.

1 member of the public raised concerns regarding the drainage in Long Stratton, especially the drain that leads from Star Lane towards Stratton Motor Company. The Clerk advised that she had contacted the Local Lead Flood Authority and is waiting for a response.

Councillor Mundford joined the meeting at 19:20

1 member of the public asked for clarification regarding an email the Clerk sent in May. The clerk apologised for any miscommunication and clarified the content of the email which was to receive invoices and receipts for the churchyard maintenance.

The Clerk and Councillor Mundford left the meeting at 19:27



Long Stratton Town Council

It was agreed with the member of the public that invoices and receipts would be provided to the Council and once received the Council will pay the grant.

The Clerk and Councillor Mundford returned to the meeting at 19:35.

4. To approve the minutes of the meeting held on 10th & 31st July 2023

The minutes of the meeting held on 10th July 2023 were approved by the Council and signed by the Chairman as a true record with 2 additions.

'Councillor Mundford gave apologies due to a prior commitment which were approved by the Council' and 'to manage complaints from residents and identify legacy contribution.' These were added to items 1 and 14 respectively.

The minutes of the meeting held 31st July 2023 were approved by the Council and signed by the Chairman as a true record.

5. To note the Clerks report.

The clerk's report was noted by the Council.

6. Finance and Governance

a. To note and authorise income and expenditure through Unity Trust Bank since 10th July 2023

The Council noted and approved income and expenditure since 10th July 2023, the Chairman signed the payment list as a true record.

b. To note all credit card payments since 10th July 2023

All credit card payments since 10th July 2023 were noted by the Council, the Chairman signed the payment list as a true record.

c. To note the conclusion of external audit by PKF Littlejohn.

The conclusion of audit was noted by the Council.

7. To review payments made to Churchyards for maintenance and discuss and decide on a potential increase.

Following a lengthy discussion, the Council agreed to review payments to the churchyards on receipt of invoices and receipts. Any increase will apply from 1st April 2024

8. To note any development regarding St Mary's Churchyard.

There was no update to discuss.



Long Stratton Town Council

9. To discuss and decide on items required by Long Stratton Football Club.

a. Additional fridge freezer

This was agreed by the Council, to be stored in a refs room. Details of the fridge freezer to be passed to the Clerk. The football club with sign a waiver to say it is there responsibility for any damage and/or theft.

b. Seating for spectators

The Council would like more information before discussing this request.

c. A barrier MUGA side, removable outside of playing season.

The Council would like more information before discussing this request. It was agreed that any barrier on the MUGA side would need to be removed at the end of each match.

d. Floodlights

The Council would like more information before discussing this request.

e. Storage of full-size goals

The Council would like more information before discussing this request.

10. To discuss and decide on supporting Speed Watch through promotion via newsletter, social media and the website – Cllr R Ciorra

Following a lengthy discussion; it was agreed that the Council will publicly support the speed watch and the work they do to raise awareness.

11. To discuss and decide on widening traffic surveys from Flowerpot Lane to the rest of Long Stratton and to be linked to the website via survey monkey or alternative reporting – Cllr R Ciorra

Following a lengthy discussion; the Council agreed to widen traffic surveys to include the rest of Long Stratton using QR codes or alternative technology to help with this.

12. To discuss and decide on declaring a Climate Emergency – Cllr R Ciorra

The Council discussed this at length and asked the Clerk to postpone to the next meeting so additional research can be undertaken.

13. To discuss and decide on a 'Changing Places Toilet'.

Following a lengthy discussion; the council supported the theory however there was concern of the ongoing cost to the Council. It was agreed that the Clerk would get more information before committing to the project.



Long Stratton Town Council

14. To note minutes from the following committee meetings.

a. Finance and Policy Management

The minutes of the meeting were noted by the Council.

15. AOB (not for discussion)

Councillor Woodham asked the Clerk to look at a sensored light to replace the broken SOX lamp on the entrance to the bowls club. The clerk was asked to look at an alternative location for the post box to prevent injury to those using the bowls club.

Councillor Lansdell asked for the contact details for the library due to hedge maintenance.

16. 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)

Members of the press and public were excluded from the meeting.

17. Staffing matters

a. Apprenticeship

The Clerk informed the Council that there had been 4 applicants, 1 had found alternative employment and 1 had not confirmed the interview. It was noted that Councillors Lunness and Pochin would carry out interviews on Thursday 13th September.

b. To discuss and decide on delegating powers to the interview panel to appoint.

It was agreed by the Council for the interview panel to have delegated powers to appoint.

With there being no further business, the Chairman closed the meeting at 21:12

Telephone and Broadband Provider Quotations.

Are current contract with BT has expired and analogue phones are being phased out replaced with VOIP phones. VOIP phones allow for the office to make and receive multiple calls at any one time as well as have a menu tree where we can redirect to relevant organisations such as South Norfolk District Council and Norfolk County Council. Our current provider is BT and are monthly invoice estimates £260 per month.

| | | |
|--------------|---|---|
| Contractor A | <p>Evonex Gold License Handsets provided free of charge Unlimited UK landline (01 & 02) and UK mobile calls</p> <p>Evonex Gold Virtual License -Call Queues -Auto Attendant -Main Number -Caller Display -Main number 01508 530524 £ 9.00 1 £ 9.00</p> <p>Lease Line 300/1GB 300MB - 36 Months Free Installation: Subject to Survey - Internet services are uncontended, symmetrical, low latency - Fully Managed Service with 7-hourfix time</p> <p>Free Handsets</p> | <p>£ 12.99 each X 3 £ 38.97</p> <p>£ 9.00</p> <p>£ 275.00</p> <p>TOTAL - £322.97</p> |
|--------------|---|---|

| | | |
|----------------------------|---|---|
| <p>Contractor B</p> | <ul style="list-style-type: none"> • Guaranteed download speeds of 200mb/s • Guaranteed upload speeds of 200mb/s • Unlimited Internet Usage • 5 hour fix on all faults • Cisco Meraki Wi-Fi router included • 3 x Yealink W73 DECT cordless handsets - <u>more information here</u> • Handsets provided free of charge • Unlimited UK landline and UK mobile calls • Full installation and set-up included • 5 years' worth of support and maintenance • Retain existing number 01508 530524 | <p>£265.00 a month</p> <p>£51.19 a month</p> <p>TOTAL - £316.19</p> |
| <p>Contractor C</p> | <p>Evonex Gold License Handsets provided free of charge</p> <p>Unlimited UK landline (01 & 02) and UK mobile calls</p> <p>Evonex Gold Virtual License -Call Queues</p> <ul style="list-style-type: none"> -Auto Attendant -Main Number -Caller Display -Main number 01508 530524 <p>Lease Line 200/1GB 200MB Free Installation: Subject to Survey</p> <ul style="list-style-type: none"> - Internet services are uncontended, symmetrical, low latency | <p>£ 12.99 each X 3 £ 38.97</p> <p>£ 9.00</p> <p>£ 265.00</p> |

| | | |
|--|--|------------------------|
| | <p>- Fully Managed Service with 7-hour fix time</p> <p>Free Handsets</p> | <p>TOTAL - £312.97</p> |
|--|--|------------------------|

Recommendation

1. Contractor A - provides an extra 100MB of data for an additional £6.78
2. Contractor C – cheaper than same offer as BT
3. Contractor B

Becky Buck 03.10.2023

Report on Declaring a Climate Emergency

The council may be able to use solar PV panels for renewable energy for its offices or could suggest solar or wind energy for its neighbourhood development plan.

The verge mowing routine could be changed to enhance the biodiversity in the area, and the council could designate areas for tree planting sites.

The council can make sure it is recycling properly and trying to reduce waste where possible. Waste can be reduced by, for example, using reusable cups and straws instead of disposable plastic ones.

There are also things that can be done within the community to help reduce carbon emissions and avoid irreversible damage from climate change. Land can be managed by encouraging members of the community to be more mindful about nature and biodiversity. Bird and bat boxes could be set up around the area and in people's gardens and a nature trail could be set up for local children.

Members of the community could be encouraged to grow their own food, and the council could inform the locals about opportunities for this in the area, such as allotments. Something else that could help is encouraging the community to buy seasonally (e.g., only buying strawberries when they are in season) and purchasing local produce.

The council can inform the members of the community about cycle routes, car sharing clubs and sustainable travel choices such as public transport. Cycle racks or shelters could also be installed to encourage more people to cycle to get to other areas.

The council could encourage residents to consider the energy efficiency of their homes, encouraging them to think about improvements that could be made.

The council could encourage churches and other religious buildings to calculate their carbon footprint, allowing them to work out what can be done to improve it. They could also be informed about Eco Church – an award scheme for eco friendly churches.

Another thing the council can do to help reach their targets and reduce the negative impacts of climate change, is to reach out to and collaborate with other local councils on projects. There will be lots of other local councils who have also declared a climate emergency and will be working towards their targets, so collaborating and getting ideas from each other could be very helpful for everyone involved.

Sources

- [climate emergency definition - Ecosia - Web](#)
- [Climate emergency declaration - Warwick District Council \(warwickdc.gov.uk\)](#)
- [Declaring a climate and ecological emergency \(scambs.gov.uk\)](#)

Report on Declaring a Climate Emergency

What is a Climate Emergency?

The definition of “climate emergency” according to Oxford Languages is as follows: “a situation in which urgent action is required to reduce or halt climate change and avoid potentially irreversible environmental damage resulting from it.”

Why Would a Council Declare a Climate Emergency?

Declaring a climate emergency shows that a council is acknowledging that there is a need to act on the causes and impacts of climate change. A meaningful climate emergency declaration must be accompanied by determined action. A council will have a climate emergency action plan.

What Does it Mean to Declare a Climate Emergency?

Declaring a climate emergency makes it a requirement for the council to take immediate action to reduce carbon emissions. It means the council is now accountable for delivering the requirements set out in its emergency declaration.

Below are Warwick District Council's commitments:

- Being a carbon-neutral organisation by 2025, including with all contracted out services.
- Facilitating decarbonisation by local businesses, organisations and residents, in order for Warwick District to be as close to zero by 2030 as possible.
- Working with other local councils to lobby the central government to provide funding and change regulations to ensure the commitments can be adequately addressed.
- Engaging with and listening to all relevant stakeholders, including the members of Warwickshire Youth Parliament, regarding approaches to tackling the climate emergency.
- Ensuring that tackling the Climate Emergency, in terms of adaption and mitigation, is central to the strategic business plan.
- Producing, by November 2019, an action plan to implement these commitments. Councillor Alan Rhead as the portfolio holder for Environment and Business, has formed a group with shadow portfolio holders for this purpose.

How to Declare a Climate Emergency

To declare a climate emergency, the council should put forward a climate emergency motion in a formal meeting. The phrasing “declare a climate emergency” should be used and target dates for reducing the council’s own emissions and locate climate impacts should be set. The council should also set up a working group that will work on climate change issues and provide the council with regular reports. The council should consider what will have the biggest impact, but also keep in mind what the community will be willing to support.

Acting on the Declaration

The council may be able to act on some aspects instantly, but others may require more planning. The council can work on reducing its own emissions by calculating its carbon cost and establishing a baseline of where the council currently is, and what needs to happen to meet its targets.

The council can carry out an energy survey for community buildings, review the community building energy use and using this, find ways to improve the energy efficiency of the community buildings. Some ways energy can be saved are by using infra-red heating panels or heat pumps, switching to LED lights and changing to a green electricity tariff.

Molly Hallett
Monday 2nd October 2023

Declaring a climate emergency.

The experience of a neighbouring Town Council.

The Town council declared a climate emergency following a un-unanimous vote.

From there an advertisement went out asking for those interested in setting up a group. The volunteers came forward in good numbers and monthly meetings were organized. From there sub-groups were formed dealing on one aspect of the project and a website page was created. Not all groups are as proactive as others.

Meetings are challenging. Under the umbrella of the Town Council and what you can and can't do was not easily understood by volunteers and therefore a published strategy is needed. Which the Clerk believes will fall into her remit.

The Town Council itself needs to look at greener options, they have engaged a green energy consultant. Other projects being looked at include No Mow May which is very divided in the community leading to complaints as well as compliments.

At times, declaring a climate emergency may not be the best strategy for other elements of Council life, for example creating a wild flower area or leaving an area wild, which in turn can lead to further problems down the line and/ or conflict with other community groups/ residents.

There is a concern that those promoting climate change are not bringing the community with them and as such there is a potential that it is causing negativity and apathy in what should be a positive project.

Long Stratton Town Council – Things to consider.

- Who will undertake the work? The Council currently have 6 committees and limited capacity.
- How can the Council negotiate between declaring a climate emergency and the needs of the community.

Recommendation

Declaring a climate emergency is an aspiration for the UK and something that the Town Council can strive towards. I would recommend producing a green policy that details how the Town Council can work towards a climate emergency with a new section on the action plan advising of tasks to help the Council and community go green. Such as initiatives and projects as well as providing guidance and resources, using a volunteer base to the community. This could include assisting the community with going greener, insulation, replacing oil boilers (government initiative to phase out oil boilers from 2026) and general advice and help.



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 LEISURE AND PAVILION MEETING HELD ON 12th SEPTEMBER 2023 AT 11am AT MANOR ROAD PAVILION AND PLAYING FIELDS.

In Attendance: Councillors Baker, Lunness, Willis, & Mackenzie

Becky Buck, Town Clerk & Tom Thompson, Direct Services Officer

1. To consider apologies for absence

Councillor Pochin and Woodham gave apologies due to a prior commitment these were accepted by the Committee. Councillor Willis was nominated Chairman for this meeting.

2. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensation received.

3. To inspect the playing field and discuss and decide on any courses of action if required

- a. **Skate Park** – It was noted that stoppers still needed to be put in as was boxing in the ramps.
- b. **Trees on the play area** – It was noted that trees had to be 2 metres away from play equipment, no immediate action required.
- c. **Any other items** – It was noted that grass cuttings had been dumped on the field. Letters to nearby residents to politely ask them not to dump their grass cuttings.

4. To sign the minutes from the previous meeting held on 27th June 2023 as a true record.

Minutes of the meeting held on 27th June was approved by the Council and signed as a true record.

5. To discuss and decide on finger posts for the playing field

Following a lengthy discussion, the committee agreed to purchase finger posts for £475 + delivery and VAT

6. To discuss and decide on how to manage keys for private hirers

Following a lengthy conversation , it was agreed to charge hirers a deposit of £20 for pavilion keys.

7. To review items raised from the previous meeting.

- a. **Replace broken padlock on gym area gate.**
Completed
- b. **Oil all gates**
Completed
- c. **Fix / remove broken sign on Skatepark**
Completed
- d. **Check gates for missing bump stops (skatepark, gym area and play area)**
As discussed, outstanding.

SIGNED.....

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

- e. **Cut brambles on pathway near to school entrance.**
Completed
 - f. **Clean see-saw**
Completed
 - g. **Organise lift for cutting trees in play area.**
Arranged for Monday 18th September 2023
 - h. **Is the donated apple tree still growing? We were thinking about putting a plaque up as it was donated**
Apple tree is yet to be donated.
 - i. **When is the gym equipment going to be fixed?**
The Clerk advised that she has chased Premier Playgrounds.
 - j. **Are we able to raise cameras on post near Skatepark**
The Clerk advised that this has been requested and chased.
 - k. **Request moving one of the skatepark cameras to the other corner to cover both sides of the skatepark without blind spot. May need another remote signal box.**
The Clerk advised this has been requested and chased.
 - l. **On the last meeting it was discussed about getting some birdboxes and/or feeders – are we able to do that?**
Agenda item.
 - m. **Do we have a Ukraine flag?**
Completed
8. **To discuss and decide on placing bird boxes/ feeders on Council owned trees in the conservation area.**
The Committee agreed to purchase 6 bird boxes and 6 bird feeders for different species. Councillor Mackenzie advised contacting the RSPB for guidance.
9. **AOB (for discussion only)**
It was noted the 'Tommy's' will be placed around the village on the 21st October.

With there being no further business, the meeting was closed at 11:45am.

SIGNED.....

DATE.....