



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

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 September 2022 at 7pm at the Pavilion, community room.

1. To receive apologies for absence
2. To receive disclosures of interest and dispensations
3. To invite applicants for co-option to introduce themselves and for Councillors to ask any questions.
4. To allow members of the public and district and county councillors to speak - max 20 Minutes
5. To approve the minutes of the meeting held on 11th July 2022
6. To note the Clerks report and to ask any questions arising from the report.
7. Financial and Governance items
 - a. To approve and note receipts and payments since 11th July 2022
 - b. To note credit card payments since 11th July 2022
 - c. To note the conclusion of the external audit by PKF Littlejohns.
 - d. To discuss and decide on appointment of internal auditor for 2022/23.
8. To discuss and decide on location of a clothes bank for East Anglian Air Ambulance
9. To receive overview and update of Community Emergency Volunteer project
10. To receive update on new defibrillator to be installed at the Police Station
11. To discuss and decide on a sign for Long Stratton Football Club.
12. To discuss and decide on installing ECVP points through South Norfolk District Council.
13. Play area
 - a. To note successful grant award from National Lottery
 - b. To discuss and decide on replacing play equipment
14. To receive committee updates.
 - a. Planning & Highway Committee
 - i. To note the minutes from the planning meeting.
15. To discuss and decide on attendance to a meeting on 30th September to discuss the green infrastructure following the delivery of the bypass.
16. Meeting dates
 - a. Finance and policy management: Monday 26th September @ 7pm
 - b. Staffing Committee: Monday 19th September @ 7pm
 - c. Events: Wednesday 21st September @ 7pm
 - d. Leisure and Pavilion: Monday 19th September @ 11am (site visit)
17. To discuss and decide on applicants for co-option.



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MINUTES OF FULL COUNCIL MEETING HELD ON 11th 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.



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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 15th 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?



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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.

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

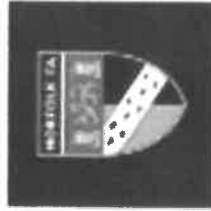
External Auditor Signature

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)

Welcome to Manor Road the home of Long Stratton Football Club



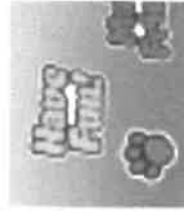
Norfolk FA affiliated Chartered Standard



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The FA Trust



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2400mm x 900mm

Long Stratton Football Club, Manor Road, Long Stratton, Norwich and District Sunday Football League and Norfolk County Football Association

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 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



Hi Becky, hope you are well.

Helen Baczkowska contact me yesterday to say she had spoken to Cllr Alison Thomas the other day and they both agreed it would be good to revive the Long Stratton GI group, especially with the bypass and all the housing going in. I said I would contact you to get the ball rolling. Could you let me know what days and times are good for yourselves and I will liaise with the Norfolk Wildlife Trust. We thought we could have the meeting at the town council offices, alternatively I could book a room at the district council offices. Helen suggested the end of September for the meeting.

Regards

Helen Sibley

1 - green infrastructure in and around the proposed developments and bypass. The Shiels Flynn masterplan incorporated some excellent ideas from the community and was generally well-received. This might be a good place to start.

2 - we can set out our thoughts from Norfolk Wildlife Trust on how the green infrastructure can help deliver aspects of the Norfolk Local Nature Recovery Strategy.

3 - I also mentioned the potential for quiet lanes to Cllr Thomas and we can discuss support for this if time. See [quiet lanes 1.pdf \(cpre.org.uk\)](#)