



# Long Stratton Town Council

## MINUTES OF MEETING HELD ON 14<sup>th</sup> JUNE 2021 @ 7pm IN THE COMMUNITY ROOM, PAVILION

**In attendance: Councillors Mark Gladding (Acting Chairman), Judith Baker, Mathew Pochin, Jill Callaghan, Eddie Earp, Mark Bambridge, Diane Woodham, Kelly Lunness, Andrew Lansdell, Louise Mundford & Robert Mackenzie**

1. To note the Chairman signed the declaration of office in the presence of the Clerk prior to the extraordinary meeting held on Tuesday 1<sup>st</sup> June 2021

This was noted by the Council.

2. To receive apologies for absence

Councillor Kevin Worsley gave apologies due to ill health and Councillor Susan Smith due to annual leave; these were accepted by the Council.

3. To receive disclosures of interest and dispensations

Councillor Bambridge declared an interest in items 7e & 13

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

District & County Councillor Alison Thomas sent her apologies and the Clerk read the following written report.

County Council agreed to proceed to outline business case for the Western Link road which will eventually join the NDR.

As I have always campaigned for the Long Stratton bypass I supported this project so that the communities west of Norwich can enjoy the same improvements that we hope to achieve with our bypass.

The application for the bypass and houses was expected in May. There is a slight delay while the drainage strategies for both schemes are fully integrated.

I'm sure we would all agree that is essential given the flooding events of Christmas last year.

Flood investigation reports in areas where internal flooding occurred are expected soon. They will be firstly shared with partnership organisations, then local members before being published.

Many of you will have seen Long Stratton has been included in Lord Dannatts recent announcements for extra investigative activity. Whilst we have not had repeated flooding events the incident in Dec was of significant severity to merit our inclusion to ensure all possible mitigations and actions are included to prevent a reoccurrence.

I have changed responsibilities at both County and District. I now have Cabinet responsibility for Health Housing and Wellbeing at SNC which includes the Help Hub and have been nominated to be Chairman of Health Overview and Scrutiny at County. I am also a new member of the Governing body of the N&N.

District Councillor Josh Worley reported the following.



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The flooding that occurred late December 2020 is still being investigated and has led to the recruitment of an environmental and water officer at South Norfolk District Council.

Consultation on Village Clusters is progressing, it is designed to give more ability at local level for smaller businesses and developers to be involved.

South Norfolk District Council are working closely with the school regarding the school swimming pool. The school has expressed reservations over ongoing maintenance and utility costs, South Norfolk are looking to get these concerns addressed.

The Helping Hands scheme is progressing well. They have several volunteers and are looking to publicise the scheme by a postcard size leaflet which will be distributed to every household. The website is now live and is [www.lshh.org.uk](http://www.lshh.org.uk)

5. To approve the minutes of the meeting held on 10<sup>th</sup> May 2021 & 1<sup>st</sup> June 2021

The minutes of the meeting held on 10 May 2021 & 1<sup>st</sup> June 2021 were approved by the Council and signed as a true record.

6. To consider any items arising from the minutes of 10<sup>th</sup> May 2021 & 1<sup>st</sup> June 2021 (information only)

There were no matters arising from the minutes of the meetings held 10 May 2021 & 1<sup>st</sup> June 2021. The Clerk advised that an order for a defibrillator for the Pavilion had been made and thanked District Councillors Worley and Thomas for their contributions from their district grants towards the cost of the defibrillator.

7. Financial and Governance items

- a. To review income and expenditure since the last meeting and consider the authorisation of payments

The Council noted and authorised payments totalling £84,645.26 (inclusive of a transfer to the savings account of £65,000) and income totalling £62,581.69 (inclusive of a devolvement grant of £49,500 from South Norfolk District Council for Swan Lane toilets for a period of 5 years).

- b. To note the interim audit report and consider any actions rising as a result as recommended by the finance working group.

The Council received a report from the Finance working group. Councillor Mackenzie asked additional questions which were answered satisfactorily by the Clerk. The Clerk confirmed that recommendations from the internal auditor had either been completed or were being progressed.

- c. To note the year end audit report and consider any actions rising as a result as recommended by the finance working group.

The Council received a report from the Finance working group. Councillor Mackenzie asked additional questions which were answered satisfactorily by the Clerk. The Clerk confirmed that recommendations from the internal auditor had either been completed or were being progressed.

- d. To note the internal scrutineer report.

The internal scrutineer report was noted by the Council. The recommendations made were supported.

- e. To discuss and decide on purchasing Container from LSFC for the cost of £3000 including placement.



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Following a lengthy discussion, the Council resolved to purchase the container from LSFC for the cost of £3000 including placement. Councillor Bambridge abstained from voting.

8. To discuss and decide on the AGAR requirements.
  - a. Annual Governance Statement 2020-2021

The Council discussed and approved points 1-8 in turn and approved each governance statement. Point 9 is non-applicable.

- b. Accounting Statements 2020-2021

Following a lengthy discussion, the Council approved the accounting statement.

9. To discuss and decide on South Norfolk Village Clusters Housing Allocations Plan consultation.

The consultation does not include any areas within Long Stratton and therefore this consultation was noted.

10. To discuss and decide on liaising with infant and junior schools for a dog fouling poster competition.

Following a lengthy discussion, this was approved by the Council. The Clerk was given permission to purchase prizes. The Council will decide the winners at the next Council meeting. It was approved for the posters to be made into vinyl to be placed around the village to create awareness.

11. To discuss and decide on pavilion external toilet signage, door stops and boxing in of pipework for £375 + VAT

The clerk noted that the cost was £395 + VAT and not £375 as per the agenda item, this was noted by the Council. The additional works were approved.

12. To discuss and decide on re-printing and distributing the flood leaflet with LSTC logo and placing in Sextons Wheel

Following a lengthy discussion, the Council resolved not to re-print and distribute the flood leaflet as Norfolk County Council had already delivered a leaflet to every household.

13. To discuss and decide on application from LSFC for an alcohol licence for the Pavilion

Following a lengthy discussion, the Council did not feel that there was enough information to make a decision; the Clerk to speak to South Norfolk District Council and to bring findings back to the next full Council meeting.

14. To discuss and decide on CCTV equipment for the carpark.

The Council reviewed the quotations however had additional questions therefore the Clerk was asked to go back to SSSY to gain more information. Postponed to July's meeting.

15. To discuss and decide on quote for Pavilion cupboard subject to a maximum of £1778+VAT from Norfolk Carpentry or Sharps

The Clerk was asked to make further enquiries. The Council delegated permission to purchase a cupboard to the Leisure and Pavilion committee meeting.

16. To discuss and decide on Market town cycle parking consultation.



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Following a lengthy discussion, the Council considered locations suitable for a cycle park, the areas suggested were South Norfolk Shopping Precinct & Co-op. As the Council does not own this land, the Clerk was asked to make contact and copy in Councillor Mackenzie.

17. To discuss and decide on Norfolk County Community Safety Partnership (NCCSP) consultation.

The Council noted the consultation, it was agreed Councillors would make their own representations.

18. To discuss and decide on 'The Travelling Caravan' making regular stops at the Playing Fields.

Following a lengthy discussion, this was supported with 1 abstention by the Council for a trial period of 3 months, not to clash with Long Stratton Football Club match days where they provide their own refreshments.

19. To receive committee updates.
  - a. Neighbourhood Plan Steering group
    - i. To discuss and decide on devolving delegated powers up to and including completion of the Neighbourhood Plan referendum including the power to spend to £750 per item as per Financial Regulations for committees.

The Council approved delegated powers to the Neighbourhood Plan including the power to spend up to £750 per item as per Financial Regulations for committees.

- b. Planning
  - i. To note the planning minutes from the meeting held 8<sup>th</sup> June 2021

Planning minutes were not available, Councillor Lansdell as chairman for the planning committee gave a verbal update of the meeting.

- c. Events
  - i. To note the events minutes from the meeting held 8<sup>th</sup> June 2021

Events minutes were not available, Councillor Pochin as chairman asked the Clerk to give a verbal update.

- ii. To discuss and decide on recommendations from the events meeting as per the minutes of the meeting.

The recommendations of the events meeting were approved.

20. To note the following meeting dates
  - a. Full Council meeting – 12<sup>th</sup> July 2021 @ 7pm

It was agreed to push the meeting of the Full Council to 19<sup>th</sup> July in line with Central Governments easement of restrictions.

- b. Planning & Highways – 5<sup>th</sup> July 2021 @ 6pm

It was agreed to push the planning and highways meeting to 12<sup>th</sup> July 2021 @ 6pm

- c. Finance – 5<sup>th</sup> July @ 7pm

It was agreed to push the Finance and Policy Management meeting to 12<sup>th</sup> July 2021 @ 7pm



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d. Leisure & Pavilion – Tues 6<sup>th</sup> July @ 11am (site meeting)

It was agreed to push the Leisure and Pavilion meeting to Tues 13<sup>th</sup> July at 11am. Councillor Mackenzie asked the Clerk for an agenda item regarding trees and the proposed community orchard.

21. 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)

There were no members of the press or public to dismiss.

22. To discuss the recent Occupational Health report

The Clerk gave the Council the findings of the report which were noted by Council.

23. To discuss and decide/ note the conversation surrounding staffing matters held at the Finance working group on June 9<sup>th</sup> 2021

Following a lengthy discussion regarding staffing matters including the findings of the Occupational Health report and recommendations from the Internal Audit report it was resolved to have a new staffing committee to look at all matters HR including line manager responsibilities for sickness and performance, appraisals, training and undertaking resource reviews. Councillors Pochin, Baker, Lunness & Callaghan were appointed members with Councillor Pochin appointed as Chairman of the Committee.

24. To discuss and decide on interview panel for caretaker role.

This was delegated to the staffing committee. It was agreed that further advertising for 1 week will be undertaken.

25. Give delegated powers to the interview panel to appoint caretaker on the terms and conditions already resolved.

Delegated powers were provided to the interview panel to appoint a caretaker.

*With there being no further business, the Chairman closed the meeting at 9.08am.*

Signed by the Chairman

Date