



# 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.



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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 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?



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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.*