



Long Stratton Town Council

Manor Road, Long Stratton, Norwich, NR15 2XR

Chairman: Mr Kevin Worsley. Clerk: Mrs B Buck

Tel: 01508 530524 Email: clerk@longstrattoncouncil.info

Website: www.longstrattoncouncil.info

AGENDA AND NOTICE OF MEETING

Councillors are summoned to attend a meeting of Long Stratton Town Council which is to be held on:
4th January 2021 at 7pm via ZOOM only

1. To receive presentation from Community Heartbeat Trust, Martin Fagan, regarding Defibrillators.
2. To receive apologies for absence
3. To receive disclosures of interest and dispensations
4. To allow members of the public and district and county councillors to speak - max 15 minutes
5. To approve the minutes of the meeting held on 14th December 2020
[14th December 2020](#)
6. **Finance & Governance**
 - a. To review income and expenditure of payments and consider the authorisation of payments
 - b. To note the tax base and the precept for 2021/22 based on the approved 5% rise.
7. **To discuss and decide on the following for the final quarter of 2020/2021**
 - a. To delegate to the groundsman authorisation to procure a skip subject to requesting 3 quotes in line with Financial Regulations.
 - b. To delegate to the groundsman authorisation to purchase flowers for planting tubs and the new wild garden.
 - c. To delegate to the groundsman and admin assistant authorisation to purchase through the Council's amazon account maintenance/ stationery materials not to exceed £20 per item. Any item above this value must be approved by the locum Clerk/ Chairman of the Council.
 - d. To delegate to the Admin Assistant, Chairman and Vice-Chairman of the Council, taking into consideration expert advice from the Consultant authorisation to incur any costs to progress the Neighbourhood Plan.
8. **To note the following for the final quarter of 2020/2021.**
 - a. Aeration has been booked for the playing fields.
 - b. The Council van will be arriving, the locum Clerk will need to get insurance.
 - c. The Neighbourhood Plan will be entering Regulation 16, the final stage before progressing to the Inspector. There may be a requirement to use the Pavilion.
9. **To discuss and decide on Larry Grays funfair attending.**
(Please note, Larry Gray has already paid for the hire due to cancellation of 2020's visit due to Covid19.)



Long Stratton Town Council

Manor Road, Long Stratton, Norwich, NR15 2XR

Chairman: Mr Kevin Worsley. Clerk: Mrs B Buck

Tel: 01508 530524 Email: clerk@longstrattoncouncil.info

Website: www.longstrattoncouncil.info

10. To discuss and decide on defibrillators for

- a. The phone box on Flowerpot Lane/ Manor Road junction
- b. The Pavilion

11. To receive committee updates

- a. Planning & Highways [minutes from 15th December 2020](#)

12. To note the proposed meeting dates all via Zoom and subject to locum clerk availability

- a. Planning & Highways - 12th January at 7pm
- b. Events - 18th January at 7pm
- c. Finance and Policy Management inc HR - at 7pm 25th January
- d. Pavilion & Leisure – 9th February site meeting with Admin Assistant and Groundsman 11am subject to Covid19
- e. Planning & Highways – 23rd February at 7pm
- f. Events meeting – 1st March at 7pm
- g. Ordinary meeting – 8th March at 7pm
- h. Planning & Highways – 23rd March at 7pm
- i. Ordinary meeting – 12th April (Hybrid meeting subject to Covid19)

13. 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)

14. To note the locum Clerk and hourly rate.