



Long Stratton Town Council

MINUTES OF FULL COUNCIL MEETING HELD ON 13th MAY 2024 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors, Kelly Lunnes, Louise Mundford, Helen Dickerson, Katrina Thompson, Justin Harris, Florence Morimont, Susan Smith, Andrew Lansdell, David Willis and Robin Ciora

Town Clerk, Becky Buck, Town Council Apprentice Molly Hallett

1. To nominate Chairman for May 2024 up to and including April 2025 for all ordinary and extraordinary meetings of Long Stratton Town Council

It was proposed and seconded and agreed for Councillor Lunnes to remain as Chairman for all ordinary and extraordinary meetings of Long Stratton Town Council up to and including April 2025.

2. Chairman to sign 'Chairman's Declaration of Office' in the presence of the Clerk

Councillor Lunnes signed the Chairmans Declaration of Office in the presence of the Clerk.

3. To nominate Vice-Chairman for May 2024 up to and including April 2025 for all ordinary and extraordinary meetings.

It was proposed and seconded and agreed for Councillor Pochin to remain as Vice-Chair for all ordinary and extraordinary meetings of Long Stratton Town Council up to and including April 2025.

4. To receive apologies for absence

Councillor Baker gave apologies for absence her reason was accepted by the Council. Councillor Pochin gave apologies for absence which was accepted by the Council.

5. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensations received.

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

County Councillor Alison Thomas gave her apologies and provided a report, the report will be added to the minutes on the website.

A member of the public advised that she had recently moved to Long Stratton and wanted to see the Town become more cohesive and queried what can be done about it. The Chairman responded that there was an action plan for the Town where a lot of the items that would encourage cohesivity can be acted on once the bypass was in place. It was mentioned that it has been proposed of having a gallery in Long Stratton with a theme of environment.

7. To approve the minutes of the meeting held on 8th April 2024

The minutes of the meeting held on 8th April 2024 were approved and signed by the Chairman as a true copy.



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8. To discuss and decide on Committee members.

a. Planning & Highways

Councillors, Lansdell, Baker, Dickerson, Ciora, Smith and Willis

b. Events

Councillors, Lunness, Mundford, Pochin, Dickerson and Thompson

c. Leisure & Pavilion

Councillors, Lunness, Pochin, Thompson, Baker, Mundford and Willis

d. Staffing Committee & HR policies

Councillors, Pochin, Mundford, Morimont, Baker and Willis

e. Finance and Policy Management including GDPR

Councillors, Pochin, Smith, Harris, Lunness, Willis and Morimont.

f. Action Group

Councillors, Lunness, Harris, Ciora, Morimont and member of the public Robert Mackenzie.

9. To appoint an Internal Scrutineer for 2024-25 financial year

Councillor Willis was appointed as Internal Scrutineer For 2024-25 financial year.

10. Finance and Governance

a. To note and authorise income and expenditure through Unity Trust Bank since 8th April 2024

Income and expenditure was approved by Council and the Chairman signed the payment list.

b. To note all credit card payments since 8th April 2024

The Council noted the credit card payments and the Chairman signed the payment list.

c. To approve regular suppliers for 2024 – 2025

The Council approved the regular suppliers for 2024-25.

d. To review predicted year-end figures

The Council reviewed the year-end figures, the Clerk advised the AGAR will be coming to June's meeting.

11. To discuss and decide on members that would like to go paperless.

Following a lengthy discussion, it was agreed that 11 members would go paperless.

12. To discuss and decide on purchasing laptops for those wanting to go paperless.

Following a lengthy discussion, it was agreed to purchase 7 laptops at a maximum of £250 each to go paperless.



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13. To discuss and decide on asking District Councillors for their member grant to purchase thermal cameras.

The Council agreed to ask the District Councillors to use their member grant to purchase thermal cameras.

14. To discuss and decide on purchasing nets to prevent balls being kicked into the children area on match days on grounds of health and safety.

Following a lengthy discussion it was agreed that this should form part of a risk assessment for Long Stratton Football Club and as such not sole responsibility of the Council. The Clerk is to ask the Football club for their risk assessment for match days.

15. To discuss and decide on reviewing the skate park.

Following an email from a concerned user of the skatepark regarding the condition of the park , it was agreed that a business plan to update the skate park can be undertaken.

16. To discuss and decide on using the £50,000 grant funding to match the feasibility funding received.

Following a lengthy discussion, it was agreed to ask South Norfolk District Council to use the £50,000 grant which initially was to be used towards a community centre, to be used to match fund a Pride in Place, public realm grant which will be used to review the infrastructure in Long Stratton including a community centre.

17. To note minutes from the following committee meetings and to discuss and decide on recommendations made.

a. Events

The minutes from the events meeting were noted.

b. Finance

The minutes from the finance meeting were noted.

i. Standing orders

Standing orders were approved by the Council.

ii. Risk Management

Risk Management policy was approved by the Council.

iii. Internal Scrutineer

Internal Scrutineer policy was approved by the Council.

iv. Petty Cash

Petty Cash policy was approved by the Council.

v. Code of Conduct

Code of Conduct policy was approved by the Council.



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vi. Terms of Reference

Terms of Reference for Finance Committee was approved by the Council.

18. To note the following meeting dates

- a. Leisure and Pavilion @ 11am Thursday 23rd May, site meeting.**

This was noted by the Council.

19. 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 public were asked to leave the meeting.

20. Staffing matters

The Clerk confirmed that the Insurance claim had been settled.

With there being no further business, the Chairman closed the meeting at 20:35