

Swaffham Town Council

Minutes of the **Full Town Council** meeting held on **Wednesday 13th June 2018** at **7pm** the Council Chamber, Town Hall Swaffham.

Present: Mayor Cllr C Houghton (in the Chair)

Councillors: Mr R Bartram, Mrs B Bowler, Mr P Darby, Mrs A Thorp, Mrs S Lister, Mrs W Bensley, Mrs S Matthews, Mrs J Skinner, Mr L Scott, Mr S Allen, Mrs J Buckley-Stevens (from 8.35pm)

Town Clerk: Mr R Bishop
Minute Taker: Mrs H Duggan

Police: P Gilluley, Beat Manager, Police Sergeant M Howes (until 6.55pm)
Public: 12
Press: 0

Prayers were led by Cllr Thorp.

1 Apologies for Absence

- 1.1. Cllr I Sherwood – holiday
- 1.2. Cllr E Colman – unwell
- 1.3. Cllr Terry Jennison – family commitment

2 Declarations of Interest

Cllr Thorp declared a personal interest in item 8.1(a).

The Mayor introduced the new Mayor's Cadet, Sgt, Alex Skinner who will accompany the Mayor on events during the mayoral year.

The meeting was adjourned at 6.31 p.m. for public participation.

See Appendix 4

The meeting was resumed at 6.45 p.m

3 Mayor's Report

- 3.1 The Mayor reported that since having taken over the hot seat he had had the pleasure of attending four events:

- Thetford TC – Mayor making Civic event
- King Lynn & West Norfolk TC - Annual Civic Service
- Curry With Love – new shop opening in Swaffham
- Chapmans & Thornally FD – revamp funeral directors

The Mayor noted he was looking forward to the forthcoming Beat Retreat event in the town on Thursday 21st June.

- 3.2 Urgent reports at Mayor's discretion:

The Town Clerk advised there had been a request received from Brian Eves to install an extra tap by Plot 4, Shouldham Lane allotments. This would be installed at no expense to the Town Council, it would be funded by the allotment holders who would benefit from a tap at that location.

The Town Clerk recommended to Council that permission was given, providing an undertaking was given to make good any damage to the existing water supply, whilst installation took place.

Initials: _____

It was agreed to allow Brian Eves to install an extra tap by Plot 4, Shouldham Lane allotments provided an undertaking was given to make good any damage to the existing water supply, whilst installation took place.

4 Reports from Police and Principal Authorities

4.1. Police

PC Gilluley reported the recent SNAP meeting had agreed three prime areas for focus – 1) ASB Motor vehicle; 2) Redlands Park Estate; 3) Dog Crime in Swaffham. A number of CAD calls, cautions and drug seizures had happened as a result of the focus area.

Crime statistics for the period 1st January to 10th June were discussed, all were down on the same period 2017.

PC Gilluley made a request to use the Recreation Ground, Haspalls Road to hold a Norfolk Constabulary Fun Day, on Friday 27th July in conjunction with Norfolk Day. The plan for the day was to include stalls, motorbike display, raffle, Norwich Football trainer and pop up football goal posts etc. as well as opening out the event to Swaffham organisations

It was unanimously agreed to allow the use of the Recreation Ground, Haspalls road for a Norfolk Constabulary Fun Day on Friday 27th July 2018, in conjunction with the Norfolk Day.

Cllr Darby suggested the Council might like to put up their own council gazebo at the Fun Day and he volunteered to help cover it on the day.

Police Sergeant Matt Howes introduced himself to the council explaining his role was as Neighbourhood Police Sargent for Watton, Swaffham and Dereham and it was his intention to attend the Council meetings in the future, time permitting.

4.2. County Councillor

Cllr E Colman was not present, a copy of his report was circulated to Council prior to the meeting – see *Appendix 3*

4.3. Breckland District Councillors

Cllr Matthews noted it was business as usual at Breckland, just a few items of note:

- GDPR – there will be no prosecutions in the first twelve months whilst it beds in.
- Negotiations are taking place to buy two new properties to serve as emergency accommodation for homeless persons
- £250,000 taken out of Community Fundraising and ring fenced for the Market Towns Initiative
- If businesses are having problems which affect their running – like noise, Health & Safety etc they will be given a direct point of contact to ensure swift action.

Cllr Darby explained the AQMA draft report was nearing the 2nd consultation stage and everyone was asked to pass any comments to Breckland either direct on through himself.

5 Minutes of the previous meetings

Cllr Darby highlighted a number of small typing errors prior to the meeting which were recorded in the printed minutes.

The minutes of the Annual Council meeting and Full Town Council meeting 9th May 2018 were signed as a true and accurate record of each meeting.

Cllr Thorp wanted to emphasise to the council that the grant agreed for the Beat Retreat event was done so in conjunction with the Royal British Legion, who were always happy to support Council events.

6 Town Hall Report by the Town Clerk

The Town Clerk highlighted the following items for the Council to note.

- 6.1. a) Highways Engineer meeting - notes from the meeting with Highway Engineer David Jacklin on 5th June 2018 were circulate with the Agenda. The next meeting is booked for 3rd July.

Initials: _____

Cllr Allen expressed concern about the regular lorries carrying straw down the Watton Road as they were continuing to cause disruption and block drains. The Town Clerk confirmed Highways were aware however there was no further update since the last meeting.

b) Green Britain Centre – closure yesterday afternoon. The Town Clerk confirmed he had been in touch with Breckland Council that morning who confirmed that things had happened quite quickly yesterday. It was too early to confirm what the interim or long-term arrangements would be. Breckland confirmed that they owned the building and the surrounding land. The Green Britain operator was their tenant, and, as the Landlord, they would be working with the current tenant through their notice period to ensure a smooth hand-over and begin to consider opportunities for the best use of the site in the future.

Cllr Scott was pleased to note that there was talk of possible leisure facilities as a possible re-use for the future.

Cllr Darby raised concern regarding Garden Science Trust and asked the council to consider what, if any, support could be given to help them in finding alternative premises.

It was agreed for the Town Clerk to make contact with Garden Science Trust to establish what their needs were.

c) Beating Retreat – Thursday 21st June

The Town Clerk noted that the Grenadier Guards would arrive in Swaffham in the afternoon. The arrangements were being finalised this week and leading into next week. There was a Volunteer Briefing at 3.30pm on Tuesday 19th, and a pre-meeting with representatives of the Legion an hour before. The Civic Reception was all organised, and Councillors were encouraged to arrive early to take their seats in the Market Place for Beating Retreat at 6pm. After the band finished there would be a short while to attend the Civic Reception in the Assembly Rooms, before the Concert started in the Church at 7.30pm. There were still a few tickets left for the concert; a good number were already sold.

In terms of disruption for the Town Centre, the outside team were closing off the Central Car Park from 7pm the evening before the event, the Shambles would be cleared from 6am until after the event, and the road would be closed from 2pm until after the event. There were a lot of barriers to get in position, and to dismantle afterwards, with signs, gazebos and chairs to remove too. Anyone willing to help was asked to come along to the Volunteers meeting on Tuesday, volunteers need to be confirmed and given a security briefing for the day.

6.2. Councillors questions relating to ongoing business:

Cllr Darby enquired on the progress of obtaining a new outside van for the outside maintenance team as agreed in the last Finance meeting. The Town Clerk confirmed this was in hand and options would be available for the July Finance meeting for the Council to review and agree.

Cllr Scott noted that the land allocated for the swimming pool was currently being farmed.

It was agreed the Town Clerk would speak with the landowners.

7 **Finance**

7.1. Accounts for payment for June 2018

The interim list was circulated in the Agenda pack and an updated list was circulated to Councillors at the meeting - *Appendix 1*

Cllr Thorp advised that finance item 114 Marshalls Coach – would be covered by the Royal British Legion whereas item 90 - Crowd barriers would be covered by the Council Grant for the event.

The Town Clerk highlighted item 118 - Norfolk County Council for £9,000 and explained this was a statutory requirement for 'Pay Strain' which the Council had to pay, there would be a full explanation given at item 13.1 in the closed part of the meeting. The payment was unforeseen, and is outside of budget, so it would come out of general revenue reserves.

It was agreed to accept the accounts for June 2018

Initials: _____

- 7.2. To receive and consider request from the Town Mayor, Cllr Colin Houghton regarding 'Swaffham Poppy tribute', to ratify the decision to agree a grant in principle and discuss detailed proposal.
This was introduced as a late item on the agenda for the May Council meeting, when it was provisionally agreed to set aside £500 from the events budget subject to a proposal being agreed. The Mayor explained the proposal circulated about the poppy tribute.
Cllrs were concerned by the possibility of adverse weather conditions and further suggestions were put forward for a more permanent memorial and possibly lamppost poppy flags.
After further discussion it was proposed that Cllr Allen investigate the permanent poppy paving slabs being laid in Hunstanton and Cllr Houghton investigate the poppy flags for lampposts similar to Watton Town Council.

It was agreed to defer the decision on a Swaffham Poppy Tribute to allow a more detailed proposal to be prepared by Cllr Houghton with information sourced by Cllr Allen

- 7.3. To receive and consider a request from Icen Partnership to provide a new dog bin as part of the Community Garden Project development at the Campinglands.
The Council were asked to take into consideration the cost of purchasing a dog bin of £100 to £250, depending on what size is agreed upon. There was also the possibility of Breckland Council charging for the emptying of the bin

It was agreed to purchase a dog bin as part of the Community Garden Project development at the Campinglands.

- 7.4. To receive and consider confirmation of Neighbourhood Plan grant of £4,500 from Locality/ Groundwork UK, Neighbourhood Planning Team.
At the time of the Agenda being circulated the Council were awaiting the official letter offer, which follows within 10 days of the notification. Receipt of the notification had allowed the application for the top up funding of £2,250 from Breckland Council.
The offer letter was received on Monday 11th June, and the Council now had 10 days until the 21st June to complete their due diligence and accept the offer.

8 Receive Correspondence or Information

8.1 General

- a) To receive and consider request from the Royal British Legion to have a small ceremony on Armed Forces Day on Saturday 23rd June 2018.

The Armed Forces Flag would be raised at the Town Hall at the beginning of Armed Forces Week, Monday 18th June. The Council were asked to consider a short ceremony to mark the raising of the Flag, as happens at a number of other Council's around the Country. Breckland Council do this outside their offices at Elizabeth House, in Dereham.

It was unanimously agreed to mark the raising of the Armed Forces Flag at the beginning of Armed Forces Week with a small ceremony attended by as many Cllrs as available.

- b) To receive and consider Freedom of Information Request relating to Council Policy regarding the running and operation of Swaffham Town Market and in particular policies which ban any political groups.

Cllrs noted that the receipt of the FOI request had prompted a review of policy decisions that had been carried forward from Council to Council and not always written down separately, just contained within past minutes of the Town Council. The new policy referred would be reviewed at the Market Committee meeting next week.

- c) To receive and consider final exchange of correspondence with Barclays Bank following the meeting held on 17th May regarding the pending closure of the Swaffham Branch on 27th July.

It was noted that this was the end of an era, closing the Swaffham Branch after a 211-year association with the Town.

- d) To receive and consider flying the Red Ensign ashore on Merchant Navy Day, 3rd September.

Initials: _____

It was confirmed the Council do have a Red Ensign, and in 2017 this was put up on 'Merchant Navy Day'. Cllrs were asked to consider participating in the national campaign and whether they should also hold a similar ceremony as per item 8.1a.

It was unanimously agreed to raise the Red Ensign Fad to mark Merchant Navy Day and to hold a small ceremony with as many Cllrs in attendance as available.

e) To receive and consider e-mailed correspondence from the Town Clerk in respect of agreeing a policy for flying flags within the Town, and to consider purchasing more flags in time for Norfolk Day on 27th July.

The Town Clerk confirmed the issue had been dealt with inbetween meetings as a temporary measure. For clarity and guidance Cllrs were asked to agree a policy to confirm future requirements – whether to have flags up all of the time or only on special occasions and everything inbetween.

Matters considered included: -

- The new flags and flag poles were the cheapest of their kind, in order to obtain delivery in time for the Royal Wedding and closely followed by the Sheep Fair.
- In the past when the Council had a flag up all of the time at the Town Hall and it had resulted in additional purchases throughout the year, as they got ragged in all weathers. As a minimum to maintain the same numbers, the council would need to budget for a replacement flag every year and replacement flag pole every other year, if the flags were to stay up all of the time.
- Consent forms were signed for more than the original number (50) of flags/flag poles that were ordered. The Council were asked to consider increasing their stock of flags in time for Norfolk Day on 27th July?

After discussion it was proposed that the council would purchase a further 50 flag poles and a mix of 50 flags, a duplicate of the original order.

It was agreed to purchase a further 50 flag poles and mix of 50 flags, a duplicate of the original order.

It was proposed to adopt a Flag policy that would allow flags to be raised and left in situ between 1st May and 30th Sept each year with ad hoc raising of flags thereafter to recognise special days and events, subject to individual approval by Council.

It was agreed to adopt a Flag policy that would allow flags to be raised and left in situ between 1st May and 30th Sept each year with ad hoc raising of flags thereafter to recognise special days and events, subject to individual approval by Council.

f) To receive and consider e-mailed correspondence with SCALGA regarding a report of the Annual Allotment Forum in the Swaffham Newsletter, and notification of a meeting on 5th July.

It was noted the correspondence and newsletter report did not make easy reading. The Town Clerk and Deputy Clerk would be recommending to the Open Spaces Committee that changes are made to how the council operate and communicate with allotment holders, as clearly what is in place was not working. The recommendation was being worked up in greater detail for a proposed meeting with SCALGA representatives on 5th July.

A brief outline of the recommendation was to dispense with the Annual Allotment Forum and the 6 monthly Partners meetings and as an alternative create an Allotments Sub-Committee, reportable to the Open Spaces Committee, who would meet quarterly four times a year.

It was suggested that the sub-committee would include:

- Three Town Councillors
- One SCALGA representative
- One ESCAPE Project representative
- Four non-SCALGA allotment site representatives – covering Tumbler Hill, Four Acres Field,

Initials: _____

Magazine Field and Shouldham Lane.

- Non-voting membership would be offered to the Garden Science Trust, the Green Britain Centre and Icen Partnership.
- There may also be a 15 minute public participation slot, for any allotment holder to address the sub-committee.

The concept would be put to the Open Spaces Committee for approval with a draft 'terms of reference' and summary of the rationale, with the sole aim of improving Councillor/Allotment Holder relations in the long-term.

It was proposed to refer the recommendation, to adopt a separate Allotment Sub-Committee that would report to the Open Spaces Committee, for discussion and agreement of the Terms of Reference.

It was unanimously agreed to refer the proposal, to adopt a separate Allotment Sub-Committee that would report to the Open Spaces Committee, for discussion and agreement and of the Terms of Reference.

8.2. **Breckland Council**

a) To receive and consider notification of the Satellite Office being relocated to the library from 1st June.

It was noted the 12 month extension to the Breckland satellite office began on 1st June, as the Council were notified of the temporary service being re-located to the Library in each town. The service was now on two half days of Tuesday morning and Friday afternoon, the office were doing their best to signpost the public to the Library.

b) To receive and consider 1st Draft Air Quality Action Plan.

It was noted the document was the 1st Draft of the AQMA Action Plan that had emerged from the Steering Group. It would now be put out to final consultation and amendment, before it was finalised and sent off to DEFRA via the Secretary of State.

Cllr Darby highlighted the opportunity to comment online via www.breckland.gov.uk

8.3. **Norfolk County Council**

a) To receive and consider schemes to be put forward for the 'Parish Partnership Scheme' for 2019-20, deadline for bids is 7th December 2018.

The Town Clerk confirmed the Parish Partnership scheme was inviting bids up to the 7th December for the next financial year. Any project had to have match funding provided by the Town Council. The process was confirmed that the Council involve the Local Highway Engineer in costing out any scheme prior to making an application. This item would be kept on the Council agenda in August, September, October and November, for Councillors to put ideas forward for costing and then making a final decision to put in a bid.

Some ideas were suggested at the meeting and Cllr Houghton proposed that further, more detailed discussions, could take place at a proposed budget meeting being planned for July.

9. **Correspondence or Information**

A list of all other correspondence was noted - *Appendix 2*.

10. **COMMITTEE & WORKING GROUP reports:**

10.1. Committees (Planning, Personnel, Market & Open Spaces)

10.2. Working Groups, Task Groups or Topic Groups (Twinning Liaison, Museum Liaison, Allotments, Partners, Neighbourhood Plan Steering Group, Christmas Lights, Swaffham/Watton Liaison)

Transport & Access Group – it was noted the Group were very active and had emerged out of the Neighbourhood Plan process. It was recognised their work would continue beyond the Neighbourhood Plan, in particular with work related to a future relief road. The Town Clerk recommended that the Council formalise the Group with a simple terms of reference/protocol to make them into a 'Focus Group'.

Initials: _____

It was agreed for the Town Clerk agreed to prepare a draft to consider at a future Council meeting and to gain the views of the Group members.

Neighbourhood Plan: The timetable had now been agreed, giving Breckland officers 2 weeks to come back to the Steering Group with any informal comments on the Plan - layout, general principals of policies, any errors. The detailed comment on the NP would come through from statutory agencies, including Breckland, at the Reg 14 pre-submission consultation stage. The experience in the past was that Local Authorities appreciated seeing the draft Plan before Reg 14, but not for formal comment.

It was also felt it was important that the Steering Group were the first to see the draft Plan.

Timetable

- Friday, 15th June: Rachel to send draft NP to steering group.
- Tuesday, 19th June: steering group to meeting to input comments. Rachel then to make revisions to the NP.
- Friday, 22nd June: Rachel to email latest draft of the NP to Breckland Council and Swaffham Town Council. This gives Breckland 2 weeks to make informal comments. The Town Councillors will be sent it at this stage so there are no surprises later on.
- 2 weeks wait: Rachel to prepare material for exhibition. Emma to draft the Sustainability Appraisal.
- Friday, 6th July: comments to be received from Breckland Council and Town Councillors.
- Monday, 9th July: steering group to meet to review comments and make amendments to the Plan and finalise for pre-submission.
- Wednesday, 11th July: Rachel to email Town Council with pre-submission version of the Plan.
- Monday, 16th July: Extraordinary Town Council meeting at 10am, for signing off the pre-submission version.
- Wednesday, 18th July: Pre-submission consultation period launched with an exhibition in the Assembly Rooms.

A Town Council Extraordinary meeting was advised for 16th July 10am.

11. Reports by Representatives from Outside Bodies

Swaffham Heritage Ltd for the period November 2017 to April 2018
Cllr Thorp advised the team were progressing through GDPR.

ICENI Buildings Management

Cllr Darby wanted to congratulate IcenI for the repainting of the Assembly Rooms which were looking very clean and tidy.

Cllr Lister expressed concern regarding the kitchens within the Assembly Rooms and it was proposed to hold a meeting with IcenI to voice the concerns.

Swaffham Swimming Pool

Cllr Skinner advised a meeting was in plan shortly with Sport England.

Swaffham in Bloom

The Town Clerk confirmed the summer flowers had now been planted throughout the town.

Cllr Bowler agreed to let Cllr Allen know of the budget with the Town Team for Swaffham in Bloom.

NALC

Cllr Matthews read out her report as follows:

“Quarterly meeting last week. Finance – we ended the year with a balanced book. Officer to Executive has now bedded in very well and the office is run smoothly with the majority of queries sorted same day. It was reported there was a shortage of school governors, parish clerks and many more but we have received money to put into our training fund to up the skills of interested parties. The big subject from the Regional Conference was the acknowledgement from many

Initials: _____

sources of bullying from Parish Clerks in the workplace. Training is needed for both Councillors and Clerks in this area “

12. Dates of forthcoming meetings and to receive any items for a future agenda:

Xmas lights Working Group	Mon	18 th June	5.00pm	Council Chamber
Market Committee	Mon	18 th June	6.30pm	Council Chamber
NP Steering Committee	Tues	19 th June	10.00am	Council Chamber
Planning Committee	Tues	26 th June	1.30pm	Council Chamber
FULL COUNCIL	Wed	11 th July	6.30pm	Council Chamber

13. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:

Confidential Business following the exclusion of the public and press

13.1. To receive and consider any staff related issues from the Personnel Committee.

- The Personnel Committee met on Monday 4th June, Cllr Bensley and Cllr Houghton were re-elected as Chair and Vice Chair of the Committee for this year.
- The Committee looked at all the normal day to day HR and Personnel issues.
- The latest GDPR update was given by the Town Clerk, confirming that it was very likely that the council would not need a Data Protection Officer.
- The Staff Appraisal Timetable was agreed for 2018 of June and July, reporting to the August Personnel meeting.
- Office Space - it was agreed to take the opportunity of Breckland Council vacating the larger of the offices to rearrange the office team as follows:
 - The Town Clerk would move into the larger room vacated by Breckland, this would also accommodate meetings for up to eight people.
 - The Deputy Clerk would move back into what was originally the Deputy Clerks office, to allow privacy and to accommodate meetings of up to four people.
 - The Office Administrator would move to where the Deputy Clerk is currently located
 - The Project Support Officer would then utilise the remaining desk on a Monday, Thursday and Friday and for Councillors when they are called into the office for payments etc.
 - The small meeting room would remain a multi-purpose room, used for occasional meetings if more convenient and for newsletter collection and would be the new home for M&A Accountants who hire a space one day a week.

13.2. To receive and consider Section 106 update.

The Councillors noted the updated correspondence issued with the agenda.

13.3. To receive and consider update on registration of the Shambles.

The Councillors noted the correspondence issued with the agenda and an update provided by the Town Clerk at the meeting.

13.4 To receive and consider update in respect of Town Centre Tendering process and timetable

The Councillors noted the correspondence issued with the agenda and an update provided by the Town Clerk at the meeting.

13.5 Abel Homes

The wording of the resolution from the Extraordinary Council meeting on 12th June was confirmed as follows: -

It was unanimously agreed to support the Abel Homes application 3PL/2017/1487/O, Land to the West of Brandon Road Swaffham – with the following comments:

Swaffham Town Council have agreed to support the application including a S106 contribution towards an offsite leisure facility for Swaffham. The Town Council are aware that the original highways objections put forward have now been overcome by Norfolk County Council. The Town Council also recognise that removal of the Health Centre will lead to less traffic than first believed.

13.6 Days Field

Initials: _____

The Town Clerk provided an update on the continuing progress.

The meeting closed at 9.35pm

Mayor.....

Swaffham Town Council - Accounts for June 2018

7.1

No	Payment	Name	Details	Price	VAT	Total
Paid - 1st -13th June 2018 Town Council meeting						
83	BACS	Zurich Municipal	Annual Insurance - 2018-19	£ 6,248.41	£ 749.81	£ 6,998.22
84	BACS	Jeremy Stacey Architects	Works to Buttercross	£ 400.00	£ 80.00	£ 480.00
85	BACS	Breckland DC	Lighting - 2nd Instalment	£11,766.85	£ 2,353.37	£ 14,120.22
86	BACS	Ward Gethin Archer	Buttercross - Land Registry Fee	£ 40.00	£ -	£ 40.00
87	BACS	Rachel Leggett	NP Consultancy - Dec 17 - Apr 18	£ 3,840.00	£ 406.86	£ 4,246.86
88	Card	Lloyds Bank	Corporate Card - Monthly Fee - Apr 2018	£ 3.00	£ -	£ 3.00
89	d/d	WorldPay	Monthly Pymt chgs - May 18	£ 1.79	£ 0.01	£ 1.80
90	Card	Local Fencing Hire	Beat Retreat - Crowd Barrier hire	£ 400.00	£ 80.00	£ 480.00
91	Card	Dereham Tool Hire	Disc Cutting tool hire	£ 40.00	£ 8.00	£ 48.00
92	300209	Royal British Legion	Desert Rats Wreath	£ 17.00	£ -	£ 17.00
93	Card	UK Safety Store	H&S lock door signs	£ 2.96	£ 0.59	£ 3.55
94	Card	Archant	Recruitment advert - Market Superintendent	£ 480.00	£ 96.00	£ 576.00
Sub Total				£23,240.01	£ 3,774.64	£ 27,014.65
To be authorised and paid - post 13th June 2018 Town Council meeting						
95	BACS	Net Salaries	Town Council	£16,877.97	£ -	£ 16,877.97
96	BACS	Inland Revenue	Tax & National Insurance	£ 4,496.19	£ -	£ 4,496.19
97	BACS	Norfolk Pension Service	Superannuation	£ 4,681.01	£ -	£ 4,681.01
98	d/d	Breckland Council	Town Hall - Rates	£ 1,008.00	£ -	£ 1,915.00
			Market - Rates	£ 392.00	£ -	
			Cemetery - Rates	£ 182.00	£ -	
			Public Toilet - Rates	£ 333.00	£ -	
99	d/d	Immervox (May 2018)	Large Office - User Groups Phone 336953	£ 13.55	£ 2.71	£ 178.51
			Small Office - User Groups Phone 336954	£ 11.50	£ 2.30	
			Town Council - Fax & Broadband 720469	£ 48.04	£ 9.60	
			Museum - Telephone 721230	£ 22.44	£ 4.49	
			Town Council - Telephone 722922	£ 40.23	£ 8.05	
			Town Council - Alarm 724968	£ 13.00	£ 2.60	
100	300210	Swaffham Town Council	Petty Cash	£ 63.19	£ -	£ 63.19
101	BACS	A1 Motor Store	Sheep Fair - road closure and parking signs	£ 210.00	£ -	£ 210.00
102	BACS	Anglian Chemicals	Public Toilet - supplies	£ 103.44	£ 20.68	£ 124.12
103	BACS	Anglian Water	Town Hall - 0346045001 - Feb-May 18	£ 80.42	£ -	£ 80.42
104	BACS	Anglian Water	Public Toilets - 0341378101 - Feb-May 18	£ 399.91	£ -	£ 399.91
105	BACS	Anglian Water	Rec Ground - a/c 0225554301 - Feb-May 18	£ 11.71	£ -	£ 11.71
106	BACS	Anglian Water	Allotments SL - a/c 0291055801 - Feb-May 18	£ 13.06	£ -	£ 13.06
107	BACS	Anglian Water	Allotments SL - a/c 0295096901 - Feb-May 18	£ 75.17	£ -	£ 75.17
108	BACS	APF Safety Services Ltd	Annual Fire Extinguisher maintenance	£ 49.99	£ 10.00	£ 59.99
109	BACS	ATS Euromaster Ltd	Outside Truck - puncture repair	£ 60.30	£ 12.06	£ 72.36
110	BACS	Auditing Solutions Ltd	Internal Audit - 1st May 2018	£ 420.00	£ 84.00	£ 504.00
111	300211	Claire James	Allotment deposit refund - SL48b	£ 40.00	£ -	£ 40.00
112	BACS	Hayes & Storr	Personnel Consultation	£ 300.00	£ 60.00	£ 360.00
113	BACS	Lyreco	Town Hall paper	£ 34.20	£ 6.84	£ 41.04
114	BACS	Marshalls Coaches LLP	Beat Retreat - band coach	£ 1,120.00	£ -	£ 1,120.00
115	BACS	Mr & Mrs Scott	Allotment deposit refund - FA25a	£ 40.00	£ -	£ 40.00
116	d/d	Netmatters	Monthly IT Support package - May 18	£ 254.50	£ 50.90	£ 305.40
117	BACS	Norfolk ALC	Training - Allotments - Claire & Kerry	£ 90.00	£ 18.00	£ 108.00
118	BACS	Norfolk CC	Pension adjustment	£ 9,000.00	£ -	£ 9,000.00
119	BACS	Norse Eastern Ltd	Sheep Fair banner	£ 35.00	£ 7.00	£ 42.00
120	BACS	One Stop Promotions	Town Flags	£ 748.06	£ 149.62	£ 897.68
121	BACS	Plowright Place	Council Grant - June 18, 1st Instalment	£ 350.00	£ -	£ 350.00
122	BACS	Proludic	Rec Ground U8s replacement equipment	£ 517.62	£ 103.53	£ 621.15
123	BACS	Rialtas Business Solutions Ltd	Annual Allotment software - 2018/19	£ 119.00	£ 23.80	£ 142.80
124	d/d	Siemens Financial Services	Quarterly Photocopier lease - Mar - Jun 18	£ 1,069.21	£ 213.84	£ 1,283.05
125	d/d	SSE - Southern Electric	Cemetery Chapel - Electricity - Apr 18	£ 24.69	£ 1.23	£ 25.92
126	d/d	SSE - Southern Electric	Public Toilets - Electricity - Apr 18	£ 160.62	£ 32.12	£ 192.74
127	d/d	SSE - Southern Electric	Public Toilets - Electricity - May 18	£ 160.33	£ 32.06	£ 192.39

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Appendix 1, cont'd

128	BACS	Stannah	Museum stair lift annual service	£ 117.44	£ 23.49	£ 140.93
129	300212	Swaffham Service Station	Monthly fuel - <i>Apr 18</i>	£ 161.78	£ 32.36	£ 194.14
130		Swaffham Service Station	Monthly fuel - <i>May 18</i>	£ 333.57	£ 66.72	£ 400.29
131	BACS	T K Drakes	Public Toilets - replacement lighting	£ 120.70	£ 24.14	£ 144.84
132	BACS	T K Drakes	Town Hall - replacement lighting tubes	£ 28.85	£ 5.77	£ 34.62
133	BACS	Travis Perkins	General supplies	£ 90.66	£ 8.12	£ 108.78
134	BACS	TTSR Ltd	Grave Digging - <i>May 18</i>	£ 480.00	£ -	£ 480.00
135	BACS	Veolia	Waste Collection - <i>May 18</i>	£ 159.65	£ 31.93	£ 191.58
Sub Total				£68,402.01	£ 4,822.60	£ 73,234.61

Late Bills - received after agenda issued

136	BACS	CGM	Grass Cutting - <i>May 18</i>	£ 132.00	£ 26.40	£ 158.40
137	BACS	Cooleraid	Town Hall drinking water - <i>May 18</i>	£ 27.65	£ 5.53	£ 33.18
138	BACS	Eastern Business Systems Ltd	Photocopying usage	£ 159.02	£ 31.80	£ 190.82
139	BACS	Nicola Barnes HR	HR Consultancy - <i>May 18</i>	£ 186.60	£ -	£ 186.60
140	d/d	Public Works Loan Board	Loan Repayments - <i>492650 & 492651</i>	£ 4,046.40	£ -	£ 4,046.40
141	BACS	SJS Engraving	New Staff name badge - <i>Sue Dent</i>	£ 0.99	£ 1.00	£ 1.99
142	BACS	SLCC	2018 Conference - <i>R Bishop, Cllr P Darby</i>	£ 99.00	£ -	£ 99.00
143	d/d	SSE - Southern Electric	Cemetery Chapel - Electricity - <i>May 18</i>	£ 39.63	£ 1.98	£ 41.61
TOTAL				£ 73,093.30	£ 4,889.31	£ 77,992.61

Bank Transfers

144	Transfer	Unity Trust Bank	From deposit to current - cover pymts			£ 60,000.00
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Summary of Income - May 2018 (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)

02-May-18	Cash Analysis	Cash & Cheques taken over the counter			£ 6,448.59
14-May-18	Cash Analysis	Cash & Cheques taken over the counter			£ 1,030.60
21-May-18	Cash Analysis	Cash & Cheques taken over the counter			£ 463.56
29-May-18	Cash Analysis	Cash & Cheques taken over the counter			£ 3,820.71
Total BACS		Total Additional Income received by BACS			£ 5,815.63
TOTAL					£ 17,579.09

Items of expenditure to be reclaimed

Age Concern	Salary	£ 2,933.50	£ 38.40	£ 2,971.90
Breckland Council	Large Office - User Groups Phone 336953	£ 13.55	£ 2.71	£ 16.26
Museum	Museum - Telephone 721230	£ 11.50	£ 2.30	£ 13.80
Sues News	Electricity - <i>May 18</i>	£ 82.29	£ 16.46	£ 98.75
TOTAL		£ 2,958.55	£ 43.41	£ 3,001.96

Initials: _____

LIST OF CORRESPONDENCE – June 2018**General**

a)	Email – NALC – Unauthorised Development & Encampments
b)	Email – NALC – Chief Executive bulletins, 11 th & 21 st May
c)	Email – NorfolkALC – May Newsletters
d)	Email – Dog bins request
e)	Email – Swaffham NP - Steering Group Maps
f)	Email – Internal Audit 2017/18 – final invoice
g)	Email – Town Centre advertising space request
h)	Email – Norfolk Community Foundation (NCF) – funding bulletins
i)	Email – Sheep Fair - car parking enquiry
j)	Email – North Pickenham Windfarm Community Fund – grant funding response
k)	Email – Icen Partnership – Council barrier request
l)	Email – Swaffham NP – article re A1065
m)	Email – Employee pension – staff update
n)	Email – Church Wall – update on repairs
o)	Email – EBC - Pest Control update
p)	Email – Swaffham NP – Baptist Church feedback
q)	Email – Swaffham Heritage – Military Remembrance HLF Funding application
r)	Email – Swaffham NP – timetable discussions
s)	Email – Swaffham NP – June meeting
t)	Email – Church Boundary Wall – resident enquiry re repairs
u)	Email – ShopAppy
v)	Email – Allotment clearing – SCALGA enquiry
w)	Email – Swaffham NP – Highways & Access sub group

Breckland Council

x)	Email – Planning enforcement enquiry – hedgerow - Swaffham
y)	Email – Town Centre Project- match funding support
z)	Email – Breckland 5 year housing land supply questionnaire – Days Field
aa)	Email – Breckland Satellite office - exit plan
bb)	Email – Swaffham NP – Locality top up grant

Norfolk County Council

cc)	Email – Pollution meeting 12 th July 2018
dd)	Email – Car parking enforcement enquiry
ee)	Email – Temporary road closure
ff)	Email – Resident notification of a dangerous tree- Whitecross Road

Police

gg)	Email – Traveller Encampment
hh)	Email – SNAP meeting, 15 th May 2018

Report from NCC Cllr Ed Colman

New leader

Following the sad news that Cliff Jordan was standing down, Andrew Proctor was elected as the leader of Norfolk County Council, at a special meeting held on Friday June 1st.

Councillor Proctor's deputy is Councillor Graham Plant, a former highways portfolio holder at County Hall and after discussions with Councillor Plant he is keen to see something done to tackle congestion around the town centre; he worked on this some years ago and shares my frustration nothing came of the work. I will keep you updated on progress.

Cliff sadly passed away on Saturday June 9th, he will be deeply missed by many and his committed and passion for his county could never be questioned.

By favourite memory of him, is him telling a government minister that just because I talk Norfolk doesn't mean I am stupid!

Children Services to discuss travel plans

At the end of May, Norfolk County Council revealed a proposal to form "special educational needs collection points", which would see parents take children to a designated spot, rather than being collected from home.

It came amid a drive to save £1.4m from its £33.9m transport bill for children and adults, and the council said the four proposals put forward would give people more independence.

After questions and reservations from many local members, including myself; the council's policy and resources committee rejected the officers proposals to create a business case for the option, along with another which would see parents and schools given more say over transport routes.

The committee instead decided that its children's services committee should have the chance to discuss the options and came up with alternatives.

Budget update

The council delivered just 90pc of its planned savings in the year, which officers said was acceptable. We are seeking assurances from managing director over missing 8% or so and expect this to be outlined in full at the next full Council meeting.

LEADER

Businesses and community groups in Norfolk are invited to find out about funding available through two initiatives managed by Norfolk County Council at a drop-in event in Downham Market on 20 June.

People will have a chance to talk to advisers about their project ideas and find out whether they qualify for funding from the LEADER and LIFT programmes. LEADER (Liaison Entre Actions de Développement de l'Économie Rurale) is targeting businesses of any type as long as they have less than 50 staff, while LIFT (Local Investment in Future Talent) is looking for applications from community and networking organisations.

With around £1 million still available for Norfolk businesses through these programmes, this is an important source of funding to help deliver new jobs and grow the rural economy.

I'd urge businesses and community groups to go along to the event with their project ideas to find out if they are eligible and what the next steps are.

Public Participation

Mrs C Smith and Mrs Pat Finch both expressed concern regarding issues experienced at the Paddocks Care home – namely dumping of grass cuttings, beech tree needing trimming etc. Cllr Matthews advised she was aware of the concerns and was in discussions with a number of related agencies in an attempt to get the matter resolved. Cllr Matthews promised to contact the ladies with an update when available.