

Swaffham Town Council

Minutes of the **Full Town Council** meeting held on **Wednesday 11th April 2018** at **6.30pm** the Council Chamber, Town Hall Swaffham.

Present: Mayor Cllr J Skinner (in the Chair)

Councillors: Mr R Bartram, Mrs J Buckley-Stevens, Mrs B Bowler, Mr P Darby, Mrs A Thorp, Mrs S Lister, Mrs T Jennison, Mrs W Bensley, Mrs S Matthews, Mr C Houghton

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

Norfolk County Council: Cllr E Colman (until 7.20pm)
Police: Inspector Jon Papworth (until 6.50pm)
Guest: Mr Russell Reeve, Norfolk ALC
Public: 2
Press: 0

Prayers: Prayers were led by Cllr Thorp

1 Apologies for Absence

- 1.1. Cllr L Scott – work commitments
- 1.2. Cllr I Sherwood – illness
- 1.3. Cllr S Allen – apologies given by Cllr Bartram, no reason given for absence

2 Declarations of Interest

Cllr A Thorp declared a personal interest in item 7.3.

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

There were no questions from the public gallery.

The meeting was resumed at 6.32 p.m.

3 Mayor's Report

- 3.1 The Mayor reported that she had attended a number of events and meetings since the last meeting; ATC dinner, RAF 100 year event and a meeting to discuss the A47.
- 3.2 Urgent reports at Mayor's discretion
 - i) Planning Application – 3PL/2017/1170/F Erection of 2 storey dwelling and detached garage. 78 The Oaklands. Amended description/design. There was no extension granted by the planning officer Sandra Bunning, so this amended application had to be taken as urgent business. **NO OBJECTIONS**
 - ii) Meadow House Nursing Home – Cllrs noted the invitation to the Care Home Open Day on 21st April from 4pm – 6pm.

4 Reports from Police and Principal Authorities

- 4.1. Police

The Town Clerk was copied into recent correspondence in respect of issues on the Redland Park Estate, this was also copied to Councillors for information.
Inspector Jon Papworth attended the meeting and provided a quick overview and current progress on the Norfolk 2020 plan.

Initials: _____

The next step in the process involved appointing a new Sergeant for Dereham followed by Dedicated Beat Managers. The Neighbourhood Police Team would be 'parachuted' into towns where and when necessary.

Insp. Papworth expressed his wish that he and his colleagues attend the Council meetings where possible and to work with the council to support to the town.

Insp. Papworth explained the Mar 2018 crime statistics as taken from the Computer Aided Dispatch (CAD) system used to record calls taken.

There was nothing out of the ordinary showing for the last three years.

Redlands Estate - Insp. Papworth acknowledged there was some concern raised by some residents and council. For Mar 2018 there were a total of 19 CAD calls received relating to 4 specific roads and went on to explain the March statistics in greater detail and how the police work with local partners and housing associations. Insp Papworth confirmed that the statistics recorded were in relation to the whole of the Redlands Estate and were not centred on any one particular area.

4.2. County Councillor

Cllr E Colman highlighted the following items:

Norwich Road Milestone – the insurance monies had been agreed and work was now commencing on repairing the milestone. A date for completion is being sought.

Pathways - NCC are preparing a bid to turn local railway lines into public walkways. Cllr Colman has helped to ensure the Swaffham to Sporle railway was chosen.

Just Dual it – there is a renewed campaign to support the dualling of the A47. Cllr Colman promised to drop off some postcards to the Town Hall and local businesses to encourage people to support the campaign. Completed postcards would then be delivered to the government at a later date.

Potholes – NCC have secured a further budget of £3mil to help tackle the recent spate of new potholes following the cold weather. Cllr Colman stressed the need for the Cllrs and the public to report the potholes online as much as possible to ensure they are recorded and repaired.

Cllr Colman agreed to share a link with Cllr Bartram to air his personal views on the quality of the pothole repairs.

Litter picking - Cllr Colman confirmed the littering at the bypass at the north end of the town had now been referred to the Highway Ranger and the Lynn Road littering would now be referred also.

Cllr Lister expressed thanks on behalf of the Council to Cllr Colman and NCC Cllr Eagle for all their help and support so far for the forthcoming Sheep Fair.

4.3. Breckland District Councillors

Cllr I Sherwood circulated his report prior to the meeting – *Appendix 3*

Cllr Matthews advocated the items raised in Cllr Sherwood's report.

Cllr Darby had nothing further to add.

4.4. Norfolk ALC County Officer.

An information sheet outlining what Norfolk ALC and National ALC do for Parish and Town Councils was circulated with the Agenda Pack, for discussion at item 8.1 (d).

The Town Clerk confirmed the Town Council had received an Invoice for membership totalling £939.26 (£63.82 standing charge, £446.28 Norfolk ALC, £429.16 National ALC). The payment was on the updated payment schedule for this month to be determined at item 7.1.

It was noted the Norfolk ALC subscription had been kept the same as last year, and the National ALC had been increased by 1.92%.

Mr Russell Reeve, Norfolk ALC County Officer was welcomed to the meeting by the Mayor and given the floor to explain in greater detail the work of Norfolk ALC and how they support both the Town Clerk and Swaffham Council.

Mr Reeve answered a number of questions from the floor and was thanked by the Mayor and Cllrs for attending. The Council agreed to make a decision later in the evening and let Mr Reeve know in due course about a further annual subscription.

5 Minutes of the previous meetings

The minutes of the Full Town Council meeting 14th March 2018 were signed as a true and accurate record of the meeting.

Initials: _____

The minutes of the Extraordinary Town Council meeting 20th March 2018 were signed as a true and accurate record of the meeting.

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:

The notes from the meeting were circulated with the Agenda.

There were concerns raised regarding Halfacre public right of way and what could be done to improve this pathway in future, especially as the bordering bushes and hedges compounded the issues.

It was agreed the Town Clerk would ask the question to the Highways Engineer at their next meeting

b) Planning Application 3PLI/2018/0159/F – The Town Clerk offered apologies for quoting the wrong Planning application number for the enquiry regarding amendments to application 3PL/2018/0159/F as an e-mail back to Breckland Council. It was good that the matter was now resolved, and there were no comments back to the Town Hall by Councillors, so the application had been listed as NO OBJECTIONS.

c) Application 3PL/2017/1351/F – erection of 98 dwellings (phase 3) at Swans Nest with access from Brandon Road – Abel Homes Ltd. Notification was received that this application was deferred, therefore was not determined at the Planning Committee meeting at Breckland Council on 9th April 2018.

d) Shopappy - the Breckland launch of ShopAppy was planned for Friday 13th April in Swaffham, outside the Market Cross Café from 11am until 1pm. At the time of the meeting there were 30 Swaffham Independent Traders signed up and the website was planned to go live for all five Breckland Towns on Friday. The Town Crier and the Town Mayor are due to attend and there was an open invitation to Councillors to attend the launch event. Cllr Darby highlighted that Swaffham was the largest town outside Yorkshire to adopt the Shopappy scheme, a great promotional opportunity for Swaffham with Satellite TV and radio due on Friday as well.

e) Electric Car Charging - confirmation had been received from Breckland Council that the Pedlars Car Park would be the location for the Electric Vehicle Charging point selected for the Highways England Rapid charging scheme. Apparently, this was the location chosen all along, any confusion was caused by the wrong location being given out previously of Lynn Road.

f) GDPR update – at the time of the meeting the Information Commissioners Office (ICO) had still not confirmed whether the Clerk could be the Data Protection Officer. The ICO were due to carry out an assessment of the work of Clerks (at some Parish & Town Councils) and would then come to their conclusions asap. There were three actions that needed to be moved forward in respect of the Data Audit, Privacy Notices and Policies. The SLCC had produced a checklist of what steps to take, a copy was circulated to Cllrs at the meeting.

g) Breckland Satellite Office update – it was noted the Mayor, Deputy Mayor, Town Clerk and the three local member Breckland Councillors had been invited to a follow up meeting on 24th April in Dereham.

h) Neighbourhood Plan – it was noted the NP public consultation events were due - Saturday 14th April 10am – 3pm and Tuesday 17th 5pm – 7pm. Cllrs were encouraged to attend and have their say and to encourage as many local residents and businesses to do so also.

i) Grant Applications – the Town Clerk confirmed the grant applications for Locality/Neighbourhood Planning and HLF/Town Centre were well advanced and would be submitted prior to the Town Assembly in two week's time.

Initials: _____

j) Days Fields – the Town Clerk confirmed the follow up meeting with Solicitor and Newbury Homes would be finalised by the Full Council Meeting on Monday 16th April 2018.

k) Legal Issues - the Town Clerk had planned a meeting with Chris Cosgrave at Ward Gethin Archer, Wednesday 12th April regarding the outstanding legal issues at the Shambles, Buttercross and Town Pound.

l) Beating the Retreat event – there is a meeting planned with the Legion on Tuesday 17th April to finalise details of the Beating of the Retreat scheduled for 21st June, with the Band of the Grenadier Guards coming to Swaffham.

6.2. Councillors questions relating to ongoing business:

Cllr Lister enquired about the trees at the Cemetery and the Town Clerk confirmed the matter was in hand.

Cllr Bartram asked for an agenda item to be added to the Full Finance Council meeting on Monday 16th April to consider a possible event to mark the forthcoming Royal wedding on Saturday 19th May 2018.

There was a discussion regarding the Toilet Working Group, progress to date and how to proceed further.

The Town Clerk advised that the working group needed to follow a process:

1. Agree in principle to a design plan for the toilets
2. Obtain a professional specification of works
3. Using the specification obtain a min 3 comparative quotes
4. Summarise the findings and present to Council at their next available council meeting

It was confirmed the Toilet Working Group consisted of Cllrs Buckley-Stevens, Lister, Skinner, Bowler, Matthews and Darby and Mrs Judy Anscombe.

It was agreed to put the Toilet Working Group on the May Council meeting agenda on 9th May 2018.

7 Finance

7.1. Accounts for payment for March 2018

There were two lists to approve this month, payments relating to the financial year 2017-18 paid just before the end of March and the normal monthly payments for April, the first in this new financial year of 2018-19.

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

Cllrs discussed the NALC annual subscription and following the presentation earlier from Mr Russell Reeve it was proposed to renew the annual subscription and authorise payment.

It was agreed to renew the annual subscription to NALC for 2018-19

A number of queries were answered regarding items listed on the Finance Report.

It was agreed to accept the accounts for March 2018

7.2 To receive and consider instructions received from external auditor PKF Littlejohn regarding 2017/18 audit.

The Town Clerk confirmed the new external auditor for the next five years, PKF Littlejohn, had issued the annual audit instructions. The three key dates were: -

- Monday 11th June 2018 – the deadline by which completed and approved Annual Governance and Accountability Return (AGAR) and all supporting documents must be submitted.
- Monday 2nd July – Friday 13th July 2018 – statutory common period to be included in the smaller authority's period for the exercise of public rights.
- Sunday 30th September 2018 – statutory deadline by which (AGAR) & signed auditor report must be published. The notice of conclusion of audit must be published at the same time.

Cllrs discussed a previous suggestion to create a working group to review the budget and help look for additional savings prior to the next budget. Cllrs proposed to revisit the suggestion at a later date.

7.3 To receive and consider emailed correspondence regarding the organisation of the Beat the Retreat event and request for funding from the events budget.

Cllr Thorp explained in greater detail the plans and progress so far for the forthcoming Beat The Retreat event to mark the end of WW1. This was a joint event between the Royal British Legion and the Council and included a Reception for invited dignitaries, parade by the Band of the Grenadier Guards and concert in St Peter and St Pauls Church on Thursday 21st June 2018.

The budget was being looked at with provision required for the following items:

Band Fees (already agreed)	£300
Reception for dignitaries	£250 estimated
Return Coach from London to Swaffham	£500+, under investigated
Road Closure	£36
Invitations/concert tickets (in-house cost)	£25 estimated
Confirmation required re- St. Johns Ambulance	£tbc
Church hire	£0
Assembly Rooms hire	£tbc, dependant on timings

Cllr Thorp confirmed Tesco had agreed to cover the cost of food and Cllr Lister had agreed to make food for the Band of the Grenadier Guards.

Tickets for the concert would be sold at £10 and funds used towards the cost of the event with any possible excess going into the Poppy Fund.

Cllrs Thorp requested consideration of a grant from the STC Events Fund budget to support the the cost of the event.

Cllrs were supportive of the event as a showcase for the Town and were in agreement that the Council should support the event and proposed a grant of £1,500 from the STC Events Fund towards the event with Cllr Thorp to approach the Council should additional funds be required.

It was unanimously agreed to provide a grant of £1500 from the STC Events Fund towards the Beat the Retreat event.

7.4 To receive and consider request for funding for the Sheep Fair.

The Town Clerk advised there had been a request for match funding from STC Events Fund of £1000, application made to Wind Farm Community Fund.

It was recommended the Council consider a grant of £1,000 including staff costs £400, Volunteer Costs £25, Capital costs £125 and Publicity Costs £450.

It was unanimously agreed to provide a match fund grant of £1,000 from the STC Events Fund to support the Sheep Fair on Saturday 26th May 2018.

7.5 To receive a request for a grant from Age UK.

The recommendation was to refuse the request, as Norfolk Age UK is part of a National Network Charity, and the scheme was not specific to Swaffham.

It was agreed to refuse the request, as Norfolk Age UK is part of a National Network Charity, and the scheme is not specific to Swaffham.

8 Receive Correspondence or Information

8.1 General

a) To receive and consider NALC consultation questions on 1) local government ethical standards and 2) National Planning Policy Framework

Initials: _____

It was noted there were national consultations on-going on both of these important subjects. If Councillors wished to get involved, both consultation documents were available to access on-line.

b) To receive and consider correspondence from residents expressing concern regarding speeding in Ash Close.

The letter received from S. Green and P.W. Eagle was rescued from the Town Hall letterbox on the gate. It was noted that all the Town Council could do was pass on the correspondence to David Jacklin, Highways for his attention?

c) To receive and consider email regarding setting up a Speedwatch in Swaffham.

The Town Clerk confirmed he was still waiting for contact to be made regarding setting up a Speedwatch in Swaffham.

d) To receive and consider information from NALC outlining the services they provide.

This item was discussed and agreed earlier in the meeting, item 4.4. and 7.1

e) To receive and consider the Health and Safety report from ES & ES Ltd.

The Town Clerk confirmed he was generally pleased with the Health & Safety report, there were a number of actions which were in progress, but it will always be work in progress, as legislation changes and additional requirements are placed upon the Council.

f) To receive and consider a request to remake the churchyard path between the convent steps and the kissing gates.

The Town Clerk confirmed there had been a repeated request to the Council of 6 months ago, to reinstate the pathway between the convent steps and the kissing gates. It was previously suggested to remove the grass that had grown over the top and reinstate, repair the tarmac path that lies underneath.

Cllrs discussed the request and it was proposed to refuse the request at this time.

It was agreed to decline the request to reinstate the pathway between the convent steps and the kissing gates.

8.2 **Breckland Council**

a) To receive and consider emailed correspondence regarding a bid to the Market Towns Initiative funding for Market Stalls, and a copy of the proposal.

It was noted the issue had come out of the joint meetings with Watton and was put forward for an 'in principal' decision from full Council, with a recommendation to defer for further costings to be discussed at the Finance meeting, 16th April 2018 and subject to Market Committee approval on 23rd April 2018.

b) To receive and consider correspondence including an offer from Breckland Enforcement Manager, Chris Curtis to attend a Town Council meeting, setting out enforcement procedure.

The offer to attend a Town Council meeting, combined with Cabinet Portfolio holder Cllr Gordon Bambridge's offer to attend a meeting to update Councillors on Planning was noted.

It was agreed for the Town Clerk to organise a date for this training for Councillors

8.3 **Norfolk County Council**

a) To receive and consider proposed traffic order to limit vehicles from exceeding 20 miles per hour on Fieldfare Way, Mayfly Rd, Minnow Close and Otter Rd.

The proposed traffic order to limit vehicles from exceeding 20mph was notification of advertising the order, the consultation period finished on 10th April.

b) To receive and consider temporary traffic restriction order, New Sporle Rd and Northwell Pool Rd with Couhe Close 16th to 20th April.

Initials: _____

The temporary traffic restriction order was for information only.

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)

There were no Committee reports

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

Twinning Liaison – to receive final drafts of the new charters.

The draft charters were circulated with the Agenda for information only.

11. Reports by Representatives from Outside Bodies

Town Team

- Swaffham Hare Hunt – the proposal for a Hare Hunt Trail was noted.

- Community Garden – it was noted the grant had now been approved.

Swaffham Museum

Cllr Thorp read out an update from the Museum – *Appendix 4*

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

Personnel Committee	Mon	16 th Apr	12noon	Council Chamber
FULL COUNCIL FINANCE	Mon	16 th Apr	6.30pm	Council Chamber
Market Committee	Mon	23 rd Apr	6.30pm	Council Chamber
NP Steering Committee	Tues	24 th Apr	10.00am	Council Chamber
Planning Committee	Tues	24 th Apr	1.30pm	Council Chamber
Annual Town Assembly	Wed	25 th Apr	6.30pm	Council Chamber
FULL COUNCIL	Wed	9 th May	6.30pm	Council Chamber

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

Confidential Business following the exclusion of the public and press

13.1 Staff related issues from the Personnel Committee.

The Personnel Committee are due to meet on Monday 16th April 2018 and the report will be given at the May council meeting.

The Town Clerk confirmed he would be attending a meeting in Watton, Wednesday 18th May to finalise details of the Job Advert, Job Description, Service Level Agreement and day to day Line Management of the joint Project Support Officer post.

At the recent Focus Group meeting between Watton and Swaffham, it was taken that everything had been finalised and approved, however, the Town Clerk at Watton had since confirmed that it needed to be signed off by full Council.

13.2 To receive and consider correspondence relating to Millngate and the Draft Deed of Variation

The only update to the information contained in the Agenda pack was that the Breckland Solicitor, Mike Horn had chased up this e-mail and enclosures on Monday of this week, the Town Clerk had heard nothing since then.

The meeting closed at 9.00pm

Mayor.....

Initials: _____

Swaffham Town Council - Accounts for 15th - 27th March 2018							7.1
No	Payment	Name	Details	Price	VAT	Total	
Paid - 15th - 27th March 2018							
499	BACS	J P Skips	Allotment & Shambles skip waste collection	£ 100.00	£ 20.00	£ 120.00	
500	BACS	Nicola Barnes HR	HR Services - Feb 18	£ 135.00	£ -	£ 135.00	
501	BACS	Travis Perkins	Campingland Fence paint	£ 13.94	£ 2.79	£ 16.73	
502	BACS	J P Skips	Cemetery skip waste	£ 133.33	£ 26.67	£ 160.00	
503	BACS	Mrs Whipps	Refund Exclusive Rights - plot E F 6	£ 71.00	£ -	£ 71.00	
504	BACS	Travis Perkins	General supplies - paint	£ 25.33	£ 5.07	£ 30.40	
505	BACS	Zurich Mgmt Services	LCAS Seminar, Deputy Clerk & Works Mgr	£ 60.00	£ 12.00	£ 72.00	
506	BACS	Sheila Lister	Annual Councillor allowance	£ 80.00	£ -	£ 80.00	
507	Card	Amazon	Postbox, security items	£ 41.61	£ 6.21	£ 47.82	
508	BACS	Playmaintain	Play area inspections	£ 199.00	£ 39.80	£ 238.80	
509	BACS	Akers Tree Services	Cemetery, Church, Campingland, allotments tree work	£ 2,975.00	£ -	£ 2,975.00	
Sub Total				£ 3,834.21	£ 112.54	£ 3,946.75	

Swaffham Town Council - Accounts for April 2018						7.1	
No	Payment	Name	Details	Price	VAT	Total	
Paid - 1st -11th April 2018 Town Council meeting							
1	d/d	Service Charge	Quarterly Service Charge - Jan -Mar 17	£ 45.00	£ -	£ 45.00	
2	d/d	Netmatters	Monthly IT Support package - Apr 18	£ 254.50	£ 50.90	£ 305.40	
3	Card	Lloyds Bank	Corporate Card - Monthly Fee - Mar 2018	£ 3.00	£ -	£ 3.00	
4	Card	Amazon	Car event - toilet hire	£ 305.00	£ 61.00	£ 366.00	
5	Card	Amazon	Town Hall postbox	£ 21.66	£ 4.33	£ 25.99	
6	Card	Amazon	Dummy CTV Cameras	£ 9.36	£ 1.88	£ 11.24	
Sub Total				£ 638.52	£ 118.11	£ 756.63	
To be authorised and paid - post 11th April 2018 Town Council meeting							
7	BACS	Net Salaries	Town Council	£ 14,387.66	£ -	£ 14,387.66	
8	BACS	Inland Revenue	Tax & National Insurance	£ 4,289.50	£ -	£ 4,289.50	
9	BACS	Norfolk Pension Service	Superannuation	£ 4,607.43	£ -	£ 4,607.43	
10	d/d	Breckland Council	Town Hall - Rates	£ 1,008.00	£ -	£	1,913.34
			Market - Rates	£ 387.38	£ -		
			Cemetery - Rates	£ 186.00	£ -		
			Public Toilet - Rates	£ 331.96	£ -		
11	d/d	Immervox (Mar 2018)	Large Office - User Groups Phone 336953	£ 13.19	£ 2.64	£	171.74
			Small Office - User Groups Phone 336954	£ 11.50	£ 2.30		
			Town Council - Fax & Broadband 720469	£ 48.29	£ 9.66		
			Museum - Telephone 721230	£ 22.37	£ 4.47		
			Town Council - Telephone 722922	£ 34.77	£ 6.95		
			Town Council - Alarm 724968	£ 13.00	£ 2.60		
12	300203	Swaffham Town Council	Petty Cash	£ 122.51	£ -	£ 122.51	
13	BACS	Broxap	Goalposts - Orford Road & Oaklands Play area	£ 839.00	£ 167.80	£ 1,006.80	
14	BACS	Environment Agency	Drainage charges	£ 32.55	£ -	£ 32.55	
15	BACS	ES & ES Ltd	Health & Safety annual review	£ 400.00	£ 80.00	£ 480.00	
16	BACS	Lyreco	General Supplies & H&S PPE	£ 172.47	£ 34.49	£ 206.96	
17	BACS	NABMA	Annual subscription - 2018/19	£ 318.00	£ 63.60	£ 381.60	
18	BACS	Swaffham Museum	TIC Service Level Agreement - Apr 18	£ 984.00	£ -	£ 984.00	
19	BACS	Travis Perkins	General supplies	£ 11.79	£ 2.36	£ 14.15	
20	BACS	Veolia	Waste Collection - Mar 18	£ 159.65	£ 31.93	£ 191.58	
Sub Total				£ 29,019.54	£ 526.91	£ 29,546.45	
Late Bills - received after agenda issued							
21	BACS	CGM Group	Grass Cutting - Rec Ground/Orford Rd - Mar 18	£ 104.00	£ 20.80	£ 124.80	
22	BACS	Cooleraid	Drinking water	£ 3.95	£ 0.79	£ 4.74	
23	BACS	Eastern Business Systems Ltd	Photocopier usage - Sharp - Jan-Apr 18	£ 0.61	£ 0.12	£ 0.73	
24	BACS	E-On	War Memorial Lights - Electricity - Jan-Mar18	£ 11.11	£ 0.56	£ 11.67	
25	BACS	Hussey Knights	A1 colour prints - NP consultation events	£ 93.00	£ 18.60	£ 111.60	
26	BACS	Iceni Partnership	50% Sustrans local transport plan meeting	£ 90.00	£ -	£ 90.00	
27	BACS	Iceni Partnership	Centre page spread - Swaffham NP	£ 191.40	£ 38.28	£ 229.68	
28	BACS	Iceni Partnership	Assembly Room rental - Mayors Civic Reception	£ 144.30	£ 28.86	£ 173.16	
29	BACS	LF Everett & Son	Minute Paper	£ 46.00	£ 9.20	£ 55.20	
30	BACS	Market Trade News	Sheep Fair stall availability advert	£ 100.00	£ 20.00	£ 120.00	
31	BACS	NALC	Annual Subscription - 2018-19	£ 939.26	£ -	£ 939.26	
32	d/d	SSE - Southern Electric	Public Toilets - Electricity - Mar 18	£ 155.26	£ 31.05	£ 186.31	
33	300204	Swaffham Service Station	Monthly fuel - Mar 18	£ 135.91	£ 27.18	£ 163.09	
34	BACS	Travis Perkins	General Supplies	£ 1.41	£ 0.28	£ 1.69	
35	BACS	TTSR Ltd	Grave digging - Mar 18	£ 720.00	£ -	£ 720.00	
TOTAL				£ 31,035.75	£ 722.63	£ 31,758.38	
Bank Transfers							
36	Transfer	Unity Trust Bank	From current to deposit - excess precept funds			£ 180,000.00	
Summary of Income - March 2018 (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)							
07-Mar-18	Cash Analysis	Cash & Cheques taken over the counter				£ 2,512.05	
13-Mar-18	Cash Analysis	Cash & Cheques taken over the counter				£ 841.26	
21-Mar-18	Cash Analysis	Cash & Cheques taken over the counter				£ 5,558.61	
Total BACS			Total Additional Income received by BACS			£ 2,909.23	
TOTAL						£ 11,821.15	
Items of expenditure to be reclaimed							
Age Concern			Salary	£ 2,115.53	£ 4.80	£ 2,120.33	
Breckland Council			Large Office - User Groups Phone 336953	£ 13.19	£ 2.64	£ 15.83	
Museum			Museum - Telephone 721230	£ 22.37	£ 4.47	£ 26.84	
Sues News			Electricity - Sept 2017	£ 35.93	£ 7.19	£ 43.12	
TOTAL				£ 2,151.09	£ 11.91	£ 2,163.00	

Initials: _____

LIST OF CORRESPONDENCE – April 2018**General**

- a) Email – NALC Subscriptions 2018/19
- b) Email – Swaffham Litter pick centre
- c) Email – NALC – Chief Executive Bulletins 10&11
- d) Email – NALC - Newsletters & Training Programme
- e) Email – Icen Partnership – Norfolk Day Hares initiative
- f) Email – Tumbler Hill allotment tracks
- g) Email – Swaffham Christmas Lights 2018
- h) Email – Swaffham Trade Assoc. re Swaffham Christmas Lights
- i) Email – Community Action Norfolk – Funding News
- j) Email – Whitecross Road parking concerns
- k) Email – A1065 Major Roads Network
- l) Email – Swaffham Twinning Association
- m) Email – HLF Feedback – Town Centre Heritage preservation
- n) Email – Invite Westfields Care Home open day
- o) Email – GG Fencing Trod Path quotation
- p) Email – Parking Ticket – Tony Abel
- q) Email – Allotment forum
- r) Email – Swaffham Community Garden
- s) Email – Armistice 100
- t) Email – Norfolk Community Foundation – celebrating volunteers
- u) Email – Twitter & ShopAppy
- v) Email – Electoral Register enquiry
- w) Email – A47 meeting NCC EDT Committee chairman, Martin Wilby
- x) Email – Theatre St Car Parking concern
- y) Email – Parish Church Christmas Bazaar

Breckland Council

- z) Email – Town Centre rubbish bins
- aa) Email – Breckland Satellite office meeting
- bb) Email – Grant of Easement over land, Turbine Way
- cc) Email – Swaffham NP – meeting to review policy ideas
- dd) Email – Breckland cabinet meeting, questions
- ee) Email – Market Trader event – ShopAppy correspondence
- ff) Email – Orford Road Playing Field
- gg) Email – SPA meeting with Breckland, 26th April 2018
- hh) Email – DEFRA press release
- ii) Email – EV Charging points

Norfolk County Council

- jj) Email – A47 Peddar Way – traffic surveys
- kk) Email – Review of bus services
- ll) Email – Swaffham centre TRO PJA022 (vf 56645)
- mm) Email – Norfolk Access Improvement Plans consultation March 16th – June 15th 2018
- nn) Email – Parish Council Public Transport Brief (Stagecoach withdrawal)

Police

No Correspondence

Initials: _____

Breckland Council Report to Swaffham Town Council Wednesday 11th April 2018

From Councillor Ian Sherwood

Firstly, sorry I can't be with you this evening, but I'm unwell.

Crime in Swaffham

I'm sure many of you will have seen the press coverage and social media comments reading recent crimes in and around Swaffham. Both I and NCC Cllr Ed Colman were contacted for comment by the EDP. Also we along with Cllr Mathews have also had local residents contact us as some of you may also have had?

I think it is important to establish the facts, and I have been in contact with both the Office of the PCC and the local Safer Neighbourhood Team and I'm due to meet with CI Wheatley.

One point that did become apparent from emails with the local Beat Manger was that Police have not attended your TC meeting since September, you may like to consider seeking clarification from them if they feel able to attend regularly or if this is something they no longer wish to do? I got the impression that they now felt the SNAP meetings meant they need not attend?

While typing this report I have just had an email to say Inspector John Papworth will attend Swaffham Town Council this evening. Obviously you can raise any concerns you may have and hopefully he will be able to give you an accurate account of what the current situation is in our town?

Launch of ShopAppy

Again I'm sure many of you will have seen the media coverage and details of the Breckland Council Initiative A new initiative being led by Breckland Council is supporting businesses across the district. ShopAppy is one part of the Market Town Initiative that will help all Swaffham to gain footfall and customers. The scheme which has been featured on BBC The One Show and run successfully in Yorkshire for the past 18 months aims to raise the importance and profile of using local businesses, making it easier for residents and visitors to buy local. Swaffham businesses have taken this up really well and the launch will be in town this Friday. The first 200 businesses to join the scheme will receive a subsidised rate.

<https://www.breckland.gov.uk/article/7821/Become-a-ShopAppy-Retailer>

I would encourage you to download the App and give it a try, more information can be found here:-

<https://shopappy.com/>

New heritage fund will support WW1 commemorative projects

To mark the centenary year of the First World War armistice, Breckland Council has set up a fund to support local organisations and communities who wish to stage events and develop projects that explore, share and conserve the heritage of the war in the district.

<https://www.breckland.gov.uk/article/8141/28-03-18-New-heritage-fund-will-support-WW1-commemorative-projects>

Breckland Local Plan Examination in Public dates announced

Breckland Council's draft local plan, which sets out a vision for growth in the district until 2036, will enter its final stages on April 17 when the Examination in Public commences. These hearing sessions will be held at the Council offices in Elizabeth House, Dereham and spread over approximately seven weeks, ending 8 June. <https://www.breckland.gov.uk/article/8187/09-04-2018-Breckland-Local-Plan-Examination-in-Public-dates-announced>

New scheme offers up to 80% rate relief to support new retail businesses

Businesses moving into retail premises in the Breckland district are being encouraged to take advantage of a new scheme, which offers eligible companies up to 80% business rates relief.

<https://www.breckland.gov.uk/article/8103/21-03-18-New-scheme-offers-up-to-80-rate-relief-to-support-new-retail-businesses>

Swaffham Museum Ltd – Annual General Meeting 2018

Report on the Tourist Information Centre (TIC) for 2017

In the nine years since the relocation of the TIC to within the Town Hall and Museum premises, the service has continued to develop and as shown below, overall there has been a steady rise in footfall up to the end of 2016. Numbers then appeared to peak as the TIC visitors fell in 2017, see figures below. To judge whether this was a general trend I contacted six TIC's in our area and have had the following responses so far:

- *Norwich*: "We are seeing a similar trend in Norwich, however even though footfall is down to the TIC, visitor figures to Norwich are up. We continue to promote the city in all forms of social media, website, in person etc".
- *Wymondham*: "Our numbers have been going down year on year, unfortunately. Sorry to say I can't put my hand to 2015 totals, but 2014, 2016 and 2017 were all decreasing".

The reasons for the downturns are probably related to the growth of social media plus many more people accessing website material direct for tourist information. None the less TIC's do continue to provide a useful service to those without the necessary computer skills, but I think it must be acknowledged that the trend towards obtaining more information via the web will continue.

So far as Swaffham is concerned, all the tourist and accommodation leaflets, brochures etc are provided free of charge to members of the public who call in with supplies being topped up by two main companies. In addition, some specialised leaflets / books and Ordnance Survey maps are available for purchase. A computer in the reception area allows for the receipt and sending of emails and also access to the web, where it is possible to research answers to queries with minimum delay. A manual recording system of TIC visitors and of requests and responses via phone and email provides historical information.

It is disappointing that the very useful Swaffham Visitor Guide leaflet has not been updated since 2013 as it had both attractions to visit and accommodation included. However, there is also a Swaffham Town Guide, produced by the Local Authority Publishing Co. Ltd, which is updated each year and copies are made available free of charge to visitors and sent out to other enquirers.

A review of the visitor figures since inception gives the following numbers:

2009, 10, 11	13,447
2012, February to December	5,579
2013, February to December	6,262
2014, February to December	6,246
2015, January to December	6,537
2016, January to December	6,576

2017, January to December	6,030

Total visitor numbers to end of December, 2017:	50,677

In the past three years there was extended opening of the shop and TIC on Fridays and Saturday morning during our closed season, January to mid-February so the TIC is open virtually all year.

After some nine years as manager of the TIC I would like to step down from the role as from the Swaffham Museum AGM on May 1st. John Lumby who is a very experienced steward in the Museum / TIC has agreed to take over the manager role as from the AGM date. As I have offered to be re-elected as a Trustee for a further period, it was agreed at the Trustees Meeting in April that I would continue to represent the TIC at those meetings.

JAMES DEAN (Manager, Swaffham TIC)

9th April 2018

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