



Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
Telephone 01760 722922
www.swaffhamtowncouncil.gov.uk



PLEASE REPLY TO: Richard Bishop, Town Clerk

E-mail: townclerk@swaffhamtowncouncil.gov.uk

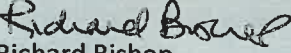
SWAFFHAM TOWN COUNCIL – NOTICE

Councillors are hereby summoned to a meeting of the Town Council, to be held on **Wednesday, 16th January 2019 at 6.30 p.m.** at the Town Hall, Swaffham.

(NOTE: In the case of non-members, this agenda is for information only.)

DECLARATIONS OF INTEREST

Councillors please note that members are asked at the relevant point on the agenda to declare any interests they may have in any items on the agenda. Declarations include the nature of the interest, and whether it is a personal or disclosable pecuniary interest.


Richard Bishop
Town Clerk

Summons issued on 9th January 2019

AGENDA

For a meeting of the Full Council on Wednesday, 16th January 2019 at 6.30pm in the Town Hall, Swaffham commencing with prayers led by the Mayor.

1. To receive APOLOGIES & REASONS FOR ABSENCE

2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.

To adjourn the meeting to allow members of the public to address the Town Council in a PUBLIC OPEN FORUM (Maximum of 15 minutes)

3. To receive MAYOR'S REPORT

3.1 To receive a report on Civic Events attended by the Mayor.

3.2 To receive and consider urgent reports, correspondence or information at the Mayor's discretion - prior notice must be given.

4. To receive and consider REPORTS: police, principal authority etc

N.B. Councillors have an opportunity to ask questions after each report and where appropriate can consider to bring forward or discuss items further down the agenda where the representative can make a positive contribution towards the debate:-

4.1 To receive a **POLICE report** from a local PC or PCSO on police matters for the past month.

4.2 To receive a **COUNTY COUNCILLOR report** from your County Councillor Ed Colman.

4.3 To receive a **BRECKLAND COUNCILLOR report** from Cllrs P. Darby, S. Matthews and I. Sherwood

5. To receive and/or agree the MINUTES:

5.1 ** Wednesday, 12th December 2018 – Full Council Meeting.

6. To receive a report from the TOWN HALL by the Town Clerk

6.1 To receive a brief report from the Town Clerk including: -

a) ** Notes from the meeting with Highways on 8th January 2019.

6.2 To receive Councillors' questions relating to ongoing business.

7. FINANCE:

7.1 ** To receive and consider Accounts for payment for January 2019 (*recorded as Appendix 1*).

7.2 ** To receive and consider e-mailed correspondence with Cllr Robert Bartram in respect of the supply of water to the Town Centre contractors.

7.3 ** To receive and consider 'Making Tax Digital' from 1st April 2019 – HM Revenue and Customs.

7.4 ** To receive and consider proposal for the conversion of toilets on the Recreation Ground. In principal decision to increase current budget to £2,000, to consider offer made by James Edwards and Bespoke Norfolk Ltd to carry out this work and to accept the maintenance/cleaning costs and any other expenditure i.e. water rates, electricity and rates etc as soon as the proposed work is complete.

7.5 ** To receive and consider e-mailed correspondence with Robin Horn in regard to proposed improvements for the Churchyard.

7.6 To receive and consider request for £200 loan from Town Events Fund for proposed advance expenditure for a Fashion Show fundraising event in aid of the Christmas Lights for 2019, organised by Cllr Sheila Lister at the end of April – loan to be reimbursed in full at the conclusion of the event.

7.7 To receive and consider change of policy in respect of management of Grave Digging at Swaffham Cemetery, to not have a nominated Grave Digger, but to delegate responsibility for Grave Digging to each Funeral Director. The Council would need to charge for soil removal only and produce a 'standard terms of reference' that all Funeral Directors and Grave Diggers would adhere to.

7.8 To receive and consider a review of the current policy in respect of Christmas Lights following the completion of a three-year contract. In respect of having the lights on all year round, just for Christmas or for Christmas and special occasions.

8. To receive and consider CORRESPONDENCE or INFORMATION

8.1 GENERAL:

a) ** To receive and consider consultation for the possibility of a voluntary aided Catholic Primary School at the Sacred Heart School from September 2019. Consultation deadline Friday 15th February.

b) ** To receive and consider e-mailed correspondence from Nigel Chambers and Malcolm Whittleby from the Swaffham Rotary Club who celebrate their 50th anniversary this year. A request has been received to carry out tree and hedge planting throughout the year, an 'in principle' decision to be considered by the Council with delegation to the Open Spaces Committee for implementation and to resolve the finer detail.

c) ** To receive and consider Freedom of Information request from Stan Sole for Lease, Deed of Enfranchisement and Conveyance documents relating to Days Field.

d) To receive and reconsider a decision taken at the November 2018 meeting to store the SUDC minute books at the Norfolk Records Office, in the light of Swaffham Heritage (Museum) – having the capacity to take them (standing orders set aside at December 2018 meeting to re-open the debate).

8.2 BRECKLAND COUNCIL

a) ** To receive and consider notification of Breckland Town and Parish Forum on Thursday 21st February at 5.45pm in the Committee Suite, Breckland Council Offices, Dereham.

b) ** To receive and consider 'New Tenant Fee bill' to be discussed at Breckland Landlord forum on 24th January, Breckland Council Offices, Dereham at 5.30pm.

c) ** To receive and consider Breckland Leisure Needs Analysis and options Appraisal – 17th January.

d) ** To receive and consider e-mailed correspondence regarding Tesco/Millngate Section 106 claim and subsequent meeting at Breckland offices on Friday 4th January, also verbal update from Town Clerk.

e) ** To receive and consider e-mailed correspondence between Jeremy Stacey Architect and Rebecca Collins Breckland Council in respect of application for Reserve Matters, a new Outline Application or a Full Application for Days Field.

8.3 NORFOLK COUNTY COUNCIL

a) ** To receive and consider Temporary Traffic Order in the Parish of Rougham with alternate routes through Swaffham.

b) ** To receive and consider Carriageway resurfacing – Mangate Street from 23rd January.

c) ** To receive and consider Temporary Traffic Order in the Parish of Holme Hale with alternate routes through Swaffham.

9. To note receipt of CORRESPONDENCE or INFORMATION

A list of all other correspondence is recorded as **Appendix 2**

10. To receive COMMITTEE & WORKING GROUP reports:

N.B. Reports include recommendations from or issues that the Council may refer to the Committee for further consideration; to be referred back to Full Council or to give delegated authority to allow the Committee to decide on receipt of further information.

10.1 COMMITTEES

a) To receive current COMMITTEE Reports (Planning, Market & Open Spaces, Allotment sub-committee)

10.2 WORKING GROUPS, TASK GROUPS or TOPIC GROUPS

a) To receive current WORKING GROUP reports (Twinning Liaison, Swaffham Heritage Liaison, Neighbourhood Plan Steering Group, Christmas Lights Event Working Group, Transport & Access Focus Group, Swaffham/Watton Liaison)

11. To receive REPORTS by REPRESENTATIVES of OUTSIDE BODIES

N.B. Reports include feedback or recommendations from Council representatives of the various organisations or issues that the Council may wish refer to or essential information that may be relevant to Town Council business.

Iceni Partnership, Iceni Partnership Buildings Management, Swaffham Heritage Ltd, Relief in Need Charity, Swaffham Town Estate, Garden Science Trust, Health Forum, Swaffham Community Transport, Norfolk Association of Local Councils, SCALGA, Swaffham in Bloom, Swaffham Swimming Pool, The Hamond Educational Charity and the Town Team

12. To notify the DATES of forthcoming meetings and to receive any items for a future AGENDA:

12.1	Allotment sub-committee	Tues	15 th Jan	5.00pm	Council Chamber
12.2	Open Spaces Committee	Mon	21 st Jan	6.30pm	Council Chamber
12.3	Full Finance	Mon	28 th Jan	6.30pm	Council Chamber
12.4	Planning Committee	Tues	29 th Jan	12.noon	Council Chamber
12.5	Full Council	Mon	11 th Feb	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.

*Indicates where copies have been circulated to Town Councillors previously.

**Indicates where copies have been circulated to Town Councillors recently.

