

## **SWAFFHAM TOWN COUNCIL**

**Interim Report for a meeting of the Full Council on Wednesday, 11<sup>th</sup> December 2019 at 6.30pm in the Town Hall, Swaffham commencing with prayers led by the Mayor.**

### **1. To receive APOLOGIES & REASONS FOR ABSENCE**

**None received in advance**

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

**None received in advance**

*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.

**The Mayor will report.**

**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 I Sherwood, E Colman, D Wickerson

### **5. To receive and/or agree the MINUTES:**

**5.1** \*\* Wednesday, 13<sup>th</sup> November 2019 – 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.

**6.2** To receive Councillors' questions relating to ongoing business.

### **7. FINANCE:**

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

**Interim report circulated with the agenda, an updated report to be circulated at the meeting.**

**7.2** To receive and consider estimates for the Public Toilets refurbishment Project.

**An update will be given at the meeting.**

**7.3** \*\* To receive and consider e-mailed correspondence with Breckland Council and with Tesco in respect of the **Section 106 claim. (also to receive information in respect of Planning Training)**

**Planning Training to be postponed until the new year, mainly due to the Local Plan being adopted.**

**The Section 106 projects have been sanctioned by Tesco. The outstanding claim is in the process of being paid and the final claim will be submitted in week commencing 16<sup>th</sup> December.**

**7.4** To receive and consider referral from Finance Committee to raise the question of whether or not Councillors would be able to claim an allowance.

**In the draft budget £1,400 has been recommended for next year. This was a policy set by the previous Council, the Finance Committee referred this back to Full Council for review.**

## **8. To receive and consider CORRESPONDENCE or INFORMATION**

### **8.1 GENERAL:**

a) \*\* To receive and consider notification of the Merchant Navy day on 3<sup>rd</sup> September 2020.

**For information only.**

b) \*\* To receive and consider Public Toilets Consultation letters received.

**For information – Town Clerk needs guidance on any subsequent action to take.**

c) To receive and consider growth of the duck population in the Town – raised through the Town Councillor Surgery – requested by Cllr Graham Edwards.

**Cllr Graham Edwards will update the Council in this regard.**

### **8.2 BRECKLAND COUNCIL**

a) \*\* To receive and consider under the High Street Heritage Action Zone scheme, whether the Town Council would offer office space to the new HSHAZ Project Officer at the Town Hall, for a four-year period, to allow them to be based in the Town.

**There would be no salary cost to be paid by the Town Council. It is a request for office desk space to be provided as an in-kind contribution towards the project.**

b) \*\* To receive and consider letter to all Breckland Market Towns regarding a review of the MTI programme.

**For information – further details to follow in the new year.**

c) \*\* To receive and consider notification of Breckland Council's Town and Parish Forum – Wednesday 12<sup>th</sup> February 2020 (the date of the Town Council meeting).

**It is disappointing that this meeting is arranged on the same day as the February Town Council meeting.**

### **8.3 NORFOLK COUNTY COUNCIL**

a) To receive and consider referral back from the Finance Committee to review the Town Council policy on taking Street Lights, Play Areas and Open Spaces from future developers. This is with a view of finalising a decision on 'Street Lighting' at the current Persimmon Homes development in Norwich Road.

**A review of policy is recommended. The Town Council has previously taken the view that they should accept responsibility for play areas and open spaces in new estates, similarly for streetlights. There is no obligation for the Town Council to do so, the same rules apply at District and County level in that respect. The lights play areas and open spaces could be dealt with by the developer by setting up a management company.**

b) \*\*To receive and consider public Right of Way Modification Application.

**Any comments.**

## **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 & Built Environment, Market, Events & Tourism, Recreation & Community Services, Transport, Access & Environment, HR & Governance, Estates, Heritage/Town Hall & Site Maintenance)*

***\*\*To receive and consider resignation from the Market Committee by Cllr Graham Edwards and a request to join the Estates Committee. To receive and consider any nominations for a replacement on the Market Committee.***

**This request is straightforward.**

#### **Note - Finance Committee:**

*To report on the progress made on the Draft Budget at the meeting on 1<sup>st</sup> December – to note changes in meeting dates for from 27<sup>th</sup> to 13<sup>th</sup> January and that Precept Recommendation will be put to Full Council on 15<sup>th</sup> January.*

**The Finance Committee have brought forward their meeting from 27<sup>th</sup> January to the 13<sup>th</sup> January in order to complete the budget and recommend a Precept to the Full Council on 15<sup>th</sup> January.**

**Note - Market, Event and Tourism Committee**

Notification of meeting date change, from 13<sup>th</sup> to 20<sup>th</sup> of January.

To accommodate the Finance Committee change of date the Market, Events & Tourism Committee date has been put back by one week.

**Note - Recreation & Community Services Committee**

Notification of a meeting date change, from 20<sup>th</sup> to 27<sup>th</sup> January.

To accommodate the Finance Committee change of date the Recreation Community Services Committee date has been put back by one week.

**10.2 WORKING GROUPS, TASK GROUPS or TOPIC GROUPS**

**a) To receive current WORKING GROUP reports**

(Twinning Liaison, Swaffham Heritage Liaison, Christmas Lights Event Working 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, Health Forum, Swaffham Community Transport, Norfolk ALC, 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	Market, Events & Tourism Committee	Mon	16 <sup>th</sup> Dec	6.30pm	Council Chamber
12.2	Planning & Built Environment Committee	Tues	17 <sup>th</sup> Dec	4.00pm	Council Chamber
12.3	Transport, Access & Environment Committee	Tues	7 <sup>th</sup> Jan	4.00pm	Council Chamber
12.4	Finance Committee - Budget	Mon	13 <sup>th</sup> Jan	6.30pm	Council Chamber
12.5	Full Council	Wed	15 <sup>th</sup> Jan	6.30pm	Council Chamber
12.6	Market, Events & Tourism Committee	Mon	20 <sup>th</sup> Jan	6.30pm	Council Chamber
12.7	Estates, Town Hall/Heritage & Site Maintenance Committee	Wed	22 <sup>nd</sup> Jan	6.30pm	Council Chamber
12.8	Recreation & Community Services Committee	Mon	27 <sup>th</sup> Jan	6.30pm	Council Chamber
12.9	Planning & Built Environment Committee	Tues	28 <sup>th</sup> Jan	4.00pm	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 HR & Governance Committee.

**HR Committee meet on Monday 9<sup>th</sup>, a report will be given to Councillors at the Full Council meeting on the 11<sup>th</sup>.**

**13.2** \*\*To receive and consider legal issues for Town Pound, Church Wall, Cemetery Trees, and the Buttercross.

**These legal issues need to be signed off by the Full Council.**

**13.3** To receive and consider on-going information in respect of the preliminary due diligence for the Green Britain Centre and Days Field.

**A confidential update will be given to Councillors at the meeting.**

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

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