

## **SWAFFHAM TOWN COUNCIL**

**FINAL REPORT and MEETING GUIDE** for a meeting of the Town Council, to be held on Wednesday 8<sup>th</sup> December 2021 at 6.30 p.m. in the Council Chamber at the Town Hall, commencing with prayers led by the mayor.

*The Mayor Cllr Judy Anscombe invites Councillors and those attending the meeting to join her for a Pre-Christmas Drink at the Town Hall from 6.00 p.m.*

### **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 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: -*

**3.1** To receive a POLICE report from a local PC (PC Button) on police matters for the past month.

**No written report has been received.**

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

**A written report has been received and circulated prior to the meeting, Cllr Ed Colman will be present to answer any questions from Councillors.**

**3.3** To receive a BRECKLAND COUNCILLOR report from Cllrs I Sherwood, E Colman, D Wickerson

**A written report has been received and circulated prior to the meeting, Cllr Ian Sherwood will be present to answer any questions from Councillors.**

### **4. To receive REPORTS from the Mayor, the Town Clerk, Committees, Working Groups & Outside Bodies**

**4.1** To receive Mayor's Announcements including a report on Civic Events attended.

**The mayor will give a verbal report.**

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

**No urgent reports received**

**4.3** To receive the Town Clerk's Report and Councillors' questions relating to ongoing business.

**The vast majority of on-going items either feature on the Full Council agenda, or the forthcoming Full Council Finance agenda, as we are approaching the budget meeting in January. e.g. we have recently been Internally audited for the first six month of this financial year and externally audited for the last financial year 2020-21, both these reports will go to the Finance Full Council meeting on 21<sup>st</sup> December.**

The Town Council has received reports for their recent Asset Review and Feasibility & Business Planning for the Barn, with key decisions being taken at an extraordinary meeting on 23<sup>rd</sup> November, resulting in further actions and meetings which are still on-going, the result of which will inform the Finance Full Council meetings, both in December and January, as the budget needs to be concluded on 24<sup>th</sup> January, ahead of a 31<sup>st</sup> January deadline to set the Precept.

The Council have also been catching up with postponed meetings from October, which has resulted in further changes being necessary to accommodate and prioritise statutory deadlines, manage workloads and ensure that any outstanding actions are actioned.

There was a meeting of the newsletter volunteers hosted at the Town Hall jointly with Icení on 25<sup>th</sup> November. The current plan is not to return to door-to-door deliveries, but to possibly increase the number of pick-up points for the limited number of printed copies that are now produced. The majority of volunteers are happy to be kept in the background whilst this situation unfolds, and Icení will make a permanent decision in due course.

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

5.1 \*\* Monday 10<sup>th</sup> November 2021 - Full Council.

5.2 \*\*Tuesday 23<sup>rd</sup> November 2021 – Extraordinary Full Council.

**Minutes to agree for accuracy only.**

#### **6. FINANCE:**

6.1 \*\* To receive and consider Accounts for payment for December 2021 (*recorded as **Appendix 1***).

**An interim list was circulated with the agenda, this has now been updated and the new version has been circulated for approval.**

6.2 \*\*To receive and consider Precept Information and timetable (N.B. Budget finalised on 24<sup>th</sup> Jan 2022 at Finance Full Council meeting) submission required by 31<sup>st</sup> Jan 2022.

**The notes received from Breckland Council confirm that Swaffham's Council Tax Base has been increased from 2,720.70 in the current year 2021-22, to 2,781.90 for year 2022-23, an increase of 61.2 which can be taken into account when the budget is considered.**

6.3 \*\*To receive and consider brief report of the Christmas Market Weekend, including revised actual income and expenditure to date (report to follow after the event on 4<sup>th</sup> & 5<sup>th</sup> Dec).

**A wash-up meeting following the Christmas Market Weekend is being held at the Town Hall on Monday 13<sup>th</sup> December at 6.30pm. 95% of the comments received have been positive, as with every event we can be wise after it has finished, but there are clearly some lessons to be learned and this is the purpose of the wash-up meeting, while everything is still fresh in the mind.**

**Revised income and expenditure to date, shows an approximate surplus in the region of £5,000; we are looking to finalise the figures by the Finance meeting on the 21<sup>st</sup> December. It is good to be reporting of a healthy surplus despite the cold and wet weather over the weekend.**

**The initial discussion in Council was to underwrite a possible expenditure deficit of £4,782 from a draft budget put forward by the Working Group for just the Sunday, this possible deficit was then increased to £6,269 when the event was then extended to a full Weekend of events over the Saturday and Sunday. These possible liabilities are now dispensed with.**

6.4 \*\*To receive and consider Parish Partnership match funding bid (deadline 10<sup>th</sup> Dec) for Bus Stop in Lynn Rd.

We are awaiting a response from Highways in respect of a specification for the Bus Stop.... This is in the process of being chased, hopefully a verbal update will be available at the meeting. If there is any bid for Parish Partnership money, this has to be submitted by the 10<sup>th</sup> December.

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

### **7.1 GENERAL:**

a) To note receipt of weekly correspondence or information (a list is recorded as **Appendix 2**).

All circulated to Councillors in a Dropbox each Friday.

b) \*\*To receive and consider request from Swaffham Heritage (Museum) re-locked door and wall hangings in adjoining corridor.

Representatives of the Council met with Swaffham Heritage on 7<sup>th</sup> December 2021. It is recommended to agree to the request to keep the connecting door to the Town Council closed on the proviso that the Fire Emergency & Evacuation Policy (FEPP) is reviewed and shared by the Museum, to address any emergency access, fire alarm and other issues. The Town Council FEPP is currently under review, and the two policies together should provide a solution for day to day use of the building.

The second request for wall hangings in the corridor has been withdrawn.

c) \*\*To receive and consider request from Swaffham Cultural Consortium for an archaeological dig at 'Campingland' in 2022.

Details of the proposals have been circulated to Councillors and if granted the dig would take place in July/August 2022, with a report and evaluation in September/October. The dig would be looking for 'an 18<sup>th</sup> Century building in the centre of Campingland, Artefacts from medieval to modern eras and Saxon artefacts which might indicate a settlement.

d) \*\*To receive and consider notification received of TSB closure in May 2022 (received via 3<sup>rd</sup> party).

The notification has come from a 3<sup>rd</sup> party via Cllr David Wickerson, the TSB themselves did not contact the Town Council direct. The matter is placed on the agenda as we were asked by the local press for a comment as soon as the news broke, but it is difficult to comment when not in possession of any information. Councillors have the opportunity of making their comments and agreeing a response both to the Local Press and to the TSB.

e) \*\* To receive and consider Forestry commission response to STC letter re-tree felling licence 017/3655/2020 – former railway line adjacent to Longfields.

A full response addressing the six points raised by the Town Council has been received (circulated amongst late papers) and is published amongst the meeting papers on the Council's website. Councillors will debate whether they wish to respond further to the Forestry Commission.

### **7.2 BRECKLAND COUNCIL**

a) \*\* To receive and consider mindful towns wellbeing free mental health champion training in Swaffham on 16th December 2021 and 12<sup>th</sup> January 2022.

Both of these training courses are being held at Swaffham Community Centre, Town Councillors are very welcome to attend.

b) \*\* To receive and consider notes and report from Five Market Towns meeting on 17<sup>th</sup> November 2021 attended by the Mayor and Town Clerk.

Two reports have been circulated to Councillors, one received from Breckland Council who have produced notes for the meeting and one from the Mayor Cllr Judy Anscombe.

c) To receive and consider verbal update on the HAZ Project from the Mayor.

**The mayor will update the Council in respect of the HAZ Project.**

### 7.3 NORFOLK COUNTY COUNCIL

a) \*\*To receive and consider budget consultation and access to information from head of Paid Service Tom McCabe.

**This is Councillor's opportunity of commenting on the forthcoming Draft Norfolk County Council budget**

b) \*\*To receive and consider extension of prohibiting the use by public of footpath 45 from 20<sup>th</sup> December 2021 to 19<sup>th</sup> December 2022.

**The footpath extension of prohibition is through the Barratt's development site. Initially Barratt's stated to the Town Council in early discussions, that they wished to cause minimal disruption and had a six-month closure; the extension now closes the footpath for up to a further 12 months.**

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

<u>No.</u>	<u>Meeting</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Staff</u>
8.1	Planning Committee	Tues	21 <sup>st</sup> Dec	5.30pm	Council Chamber	RB HD
8.2	Finance Full Council	Tues	21 <sup>st</sup> Dec	6.30pm	Council Chamber	RB CS
8.3	Transport, Access & Environment C'ttee	Tues	4 <sup>th</sup> Jan	4.00pm	Council Chamber	RB HD
8.4	FULL COUNCIL	Wed	12 <sup>th</sup> Jan	6.30pm	Council Chamber	RB HD
8.5	Market Committee	Mon	17 <sup>th</sup> Jan	6.30pm	Council Chamber	CS RO
8.6	Finance Full Council (Budget)	Mon	24 <sup>th</sup> Jan	6.30pm	Council Chamber	RB CS
8.7	Planning & Built Environment C'ttee	Tues	25 <sup>th</sup> Jan	4.00pm	Council Chamber	RB KF
8.8	Assets & Open Spaces	Mon	31 <sup>st</sup> Jan	6.30pm	Council Chamber	CS HD

### 9. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:

CONFIDENTIAL BUSINESS following the exclusion of the public and press.

9.1\*\* To receive and consider outcome regarding a boundary query from De-Merke Estates relating to two-acres of land adjacent to the GBC wind turbine.

**The Town Clerk will update at the meeting, there is confidential correspondence to consider in the Dropbox for Councillors.**

9.2 To receive and consider costs for 3 planning permissions relating to the Barn.

**The confidential estimates are in the Dropbox for consideration.**

9.3 To receive and consider making Barn Feasibility and Planning Report + Asset Review consultants documents accessible to the general public, in whole or in part.

**The Mayor will outline the considerations for these documents.**

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

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