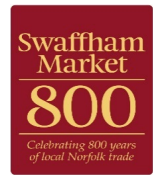




# Swaffham Town Council

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**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, 11<sup>th</sup> April 2018** 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.

Claire Smith  
**Deputy Town Clerk**

Summons issued on 5<sup>th</sup> April 2018

## AGENDA

*For a meeting of the Full Council on Monday, 11<sup>th</sup> April 2018 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

**4.4** To receive a report from Russell Reeve **Norfolk ALC County Officer** regarding the benefits of NALC Membership

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

- 5.1 \*\* Wednesday, 14<sup>th</sup> March 2018 – Full Council Meeting.
- 5.2 \*\* Wednesday, 20<sup>th</sup> March 2018 – Extraordinary Town 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 Highway Engineer David Jacklin on 3<sup>rd</sup> April 2018.
- 6.2 To receive Councillors' questions relating to ongoing business.

## **7. FINANCE:**

- 7.1 \*\* To receive and consider Accounts for payment for April 2018 (*recorded as Appendix 1*).
- 7.2 \*\* To receive and consider instructions received from external auditor PKF Littlejohn regarding 2017/18 audit.
- 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.
- 7.4 \*\* To receive and consider request for funding for the Sheep Fair.
- 7.5 \*\* To receive a request for a grant from Age UK.

## **8. To receive and consider 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
- b) \*\* To receive and consider correspondence from residents expressing concern regarding speeding in Ash Close.
- c) \*\* To receive and consider email regarding setting up a speedwatch in Swaffham.
- d) \*\* To receive and consider information from NALC outlining the services they provide.
- e) \*\* To receive and consider the Health and Safety report from ES & ES Ltd.
- f) \*\* To receive and consider a request to remake the churchyard path 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.
- 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.

### **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.
- b) \*\* To receive and consider temporary traffic restriction order, New Sporle Rd and Northwell Pool Rd with Couhe Close 16<sup>th</sup> to 20<sup>th</sup> April.

## **9. To note receipt of CORRESPONDENCE or INFORMATION (for**

A list of all other correspondence is recorded as **Appendix 2**; a hard copy of this correspondence or information is contained in a YELLOW FILE at the Town Hall for Councillors to read.

## **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)

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

- a) **To receive current WORKING GROUP reports** (Twinning Liaison, Museum Liaison, Allotment Partners, Neighbourhood Plan Topic Groups, Christmas Lights, Swaffham/Watton Liaison)

- 10.2 (a) \*\* Twinning Liaison – to receive final drafts of the new charters.

**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 Museum 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, Swimming Pool Association, The Hamond Educational Charity and Town Team*

**11.1 Town Team** – \*\* Swaffham Hare Hunt, to receive and note the proposal for a Hare Hunt Trail.

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

<b>12.1</b>	Personnel Committee	Mon	16 <sup>th</sup> Apr	<b>12noon</b>	Council Chamber
<b>12.2</b>	FULL COUNCIL FINANCE	Mon	16 <sup>th</sup> Apr	<b>6.30pm</b>	Council Chamber
<b>12.3</b>	Market Committee	Mon	23 <sup>rd</sup> Apr	<b>6.30pm</b>	Council Chamber
<b>12.4</b>	NP Steering Committee	Tues	24 <sup>th</sup> Apr	<b>10.00am</b>	Council Chamber
<b>12.5</b>	Planning Committee	Tues	24 <sup>th</sup> Apr	<b>1.30pm</b>	Council Chamber
<b>12.6</b>	Annual Town Assembly	Wed	25 <sup>th</sup> Apr	<b>6.30pm</b>	Council Chamber
<b>12.7</b>	FULL COUNCIL	Wed	9 <sup>th</sup> May	<b>6.30pm</b>	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.

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

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

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