

Swaffham Town Council

Minutes of the **Full Town Council** meeting held on **Wednesday 12th December 2018** at **6.30pm** in the Council Chamber, Town Hall Swaffham.

Present: Mayor Cllr C Houghton (in the Chair)

Councillors: Mr R Bartram, Mrs W Bensley, Mrs B Bowler, Mr P Darby, Mrs T Jennison, Mrs S Lister, Mrs S Matthews, Mr L Scott, Mrs J Skinner, Mrs A Thorp.

Town Clerk: Mr R Bishop
Minute Taker: Mrs C Smith

NCC: Cllr E Colman,

Public: 13
Press: B Hardy, Lynn News

Prayers were led by Cllr Thorp.

1 Apologies for Absence

- 1.1. Cllr Mrs J Buckley-Stevens – family commitments
- 1.2. Cllr Mr I Sherwood - work commitments.
- 1.3. Cllr S Bell – family funeral.

2 Declarations of Interest

Cllr R Bartram declared an interest in 8.1 (a).
There were no other declarations of interest.

The meeting was adjourned at 6.36 p.m. for public participation.

See *Appendix 3*

The meeting was resumed at 6.57 p.m.

3 Mayor's Report

- 3.1. The Mayor reported on the past month's visits:
 - 19th Nov – Rotary
 - 21st Nov – air cadets presentation evening,
 - Church Christmas Bazaar
 - 1st December – Football Club
 - 2nd December – Christmas Lights Switch on

- 3.2 Vacancy in the Office of Town Councillor
The Town Clerk read out the letters of interest from 2 candidates Mr I Pilcher and Mr S Bell.

Following a signed secret ballot Mr Bell was elected by 8 votes to 3.

4 Reports from Police and Principal Authorities

- 4.1. Police
PC Higgins report was circulated, crime figures were noted as reasonable. The security at the Christmas Lights was discussed.
Volunteer speed watch – it was noted that a group was to be set up to monitor speeding cars, some training would be given and volunteers were being sought. Anybody interested in volunteering should contact the Town Council.

Initials: _____

Criminal Damage - Cllr Colman reported that following recent incidents of criminal damage the police commander from Breckland had addressed some of the issues in a report that would be shared as soon as appropriate

Safer Neighbourhood Action Panel (SNAP) – it was reported that the next meeting would be on 15th January at 7pm in the Council chamber.

Anti-Social Behaviour Orders (ASBOs) – following a discussion at the Open Spaces committee where it was reported that there were many people with ASBO's using the rec and that people felt unsafe, it was confirmed that ASBOs were not used by the Police and so this information must be erroneous.

4.2. County Councillor

Cllr E Colman gave his report to the meeting – *see Appendix 4*

4.3. Breckland District Councillors

Cllr Matthews gave her report –

An inaugural meeting will take place in the New Year of the newly formed Breckland Landlord Forum. This has been formed in conjunction with the National Landlord Association to provide expert guidance to landlords ensuring they are fully aware of current legislation, how to deal with building issues, improving EPC ratings etc. etc. to help them in their role of being a good landlord.

This free professional networking event will take place in Elizabeth House on 24th January at 5.30pm with 3 expert speakers.

Cllr Scott reported that the Park Run organisers had approached the management company of the leisure facilities to open the toilets. He had not been able to ascertain why the facilities could not be opened.

5 **Minutes of the previous meetings**

The minutes of the meeting on 14th November were amended to reflect Cllr Bowler's comments on the in bloom arrangements. They were then signed as an accurate record.

6 **Town Hall Report by the Town Clerk**

The Town Clerk highlighted the following items for the Council to note:

6.1. Notes from the meeting with Highway Technician 4th December 2018

a) For information only – the notes were circulated, the meeting was attended by Pauline Harding who confirmed that she was happy to deal with issues directly.

It was noted that the paving was lifting up at the crossings outside Pedlars Gold and near the Green Parrot. It was confirmed that the trees on the War Memorial would not be replaced by Breckland. The Town Clerk reported that in a recent walk round with Breckland, there was a general feeling that this area could rest with the Town Council.

b) Newsletter Volunteers - An annual gathering with volunteers was held earlier in the day, volunteers were thanked for their contribution. Icenl were to be commended on the newsletter for the year.

c) Kissing Gates – A solution suggested by P Bray would be costed and brought to the Council for consideration at a future meeting.

d) Banners on streetlights in the Town Centre – A Gayton confirmed this would need advertising consent.

e) UKPN structure – A Gayton confirmed that any additional signage may be subject to a planning application but not listed building consent.

f) Consultation on the First School –

Cllrs agreed to send a response asking that the impact of traffic and pollution be considered.

Following a request from Sr Francis Cllrs agreed to send a letter of support for the Sacred Heart school to NCC.

g) Council Meetings January and February

It was agreed that the Council meeting in January would be held on 16th and in February on 11th.

The draft list of meetings for the year was circulated to members.

h) Leisure facilities feasibility study – It was reported that a consultation meeting would be held on 17th January.

i) Green Britain Centre – It was reported that Breckland Council had acknowledged receipt of the business plan and would be in touch regarding developments.

j) Rotary – The Rotary would be celebrating their 50th anniversary and would like to plant trees and hedges at the Rec. A scheme would be put together for the Open Spaces in January.

k) Drop Box – papers were now being circulated by drop box, Cllrs were asked to contact the office if they had any problems.

7 **Finance**

7.1 Accounts for payment for December 2018

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

It was agreed to accept the accounts for December 2018

7.2 Internal Audit Report 2018-19

Cllrs noted the six recommendations made by the internal auditor would be implemented by the Town Clerk. The recommendations were:-

Rec. No.	Recommendation	Response
Corporate governance		
R1	In accordance with the requirements of the Local Government Act 1972 (Schedule 12), the Chairman of the meeting at which the minutes of Council or committee meetings are approved must ensure that the last page of the minutes is signed and all other pages are initialled.	AGREED - The minutes will be duly signed by the Mayor or Chair of each meeting.
R2	The Council should ensure that the latest versions of its Policies are reported on the website.	AGREED – The website policies will be updated accordingly, recording the adoption date.
Assessment and management of Risk		
R3	The Council should determine the frequency with which its staff are to undertake inspections of playgrounds and play equipment during the course of the year and a formal timetable for inspections should be agreed and monitored.	AGREED – A schedule will be drawn up for approval at the next Open Spaces Committee meeting in January 2019.

Initials: _____

Rec. No.	Recommendation	Response
R4	The action plan for monitoring how matters arising from playground inspections are addressed should be expanded to record the date each matter was identified, the significance of the matter, the action required and the planned/actual date of completion, together with responsibility (where this is someone other than the Works Manager). Members should be kept abreast of the position, on an exception basis. (We have provided the Works Manager with an example of the approach followed elsewhere)	<i>AGREED – The Action Plan resulting from the inspection schedule will be updated and presented to the Open Spaces Committee each time they meet.</i>

Review of Salaries

R5	In accordance with the agreed recommendation from our 2016-17 and 2017-18 internal audits, in order to safeguard the Council's position, there should be a formal written agreement with Age Concern regarding the payroll service provided, which clearly sets out the responsibilities of both parties.	<i>AGREED – A formal written agreement will be drawn up by the Town Council for the payroll service offered to Age Concern, and signed by both parties.</i>
R6	The Council must ensure that it holds signed contracts of employment for all staff and that these are fully up to date.	<i>AGREED – contracts of Employment are all in draft, will finalise these with the employees concerned and get them signed by both parties.</i>

7.3. Report from the Town Clerk re-final Project meeting on 6th December, outstanding issues to be addressed in regard to the Town Centre and record receipt of notes from meeting on 1st November 2018

Cllrs noted the report on the final project meeting and the receipt of notes from the meeting on 1st November. It was noted that agreement with the Listed Building Officer had been reached on the placement of the WiFi transmitter at the Assembly Rooms. He had also agreed to temporary canvas structures to be used as wind shields at events on the Buttercross.

Cllrs discussed the electrical cabinet arrangements and agreed to the addition of an extra unit allow the bollards to be isolated without turning all the power off in the town centre. The new panel would cost £655.54 +vat.

It was agreed to approve expenditure of £655.54 +vat to provide an extra panel to manage the market electrics.

Cllrs discussed the provision of an LED light to be fitted inside the electrical cabinet.

It was agreed to accept the quote of £326.69 +vat, to provide an LED light inside the electrical cabinet.

It was noted that the lining for car charging areas had begun and would be completed with wording in the next few days. The issues related to costs incurred by the Town Council in relation to car park machines, including ongoing electricity charges, would be resolved by the Town Clerk and Breckland officers.

7.4. To disguise the brick built UKPN power supply structure.

Cllrs discussed the building and noted that the listed building officer had rejected the idea of using it for public art.

It was agreed to ask the Town Team to look at the structure and consider how it could be disguised.

- 7.5. To consider purchase of existing Christmas lights from the Christmas Decorators and to conclude matters in respect of current contract which ends in January 2019.
The Town Clerk outlined the options, Cllrs discussed these, there were mixed views. Each element was considered separately.

It was agreed to purchase the white lights in the trees by 5 votes to 4

It was agreed to purchase the Christmas tree by 5 votes to 4

It was agreed to purchase the S-lights by 5 votes to 4

It was agreed to purchase the icicle lights, Buttercross and all remaining lights with 7 votes for the proposal.

- 7.6. External Audit report 2017-18
Cllrs noted the completed audit by PFK Littlejohn. It was also noted that the new external auditors had proved difficult to work with and have made comments at odds with previous auditors. It was hoped that this service would improve next year.
- 7.7. Refund from Bretts for the market memorial stone
Cllrs discussed and agreed to accept the refund, the Town Clerk would check the terms of the HLF agreement to establish if these funds belonged to the Council.

It was agreed to accept the refund from Bretts of £800 +vat

- 7.8. Update on Days Field Project
An early draft of the financial and general risk assessment had been circulated, but as this was only 75% complete it was not ready to be shared publicly. Cllrs noted that the outline planning permission would expire in February.

It was agreed to engage Jeremy Stacey to apply for an extension, if this was not allowed full planning permission would be sought so that there was not a lapse in permissions.

The initial risk analysis had highlighted the risk that a new council could overturn any of this Council's decisions and as this was such a big issue it was recommended that any final decision on the options available would be taken after the elections in May by the new council.

It was agreed that any decision on the options for Days Field would be taken by the new Council elected in May 2019.

Cllrs discussed the decision to apply for permission to borrow the money for development, it was noted that there was no need to defer this decision as it would only establish the options available and give the new council more information. The FAQs sheet would be updated prior to the Council Budget meeting in January.

8. Correspondence or Information

8.1 General

a) Freedom of Information request from Mr K Sandle - Cllrs noted that the request had been refused as it would exceed the statutory limit of £450 to action. As an alternative a meeting was offered to Mr Sandle to ascertain whether the request could be modified, to date no reply had been received.

Initials: _____

b) Emailed correspondence with Mr G Edwards.
Cllrs noted the correspondence with Mr Edwards.

c) Swaffham Community Actions from the Neighbourhood Plan – discussion paper – Cllrs noted that many of the mechanisms and groups were already in place to take forward these community actions. It was agreed to accept the recommendations.

It was agreed accept the recommendations in the discussion document as a way forward to deal with the action points emerging out of the Neighbourhood Plan.

d) Emailed correspondence with S Gattuso asking for Councillors to revisit a decision to archive UDC minute books with the Norfolk records office. New information had come to light that and the facility to archive these was available in the Museum.

It was agreed to suspend standing orders and put this item back on the agenda for the January meeting, the archiving of the UDC minutes would be reconsidered.

8.2. Breckland Council

a) Breckland Council Budget Medium Terms Financial Plan – Cllrs noted the circular letter.

b) Planning Application 3PL/2014/1355/O communication with S106 officer – It was noted that the claim for the 106 monies had been passed back to M Horn, the lack of progress was disappointing.

8.3. Norfolk County Council

a) Temporary traffic order Greenhoe Place – Cllrs noted the temporary traffic order 17th to 21st December.

b) Addition/reclassification of the definitive map – Cllrs noted the reclassification of a public right of way off Norwich Road.

It was agreed to share this information with the footpaths research officer.

c) Revisions to bus services – Cllrs expressed concern that the new timetable would not allow enough time for people to come into Swaffham and make connections with the X1 service. It would not be possible to visit Kings Lynn for example using the bus service from outlying villages.

It was agreed a letter of concern would be forwarded to the County Officer.

d) Highway Rangers – Cllrs were asked to report any issues to the Town Clerk. The Halfacre footpath was identified as needing to be trimmed back.

e) Norwich Western Link - Cllrs noted the consultation period 26/11 – 18/01.

9. Correspondence or Information

A list of all other correspondence was noted - *Appendix 2.*

10. COMMITTEE & WORKING GROUP reports:

10.1 COMMITTEES

a) To receive current COMMITTEE Reports (Planning, Market & Open Spaces)
Planning – It was reported that the new owner of the old school had given a presentation on the development of the site. Cllrs had raised concerns regarding the car parking and access from Whitsands Rd.

Open Spaces – Cllr Lister and the Deputy Clerk would be meeting Mr Edwards to discuss taking forward the project to renovate the toilets on the rec.

10.2 WORKING GROUPS, TASK GROUPS or TOPIC GROUPS

a) To receive current WORKING GROUP reports (Twinning Liaison, Museum Liaison,

Initials: _____

Allotment Partners, Neighbourhood Plan Steering Group, Christmas Lights, Swaffham/Watton Focus Group, Traffic and Access Focus Group)

Swaffham Heritage – the report from May – Oct 2018 was noted.

11. Reports by Representatives from Outside Bodies

11.1 NALC AGM – It was reported that an interesting meeting was held with Norman Lamb MP in attendance.

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

12.1	Xmas lights– wash up	Tues	11 th Dec	2.00pm	Council Chamber
12.2	Market Committee	Mon	17 th Dec	6.30pm	Council Chamber
12.3	NP Steering Committee	Tues	18 th Dec	10.00am	Council Chamber
12.4	Planning Committee	Tues	18 th Dec	1.30pm	Council Chamber
12.5	Full Council	Wed	16 th Jan	6.30pm	Council Chamber
12.6	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 Staff related issues from the Personnel Committee.

Cllr Bensley provided a short report on issues relating to staff toil levels, social media adverse comments, progress of new staff members and confirmation that the new rates of pay had been received. The office would be closed from 21st Dec re-opening on 2nd Jan.

13.2 Ongoing complaint regarding the costs of a burial.

The Town Clerk reported that the situation had impacted on staff and discussed the issues.

It was agreed that the costs incurred by the council to facilitate the funeral, would be charged to the funeral director. Reserved parking in the Town Centre had been requested and would be managed.

The meeting closed at 10.10pm

Mayor.....

Swaffham Town Council - Accounts for December 2018

7.1

No	Payment	Name	Details	Price	VAT	Total	
Paid - 1st -12th December 2018 Town Council meeting							
461	BACS	Timescape	Xmas entertainers	£ 200.00	£ -	£ 200.00	
462	BACS	Christmas Decorators	Xmas Lights - 2018 final instalment	£ 5,823.00	£ 1,164.60	£ 6,987.60	
463	BACS	Amazon	New Truck seat covers	£ 21.65	£ 4.33	£ 25.98	
464	Card	Lloyds	Monthly Card fee - Nov 18	£ 3.00	£ -	£ 3.00	
465	Card	Portal Plan Quest Ltd	Buttercross - planning application fee	£ 250.67	£ 3.33	£ 254.00	
466	d/d	Worldpay	Monthly Card payment fees - Nov 18	£ 4.61	£ 0.04	£ 4.65	
467	d/d	Vodafone	Mobile Phone usage - Nov 18	£ 40.00	£ 8.00	£ 48.00	
				Sub Total	£ 6,342.93	£ 1,180.30	£ 7,523.23
To be authorised and paid - post 12th December 2018 Town Council meeting							
468	BACS	Net Salaries	Town Council	£ 17,966.32	£ -	£ 17,966.32	
469	BACS	Inland Revenue	Tax & National Insurance	£ 5,593.67	£ -	£ 5,593.67	
470	BACS	Norfolk Pension Service	Superannuation	£ 5,387.07	£ -	£ 5,387.07	
471	d/d	Breckland Council	Town Hall - Rates	£ 1,008.00	£ -	£ 1,915.00	
			Market - Rates	£ 392.00	£ -		
			Cemetery - Rates	£ 182.00	£ -		
			Public Toilet - Rates	£ 333.00	£ -		
472	d/d	Immervox (Nov 2018)	Town Council - Fax & Broadband 720469	£ 48.08	£ 9.62	£ 150.52	
			Museum - Telephone 721230	£ 22.34	£ 4.47		
			Town Council - Telephone 722922	£ 42.01	£ 8.40		
			Town Council - Alarm 724968	£ 13.00	£ 2.60		
473	300241	Swaffham Town Council	Petty Cash	£ 222.46	£ -	£ 222.46	
474	BACS	Anglian Water / Wave	Tumbler Hill - 4/9 - 3/12	£ 74.24	£ -	£ 74.24	
475	BACS	Anglian Water / Wave	Public Toilets - Nov 18	£ 415.23	£ -	£ 415.23	
476	BACS	Auditing Solutions Ltd	Internal Audit - Nov 18	£ 860.00	£ 172.00	£ 1,032.00	
477	300243	Colin Houghton	Travel Expenses - May 18 - Oct 18	£ 283.95	£ -	£ 283.95	
478	BACS	Cooleraid	Town Hall Drinking water - Nov 18	£ 19.75	£ 3.95	£ 23.70	
479	BACS	Eastern Bus Systems Ltd	Photocopier usage - Sept - Dec 18	£ 162.37	£ 32.47	£ 194.84	
480	BACS	Go Bright	Town Hall window cleaning - quarterly	£ 50.00	£ -	£ 50.00	
481	d/d	Hitachi Capital (UK) Plc	Truck Lease - AU68 CNC	£ 586.88	£ 117.37	£ 704.25	
482	BACS	ICO Systems	IT MS Office & exchange - 30/11 - 28/2/19	£ 295.50	£ 59.10	£ 354.60	
483	BACS	Lyreco	General Stationery supplies	£ 36.15	£ 7.23	£ 43.38	
484	BACS	Nicola Barnes HR	HR Consultant - Oct & Nov 18	£ 270.00	£ -	£ 270.00	
485	BACS	PKF Littlejohn LLP	External Auditor - Nov 18	£ 1,300.00	£ 260.00	£ 1,560.00	
d/d	BACS	Siemens Fin Services	Photocopier Lease - Dec 18	£ 1,127.17	£ 225.43	£ 1,352.60	
d/d	BACS	SSE Southern Electric	Public Toilets - Nov 18	£ 97.61	£ 4.88	£ 102.49	
d/d	BACS	SSE Southern Electric	Cemetery Chapel - Oct 18	£ 23.86	£ 1.19	£ 25.05	
489	BACS	Stannah	Museum stairlift annual service	£ 117.44	£ 23.49	£ 140.93	
490	BACS	Swaffham Fencing Ltd	Merryweather Fencing	£ 292.48	£ 58.49	£ 350.97	
491	300242	Swaffham Service Station	Monthly Fuel - Nov 18	£ 128.72	£ 25.74	£ 154.46	
492	BACS	T K Drakes	Town Hall paint	£ 22.61	£ 4.52	£ 27.13	
493	BACS	TTSR Ltd	Grave Digging - Nov 18	£ 720.00	£ -	£ 720.00	
494	BACS	Veolia	Waste Collection - Nov 18	£ 159.65	£ 31.93	£ 191.58	
				Sub Total	£ 44,596.49	£ 2,233.18	£ 46,829.67
Late Bills - received after agenda issued							
495	BACS	CJM Electrical Specialists Ltd	Buttercross - Design work inv 2	£ 440.00	£ 88.00	£ 528.00	
496	BACS	D Glavin	Gazebo & table hire - deposit refund	£ 35.00	£ -	£ 35.00	
497	BACS	ICO Systems	Office IT Support - Jan - Mar 19	£ 764.00	£ 152.80	£ 916.80	
498	BACS	ICO Systems	Office IT Support - onboarding	£ 1,110.97	£ 222.19	£ 1,333.16	
499	BACS	JP Skips	Cemetery skip	£ 133.33	£ 26.67	£ 160.00	
500	BACS	K Lock Maintenance	Swing Hanger brackets	£ 270.00	£ 54.00	£ 324.00	
501	BACS	Quinn Construction	Buttercross - valuation no 5	£ 35,616.17	£ 7,123.23	£ 42,739.40	
502	BACS	Travis Perkins	Decorating Supplies / Bench repair	£ 134.77	£ 26.96	£ 161.73	
				TOTAL	£ 83,100.73	£ 9,927.03	£ 93,027.76
Bank Transfers							
503	Transfer	Unity Trust Bank	From deposit to current - cover pymts			£ 75,000.00	
Summary of Income - November 2018 (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)							
07-Nov-18	Cash Analysis	Cash & Cheques taken over the counter				£ 4,315.64	
14-Nov-18	Cash Analysis	Cash & Cheques taken over the counter				£ 13,424.61	
26-Nov-18	Cash Analysis	Cash & Cheques taken over the counter				£ 4,005.53	
28-Nov-18	Cash Analysis	Cash & Cheques taken over the counter				£ 1,086.75	
Total BACS			Total Additional Income received by BACS			£ 3,819.47	
						TOTAL	£ 26,652.00
Items of expenditure to be reclaimed							
Age Concern			Salary	£ 3,682.79	£ 6.40	£ 3,689.19	
Museum			Museum - Telephone 721230	£ 22.34	£ 4.47	£ 26.81	
Sues News			Electricity - Nov 18	£ 41.10	£ 8.22	£ 49.32	
				TOTAL	£ 3,705.13	£ 10.87	£ 3,716.00

Initials: _____

LIST OF CORRESPONDENCE**General**

- a) Email - Campingland seat repair thank you
- b) Email – Christmas Event volunteers request
- c) Email - ICO systems - onboarding visit confirmation & Microsoft office transfer
- d) Email – Remembrance Sunday event
- e) Email – Swaffham Community Centre – gateway request
- f) Email – Planning Application 3PL/2017/1487/O - enquiry
- g) Email – NNAB annual report 2018-19 notification
- h) Email – Days Fields open meeting enquiry
- i) Email – Drop Kerb procedure enquiry
- j) Email – Immervox Wi-Fi
- k) Email – Watton & Swaffham Times
- l) Email – Christmas Eve Market request
- m) Email – Battles Over event public feedback
- n) Email – Days Field
- o) Email – Royal Naval Assoc enquiry
- p) Email – NALC Newsletter
- q) Email – Swaffham Neighbourhood Plan – general correspondence
- r) Email – Buttercross works – general information
- s) Email – Quarterly Town Clerks liaison meeting
- t) Email – Swaffham Electric Car Charging – various correspondence
- u) Email – Swans Nest – Stage 2 correspondence
- v) Email – Swaffham Neighbourhood Plan – general correspondence
- w) Email – Enchanted Cinema – promotional enquiry
- x) Email – Tumbler Hill Allotments - ongoing issues
- y) Email – Old School Swaffham – planning feedback
- z) Email – Cllr resignation notice - Steve Allen
- aa) Email – Waitrose Community Matters – Christmas event thank you
- bb) Email – Christmas Event – reindeer request
- cc) Email – Swaffham Parkrun update
- dd) Email – Rt. Hon Liz Elizabeth Truss MP– monthly update
- ee) Email – Swaffham – War Memorial tree request

Breckland Council

- ff) Email - Green Britain Centre – business proposal submission
- gg) Email - Electric Car Charging points
- hh) Email - Swaffham Parkrun

Norfolk County Council

- ii) Email - Highways query regarding town centre parking bay
- jj) Email - Goodrick Place parking issues
- kk) Email - Christmas event temporary signage
- ll) Email - Traffic Regulation Order – Greenhoe Place 17th – 21st December 2018

Police

- mm) Email - Scammer Awareness poster
- nn) Email - SNAP – contact information

Public Participation

Mr Allen stated that it was his understanding that £400k was available in Norfolk for local projects and as an example Fakenham would receive £33.5k for events in the town. In the light of this he asked why Swaffham Town Council had only allocated £5k in the events budget. In comments from Cllrs and the Town Clerk it was stated that the allocation for events was discussed at a previous meeting, the decision was a contentious one and a majority decision was taken to lower the budget. Reasons for this included that in the previous 3 years, this was the average spend for events and that an events officer was now in place to help make money go further, for example, by applying for match funding.

It was confirmed that Swaffham had received around £70k of funding for local projects this had gone towards the Buttercross project, Market stalls, the car park monitoring trial and ShopAppy initiative. Any report on the effectiveness of ShopAppy would be shared when available.

Mrs Allen asked that instead of spending money on refurbishing the toilets on the Rec that portaloos be hired for events. Also, a hard standing for an ice-cream van and burger van could be made on the rec to be rented out. It was confirmed that the work for refurbishment was going to be done free of charge.

Mr Medlar expressed his concern that there were no warning signs near the reindeer at the Christmas Market. He was concerned that children could be hurt or contract some sort of infection by contact with the animals. Although gels had wash was available, Mr Medlar did not think this was good enough to protect the children. Cllrs confirmed that this view would be looked at by the Christmas Lights committee when considering future events.

NCC Report – Cllr Ed Colman

Review of Bus Subsidy

The financial situation was bleak and the subsidy was not affordable. If there were any specific concerns Cllr Colman asked that they be brought up with him directly.

Update on Council Structure

The Managing director of NCC would be leaving after a notice period. This would give the opportunity to restructure with the MD being replaced by a Head of Service and Leader of the Council at the top of the structure. NCC would be reverting back to a cabinet system.

Devolution

Cllr Colman reported that this is back on the agenda and has the support of the Leader of the Council.

Digital Skills

Cllr Colman reported that a number of sessions were being delivered in the library to help people access and improve digital skills. Swaffham was a pilot for this scheme.

Roadworks on NDR

£180k had been spent on NDR improvements, there were currently roadworks and cats eyes being fitted for a new section to be opened.

Hamonds Academy Hedge

Enforcement action would be taken to get this hedge improved.

Parish Partnership Scheme

Parking bay outside the butchers – unfortunately changes to the Traffic Regulation Orders could not be considered as part of this scheme.

Norwich Rd/New Sporle Rd refuge - £5k would be needed for a feasibility study which could not be funded by the parish partnership scheme, however Cllr Colman would consider funding this from his Highway project budget.

