

## **SWAFFHAM TOWN COUNCIL**

Report and meeting guide for a meeting of the Full Council on Wednesday, 13<sup>th</sup> March 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.

A late request received from Brett Frances 'Just for Dogz' regarding a Charity Dog Show in Swaffham. The Council are being asked to grant permission to use the Recreation Ground or the Campingland free of charge, in return for nominating a charity to receive 50% of the proceeds. Similarly for the Market Committee to have no objections to selling stall space and two refreshment/food vans. Clarification is awaited on the preferred date and licencing details.

### **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 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, 11<sup>th</sup> February 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 including: -

a) \*\* Notes from the meeting with Highways on 5<sup>th</sup> March 2019 and copy of correspondence with the Highway Engineer in respect of the railings at the Traffic Lights.

b) To receive and consider matters emerging from the recent Practitioners Conference

i) \*\*Urgent review of Council procedure, protocol and arrangements following the death of a Senior National Figure – Operation London Bridge.

It is recommended to set up a Working Group to work with the officers, to meet with representatives of other key organisations within the Town, Churches etc, in order to draft a protocol, procedure and arrangements that will apply in certain circumstances – the urgency is simply because there is currently no guidance for staff or councillors to follow. It is a case of working through a long list of issues of what to do, when to do it, if we do it, how we do it and where we do it, by being prepared, we can give an appropriate response on behalf of the Town.

ii) Moving towards a paperless office – software presentation set up for 11<sup>th</sup> July

A presentation has been set up at the Carnegie Rooms in Thetford for Thursday 11<sup>th</sup> July for the five Breckland market towns, to enable a company called Modern.Gov to come and demonstrate their unique software that makes it possible to reduce paper within the office by use of technology and by not duplicating effort. It offers paperless meeting solutions, meeting management, tracks decisions and actions, multiple functions in a single product. The Clerks present at the Conference thought it better to offer a demonstration, rather than try to explain the advantages this software can give.

iii) GDPR update via next Personnel Committee in April

There will be an update for the Personnel Committee at their meeting in April, as a presentation from the Information Commissioners Office briefed Clerks on some of the issues that have arisen in the first 12 months and improvements made to how the data can be managed, clarifying through some case studies and answering one to one questions raised by the Town Clerk, after the presentation.

c) To receive a general report from the Practitioners Conference on training related issues.

The Practitioners Conference held at Kenilworth on 14<sup>th</sup>/15<sup>th</sup> February attended by the Town Clerk and Deputy Clerk. Sessions attended as follows: -

Town Clerk/Deputy Clerk:

- How to (almost) achieve a paperless office – Carl Cheevers, Harpenden Town Council
- Monitoring Officers Toolkit – How do we fix it? Lis Moore Head of Advice/Support, John Austin Chairman ADSO
- Action Plan for the Death of a Senior Person of State – Philip Peacock, Huntington Town Council
- Breaking the mould: Introducing ComGov the local councils 'Think Tank' – Dr. Tim Thoroughgood Cardiff University Business School and Elisabeth Skinner MBE SLCC Academic Leader
- Local Government Ethical Standards – John Ramsey, member of Committee on standards in Public Life
- Use Social Media to Engage your Community – Graham Todd, Social Media Expert, Spaghetti Agency

Town Clerk:

- Charting your way through a dispute – Jonathan Goolden, National Legal Adviser
- Sourcing External Funding – Richard Walden Communications Officer
- Effectiveness in the Workplace (2) – Clive Stilwell, LCC Associate Manager
- GDPR – the past, present and the future – Stacey Eggerton, Gill Dickinson Senior Policy Offers, ICO

Deputy Clerk:

- Effectiveness in the Workplace (1) – Clive Stilwell, LCC Associate Manager
- Plastic Free Communities – Rachel Yeates, Plastic free Communities Project Officer
- Sourcing External Funding (2) – Richard Walden Communications Officer
- Budget Planning – Sarah Pearse, Weston Super Mare Town Council

6.2 To receive Councillors' questions relating to ongoing business.

## **7. FINANCE:**

7.1 \*\* To receive and consider Accounts for payment for March 2019 (*recorded as Appendix 1*). Updated list will follow at the meeting.

7.2 \*\* To receive and consider Pocket Parks Plus; Letter of expectation for successful community applicants, a grant of £24,500 for Oaklands Play Area by the Ministry of Housing, Communities & Local Government. Project Support Officer Sue Dent has been successful in obtaining a grant of £24,500 for improvements to the Oaklands Play Area. The money will initially be held by Breckland Council and the scheme will now be delivered in the Spring/Summer this year.

7.3 \*\* To receive and consider the following issues in relation to the recent Traveller Incursion at Orford Road Playing Field: -

a) Temporarily securing the site at Orford Road to prevent a further incursion.

The site will be temporarily secured by the meeting on Wednesday, the Town Clerk will seek guidance as to how long this temporary arrangement will last and whether there is a better way of securing the site in the short term.

b) Long-term, giving consideration to a smaller entrance at Orford Road and change grass cutting regime, either take back in-house or with contractor. Options to consider are 1. Making the gateway smaller 2. Creating an embankment 3. Replacing the gate with a more robust gate and secure lock 4. Any other practical suggestions to resolve this matter. Equally, the Council should consider a similar assessment of all other public land that they own or manage.

c) Draft Traveller Incursion Policy and Procedure, including out of hours contact procedure and notification of other landowners.

The Draft Policy has been circulated in advance of the meeting with the detailed 'Norfolk Protocol' for all traveller sites. The purpose of the draft policy is to give clear guidance to staff and councillors, with the delegated authority to act as quickly as possible.

At the meeting draft checklists for both Councillors and Staff will be tabled for discussion.

d) Emergency expenditure budget for Town Clerk/Deputy Clerk in respect of dealing with Traveller Incursions only.

One recommendation is contained within the draft policy, but as long as there is an amount allocated either within or separate to the Land & Property Budget to allow the Town Clerk or Deputy Clerk to act.

e) The need to consider a budget set aside for this type of expense, should a traveller incursion occur.

The question here is whether the Council should have a permanent Budget item for Traveller Incursions, both in terms of dealing with an unauthorised incursion and for the prevention of an unauthorised incursion.

**7.4 \*\*** To receive and consider details of tendering exercise for utility supplies at the Public Toilets, Chapel and Town Hall.

This is to inform Councillors of the process we have gone through recently in aligning the utilities contracts up for a further period of time. LSI were more reasonable than Business Save or Utility Aid.

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

### **8.1 GENERAL:**

**a) \*\*** To receive and consider Freedom of Information Request (in-progress) – Days Field, regarding a ransom strip of land within the site, requesting names of land holders or family trusts the Council are dealing with and an alleged conflict of interest/invested interest not been declared by a member of staff.

The staffing issue is very easily answered, the question to Councillors is whether they wish to go to the expense or re-charge the expense of a Land Registry search in respect of a ransom strip? The Town Clerk will be looking for guidance from Councillors on how to respond.

**b) \*\*** To receive and consider request by Cllr Rob Bartram to discuss the release of draft minutes soon after the meeting has finished to the general public.

This request will be debated by the Council; however, it is reiterated that preparing draft minutes will not be prioritised before urgent actions which are necessary immediately following the completion of the meeting. The legal requirement is to publish a draft set of minutes three clear days before the next meeting, excluding the day of the meeting and the day that they are published. If it is possible to publish the draft minutes earlier than what is required in law, then it is recommended that it should remain at the discretion of the Town Clerk, taking into account current staff workload, statutory deadlines, staff annual leave, TOIL and sickness. Councillors should consider whether it is wise to place an additional deadline into an already congested area of administration.

**c) \*\*** To receive and consider Freedom of Information Request (concluded) – Days Field documents.

This request has been met and copies of relevant documents have been supplied.

**d) \*\*** To receive and consider Freedom of Information request (concluded) Days Field documents and questions raised.

This request has been met and copies of relevant documents have been supplied and questions answered. The Town Clerk will update Councillors further (verbally at the meeting) on the only outstanding question, which is now resolved.

**e) \*\*** To receive and consider correspondence received via Swaffham Newsletter regarding dog walkers on the Haspall's Road Recreation Ground.

The Town Clerk seeks guidance as to how he should respond to the correspondence.

**f) \*\*** To receive and consider alternative name put forward for a new development off Lynn Road.

This matter was previously dealt with by the Planning Committee and an alternative name of Acorn (Drive, Close or Drift) is now proposed.

### **8.2 BRECKLAND COUNCIL**

**a) \*\*** To receive and consider e-mailed correspondence with Rob Walker regarding Leisure Centre Feasibility Study, also copied to Max Associates Ltd.

This information is self-explanatory, any further action required by the Town Council?

**b) \*\*** To receive and consider e-mailed correspondence with Sue Daniels, Electoral Services Team Leader regarding specific advice on 'Purdah' for Neighbourhood Plan Steering Group members.

The information on 'Purdah' has been circulated for information.

**c) \*\*** To receive and consider e-mailed exchange with Head of Development management in regard to a section 106 claim; also to receive verbal report from Town Clerk regarding subsequent telephone call.

The Town Clerk will update the Council verbally at the meeting, the latest claim for approximately £140,000 is expected to be paid before the end of this Financial Year by 31<sup>st</sup> March 2019.

### **8.3 NORFOLK COUNTY COUNCIL**

**a) \*\*** To receive and consider Network Improvement Strategy report prepared for the Environment, Development and Transport Committee.

Any comments from Councillors in regard to the report received.

**b) \*\*** To receive and consider Swaffham, Otter Road/Buttercup Drive/Meadowsweet/willow Herb Drive – 20 mph zone traffic regulation order – section 38 agreement – response required by 29<sup>th</sup> March 2019.

Town Council comments required.

c) \*\* To receive and consider proposal to change the age range of Swaffham CofE VC Infant School to admit pupils from 2 up to the age of 11 years, from 1<sup>st</sup> September 2020, consultation to 27<sup>th</sup> March 2019.

Town Council comments required.

d) \*\* To receive and consider e-mailed correspondence with Cllr Ed Colman regarding request from Traffic and Access Group and subsequent related exchanges.

This is for information only, unless Councillors wish to comment further.

e) \*\* To receive and consider WSP Report on 'Through Traffic Assessment' and findings within the Network Improvement Strategy presented to Environment, Development & Transport Committee.

These are reports previously requested by the Traffic and access Group, circulated for information and comment.

## **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)

\*\* To receive and consider e-mailed correspondence, and subsequent amendments; also to receive an updated report from the Town Clerk in respect of the Neighbourhood Plan, signed off by the Steering Group on 4<sup>th</sup> March.

A verbal report will be given by the Town Clerk at the meeting.

## **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:**

12.2	Open Spaces Committee	Mon	25 <sup>th</sup> Mar	6.30pm	Council Chamber
12.4	Planning Committee	Tues	26 <sup>th</sup> Mar	12.noon	Council Chamber
12.5	Full Council	Wed	10 <sup>th</sup> Apr	6.30pm	Council Chamber

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

CONFIDENTIAL BUSINESS following the exclusion of the public and press

All confidential papers will be circulated and collected at the meeting.

13.1 To receive and consider any staff related issues from the Personnel Committee.

13.2 To receive and consider nominations for Deputy Mayor for 2019-20.

13.3 To receive and consider recharging of Grave Digging fee for a recent burial.

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

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