

Swaffham Town Council

Minutes of the **Full Town Council** meeting held on **Wednesday 11th February 2019** at **6.30pm** in the Council Chamber, Town Hall Swaffham.

Present: Mayor Cllr C Houghton (in the Chair)

Councillors: 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, Mr S Bell, Mrs J Buckley-Stevens, Mr R Bartram

Town Clerk: Mrs C Smith
Minute Taker: Mrs H Duggan

NCC: Cllr E Colman

Public: 10
Press: Ben Hardy, Lynn News

1. Apologies for Absence

Cllr I Sherwood – work commitments
PC Jo Higgins – work commitments

2. Declarations of Interest

The meeting was adjourned at 6.31 p.m. for public participation.

See *Appendix 3*

The meeting was resumed at 6.50p.m.

3. Proposals to use the UKPN cabinet to display visitor information panels.

Formerly item 8.1c on the Agenda it was agreed to allow this item to be moved to this point in the meeting.

Mrs Judy Anscombe, on behalf of the Town Team, presented options and proposals regarding the use of the UKPN compartment in the Market Place to display the information panels currently in a triangular notice board on the Buttercross. The proposals circulated with the Agenda included some pictures of what the boards may look like.

The proposals included:

1 - To site and fit two existing history text information panels side by side on the larger Northern elevation of the compartment, complete with new frames in Heritage Green

2 - To site a third existing panel showing a map of Swaffham on the narrower eastern elevation. There was also the option to site a more modern town map with street names. The new panel would be sited at eye height and complete with new frame in Heritage green.

3 - Create a new historic text panel to be located on the western elevation, focussing on the commercial and business aspect of Swaffham.

It was reported that planters to the base of the UKPN compartment would require Health & Safety consideration with respect to potential trip hazards.

Cllrs were asked to consider the options and provide their thoughts and agreement.

After discussion it was proposed to accept the Town Team proposal in principle to use the UKPN compartment in the Market Place to display the information panels currently in a triangular notice board on the Buttercross.

It was unanimously agreed to accept the Town Team proposal in principle to use the UKPN compartment in the Market Place to display the information panels currently in a triangular notice board on the Buttercross.

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It was unanimously agreed to accept the option to create a new modern map of the town for use on the Eastern elevation.

It was noted that UKPN and Andrew Gayton may need to be informed for their separate agreement.

4. Mayor's Report

4.1. Mayor visits:

It was a quiet month with 2 key Civic events attended:

4th February – Swaffham Community Garden opening with a Royal Horticulture Society representative on hand

9th February 2019 – ATC dinner and Award ceremony

It was also noted that it had been a very productive meeting on 17th January 2019 regarding Leisure Facilities in Swaffham.

4.2. Urgent reports, correspondence or information at the Mayor's discretion.

There were no additional reports to discuss.

5. Reports from Police and Principal Authorities

5.1. Police

PC Higgins was not present at the meeting however a report on Swaffham Crime statistics was handed out at the meeting and read through by the Chairman.

5.2. County Councillor

Cllr E Colman provided the following report:

“NCC Budget

Today, Norfolk County Council set its revenue budget for the next 12 months at £409.3m, which includes £31.1m of savings and a 2.99% council tax increase.

To my mind, we are using our resources in the best way we possibly can, given the decisions which have to be made. That's why we must live within our means and we are still facing a £70M gap by 2022.

As a Conservative who believes in low tax, it was not an easy decision to vote to increase council tax, but I felt I had no choice.

Funding for reducing the use of single use plastics

The Council has £25k earmarked for actions created by our recently formed Single Use Plastics Task and Finish Group who are looking at how across the County Council and our other operations we can invest in reducing our use of single use plastics.

Campaign launched today aims to SCRAP fly-tipping in Norfolk

Norfolk has launched the SCRAP fly-tipping campaign today which aims to fight the blight of fly-tipping in the county and cut the annual £1m clear up cost.

The campaign reminds people to check their waste is being taken away for disposal by a licensed carrier – either by asking to see a Waste Carriers Licence or by looking up the company on the Environment Agency website.

People can avoid an unlimited fine by following the SCRAP code:

- Suspect ALL waste carriers
- Check with the Environment Agency on 03708 506 506 that the provider taking your waste away is licensed
- Refuse unexpected offers to have waste taken away
- Ask what will happen to your waste
- Paperwork should be obtained – get a full receipt”

5.3. Breckland District Councillors

Cllr Shirley Matthews provided an update on the following announcement from Breckland:

Council launches 'Breckworld' tourism app, featuring Stephen Fry

“A brand new app which is backed by Stephen Fry has been launched by a district council to help people uncover some of the best local attractions.

The Breckworld app is thought to be a world first, bringing together existing and newly developed technology into a single app. It extensively features ultra-high-definition 360° videos,

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some of which are narrated by Stephen Fry, so people can virtually explore Breckland's towns, attractions, free days out and independent cafes.

People can also take part in a virtual treasure hunt which is designed to help families and visitors make the most of their visit while unlocking special offers along the way.

There are more than 100 virtual stars hidden across the district's attractions and high streets and can be located using a map within the Breckworld app. For every 10 stars people collect, they can choose one of a number of discounts which have been provided by local attractions. In addition, special offers will also appear when using the app, such as free cake when you buy a coffee in a local independent café, which is designed to support local eateries and encourage visitors into the towns.

The app has delivered in partnership between Breckland Council and Ryan Baxter's Viewing Online technology company, based in Dereham. Ryan approached the council last year with the idea of creating the app to help promote local attractions and businesses. The council backed the development of the app as part of its Market Towns Initiative, which delivers a range of projects helping the district's market towns and businesses to grow and thrive.

While filming with businesses in Swaffham, Ryan was put in touch with legendary actor, presenter and comedian Stephen Fry who was excited by the concept and agreed to voice some of the short films, including the app's introductory film which guides users through the app's functions.

Breckworld is a free app and is available in the Apple App Store now. More information at www.breckworld.com."

6. **Minutes of the previous meetings**

The minutes of the meeting on 16th January 2019 were agreed and signed as an accurate record by the Chairman.

7. **Town Hall Report by the Town Clerk**

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

- a) Notes from the meeting with Highways on 5th February 2019 were distributed with the Agenda pack.

Damaged Railings - It was decided, within the Highways meeting, to escalate the Town Council's position in respect of the damaged railings at the Traffic Lights. These railings were a constant problem, and the Council have been waiting for over six months now for them to be repaired. There was the current problem of replacing damaged railings and the longer-term issue of dealing with a current layout that clearly does not work. The Council agreed they urgently needed answers on the repairs and to start a dialogue with the relevant officers at County Hall in respect of the latter.

Cllr Bartram highlighted he had taken a video of a lorry hitting the railings last year; he had shared the video with the Town Clerk and wished to know if this had been shared with Highways.

The Deputy Clerk agreed to investigate if the video from Cllr Bartram had been shared with Highways last year.

- b) **Letter to Breckland Council regarding the provision of Leisure Services in Swaffham.**

Following the presentation at Breckland Council offices on 17th January, those Councillors in attendance requested the Council consider reiterating that their preferred option would be a Leisure Centre located on an alternative site to the current, partially closed, facility at the Hamond's Academy. A draft letter in this regard was circulated to Council prior to the meeting for approval.

It was unanimously agreed to accept the draft letter to be sent to Breckland to reiterate that the preferred option of Swaffham Town Council would be a Leisure Centre located on an alternative site to the current, partially closed, facility at the Hamond's Academy.

- c) **Local Government Ethical Standards**

It was noted that a review by the Committee on Standards in Public Life had been published recently. The 108-page report had been circulated via the Dropbox for Councillors to read;

particularly Chapter 5 'Town and Parish Councils' and the resulting recommendations for a change in the law to give District Council Monitoring Officers more power to provide advice, support and management to investigations and adjudications on alleged breaches within parish and town councils. In addition, it was proposed that any sanction imposed on a parish or town councillor would be determined by the relevant principal authority, and this would include suspension.

d) The Antinghams

The Town Clerk confirmed he had sent a detailed report to Heygate Farms to take to their Directors, to delegate to a small group the task of negotiating with the Town Council. The suggested timeframe was for a meeting to take place in the last week of February or first week of March. At the request of Heygate Farms, the group was to be small with the suggestion that it include only – the Mayor, Deputy Mayor, Town Clerk, Deputy Clerk and the Manager of Icen Partnership. The aim was to move the discussion on to what may be agreeable to both parties, then to bring any proposals to the full Council and Heygate Board of Directors, for discussion and final approval. The proposals would be taken to the March or April Council meetings. It was proposed by Cllr Lister, seconded by Cllr Jennison that Cllr P Darby be added to the working group.

It was agreed 7 votes for, that Cllr Darby be added to the working group.

It was proposed by Cllr Skinner, seconded by Cllr Buckley-Stevens that Cllr L Scott be added to the working group.

It was agreed 7 votes for, that Cllr Scott be added to the working group.

e) Register of Interests/Code of Conduct

The Town Clerk had recently clarified with the Monitoring Officer at Breckland Council that Non-Councillor members of Council Committees, Sub-Committees, Focus Groups etc were regarded, in legislation, as 'co-opted'. This meant that, moving forward, all non-Councillor 'co-opted' committee, sub-committee or group members would, as a minimum, be required to fill in a Register of Interests form which would be held by Breckland Council, so that it was publicly available and were duty bound to follow the Council's Code of Conduct and any other related policies of the Council, as well as the terms of reference for the committee, sub-committee or group.

In the coming weeks the Town Clerk would offer some briefings and guidance to the non-councillor 'co-opted' members concerned on this.

7.2. To receive Councillors' questions relating to ongoing business.

There were no additional Councillor questions.

8. Finance

8.1 Accounts for payment for January 2019

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

9. Correspondence or Information

9.1 General

a) Notes of the Transport and Access Focus Group.

Notes of the meeting were circulated to the Council for information. A summary of the Key Points - Matters for consideration / decision by STC were as follows:

Para 3.

- Need identified for an Annual Budget to be provided for local traffic schemes (say £10,000 from capital reserves?) which though small in scale have a disproportionate effect on traffic/pedestrian movement. Examples, Beech Close and London Street parking problems, Church Walk lighting and kissing gates alterations. Projects then to be costed and approved individually, in some priority order.

- To consider how the feasibility study (£5,000) for the Norwich road refuge might be financed.

Para 4.

- To note "who is doing what" in the Swaffham Neighbourhood Plan Community Action list. Items 11 & 12 – Air quality - TAFG to continue monitoring and evidence gathering role.

Concerns were raised by several Cllrs regarding the Council funding highway projects and feasibility studies; Cllrs were concerned that agreeing to cover the cost would set a dangerous precedent and were conscious that even if a study was conducted, NCC had already said they did not have a budget for any works.

Cllrs unanimously agreed to hold fire on any commitments regarding the points raised by the Transport & Access Focus Group at this point.

It was noted that Cllr Colman's £6000 Parish Allowance had not been utilised, this needed to be allocated by 31st March 2019. Cllrs suggested pulling together a quick list of potential projects for consideration at a separate meeting, given the short timescale involved.

It was agreed the Deputy Clerk would help to pull together a list of potential projects for consideration for Cllr Colman's Parish Allowance.

- b) Letter of thanks for Town Council support from H Bates, Assistant Director (School's Service), Roman Catholic Diocese of East Anglia.
Cllrs noted the letter of thanks from H Bates.
- d) Communication from West Africa via social media to establish links with other councils.
A request to establish links had come in to the Council via social media. It was difficult to see how these links would be of benefit to Swaffham Town Council and it was recommended to not pursue this currently.

It was unanimously agreed not to pursue the request from West Africa via social media to establish links with other councils

9.2. **Breckland Council**

- a) Proposal to have a presentation from BDC on custom/self-building as a possibility for Days Field.
Cllr Scott advised that Breckland were promoting self-build and custom build and thought it was something the Council should consider knowing more about; to possibly help with considering the future of the Days Field project. Cllr Scott requested support to investigate the process further and to arrange a presentation from Breckland to the new Council in May. Cllr Lister proposed that Cllr Scott be allowed to investigate the self-build and custom build process and to arrange a presentation by Breckland to the Council after the May elections.

It was unanimously agreed that Cllr Scott be allowed to investigate the self-build and custom build process and to arrange a presentation by Breckland to the Council after the May elections.

- b) Nomination packs for forthcoming elections.
Nomination packs had been received and were circulated to the Council for information. The next 'Do you want to be a Councillor' event as set for Thursday 28th February.
- c) Notification of resurfacing and drainage works at Theatre St car park.
Cllrs were asked to note that the Theatre Street car park would be resurfaced. There was a plan to carry out the works in sections so that parts could remain open.
Cllr Jennison was very concerned that pedestrian walkways were needed during the planned works to ensure the care workers servicing the Westfields and Paddocks Care Homes were not adversely affected.

It was agreed Breckland Cllrs Mathews and Darby would investigate the planned works to ensure pedestrians and care workers servicing the Westfields and Paddocks Care Homes would not be too adversely affected.

- d) Invitation to attend the Town and Parish Council Forum on 21st February 2019.
Councillors interested in attending were asked to let the office know.

9.3. **Norfolk County Council**

- a) Latest proposals for a new early childhood and family service.
It was noted the latest proposals included the children's centre remaining in Swaffham.
- b) Temporary traffic restriction order Sporle Rd 18th – 21st February 2019.
The new temporary traffic restriction notice was noted.
- c) Notification of road resurfacing work Watton Rd on or shortly after 18th February 2019.
The notification of the proposed road resurfacing work in Watton Road was noted.

10. **Correspondence or Information**

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

11. **COMMITTEE & WORKING GROUP reports:**

11.1 **Committees**

- a) To receive current Committee Reports

Planning Committee

Cllr Scott appraised the Council of the various applications discussed at the last Planning Committee meeting held on Tuesday 29th January 2019.

Market Committee

Cllr Lister provided a brief update on the progress of the Recreation Toilets project; plans are progressing.

Allotment Sub-Committee

The proposed new car park at Shouldham Lane, utilising an existing allotment plot, was progressing with the outside team currently investigated how best to provide a suitable durable surface.

11.2 **Working Groups**

- a) To receive current Working Group reports

Swaffham Neighbourhood Plan

Cllr Houghton updated the Council on the Steering Group meeting held earlier in the day. Having appointed an independent external examiner, it was noted they had visited the town and now posed several questions for the Steering Group to respond to. A response had been agreed which would be submitted by the Neighbourhood Plan Consultant with the independent external examiners final report expected in the next four to six weeks.

Christmas Lights Working Group

Cllr Lister advised the Council of the forthcoming Fashion Show to be held on Wednesday 22nd May 2019, to raise funds towards the Christmas Lights event 2019. Tickets were priced at £10.00 and volunteers were asked for, to help with setting up the Assembly Rooms.

Swaffham Heritage

Cllr Thorp confirmed the Museum was now open again, the team had been hard at work preparing new displays and Cllrs were encouraged to visit the museum to have a look.

12. **Reports by Representatives from Outside Bodies**

There were no reports.

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

Initials: _____

12.2	Market Committee	Mon	18 th Feb	6.30pm	Council Chamber
12.5	Planning Committee	Tues	26 th Feb	12.noon	Council Chamber
12.6	Full Council	Wed	13 th Mar	6.30pm	Council Chamber

14. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:
Confidential Business following the exclusion of the public and press

- 14.1 Staff related issues from the Personnel Committee.
An update from the Personnel meeting held on 5th February was read out by the Chairman.

The meeting closed at 8.55pm

Mayor.....

Swaffham Town Council - Accounts for February 2019

7.1

No	Payment	Name	Details	Price	VAT	Total
Paid - 1st -11th February 2019 Town Council meeting						
547	Card	Amazon	Office noticeboard	£ 23.75	£ 4.75	£ 28.50
548	Card	SLCC	ALCC - annual membership - Town Clerk	£ 386.00	£ -	£ 386.00
549	Card	Amazon	External hard drive	£ 59.99	£ -	£ 59.99
550	d/d	Lloyds Bank	Monthly Corporate card fee - Jan 19	£ 3.00	£ -	£ 3.00
551	d/d	Worldpay	Monthly credit card fees - Jan 19	£ 7.28	£ 0.02	£ 7.30
552	Card	Blinds Direct	Office blinds	£ 109.06	£ 21.81	£ 130.87
553	Card	Amazon	Office batteries	£ 19.88	£ 3.98	£ 23.86
554	Card	Amazon	Town Hall - hoover and hall rugs	£ 135.40	£ 27.09	£ 162.49
Sub Total				£ 744.36	£ 57.65	£ 802.01
To be authorised and paid - post 11th February 2019 Town Council meeting						
555	BACS	Net Salaries	Town Council	£ 16,947.13	£ -	£ 16,947.13
556	BACS	Inland Revenue	Tax & National Insurance	£ 5,143.93	£ -	£ 5,143.93
557	BACS	Norfolk Pension Service	Superannuation	£ 5,154.90	£ -	£ 5,154.90
558	d/d	Breckland Council	Town Hall - Rates Market - Rates Cemetery - Rates Public Toilet - Rates	February & March 2019 - no payment		
559	d/d	Immervox (Jan 2019)	Town Council - Fax & Broadband 720469 Museum - Telephone 721230 Town Council - Telephone 722922 Town Council - Alarm 724967 Town Wifi	£ 47.99 £ 22.24 £ 36.03 £ 13.00 £ 243.49	£ 9.60 £ 4.45 £ 7.20 £ 2.60 £ 48.70	£ 435.30
560	300247		Petty Cash	£ 166.90	£ -	£ 166.90
561	BACS	CJM Electrical	Buttercross	£ 982.23	£ 196.45	£ 1,178.68
562	BACS	Cooleraid	Town Hall drinking water - Jan 19	£ 7.90	£ 1.58	£ 9.48
563	BACS	G&G Fencing	The Oaklands play area - fence removal	£ 985.00	£ 197.00	£ 1,182.00
564	d/d	Hitachi	Truck Lease - Feb 19	£ 336.88	£ 67.37	£ 404.25
565	BACS	JP Skips	Cemetery skip	£ 133.33	£ 26.67	£ 160.00
566	BACS	Lyreco	Stationery & PPE	£ 110.50	£ 22.10	£ 132.60
567	BACS	SLCC	Practitioners Conf 2019	£ 598.00	£ 80.00	£ 678.00
568	d/d	SSE Southern Electric	Town Hall Electricity Q4 2018/19	£ 1,243.02	£ 248.60	£ 1,491.62
569	d/d	SSE Southern Electric	Town Hall Gas Q4 2018/19	£ 853.85	£ 170.77	£ 1,024.62
570	d/d	SSE Southern Electric	Public Toilets - Jan 19	£ 97.58	£ 4.87	£ 102.45
571	BACS	Swaffham Carpet & Bedding	Town Hall carpets - final bill	£ 905.00	£ 581.00	£ 1,486.00
572	BACS	T K Drakes	General supplies	£ 57.00	£ 11.40	£ 68.40
573	BACS	Travis Perkins	General supplies	£ 56.43	£ 11.29	£ 67.72
574	BACS	Travis Perkins	Town Hall - stair scaffolding hire	£ 85.25	£ 17.05	£ 102.30
575	BACS	Veolia	Waste Management - Jan 19	£ 190.05	£ 38.01	£ 228.06
576	d/d	Vodafone	Mobile phone - Dec 18 & new sim card delivery	£ 48.31	£ 9.65	£ 57.96
577	BACS	World's Fair Ltd	Annual Market Directory - 2019 entry	£ 130.00	£ 26.00	£ 156.00
Sub Total				£ 35,340.30	£ 1,840.01	£ 37,180.31
Late Bills - received after agenda issued						
578	BACS	Christmas Decorators	Christmas Lights purchase	£ 3,313.00	£ 662.60	£ 3,975.60
579	300246	Myhill & Son Ltd	Pigeon deterrent	£ 31.98	£ -	£ 31.98
580	BACS	Norfolk ALC	Staff Training - C Smith	£ 30.00	£ 6.00	£ 36.00
581	BACS	Nicola Barnes	HR Services - Jan 19	£ 135.00	£ -	£ 135.00
582	BACS	Rialtas Business Sols	Annual users fee	£ 648.00	£ 129.60	£ 777.60
583	BACS	T K Drakes	Town Hall/Museum - boiler annual service	£ 100.00	£ 20.00	£ 120.00
584	Card	Screwfix	Cordless combi drill	£ 100.00	£ 19.99	£ 119.99
585	BACS	ATS Euromaster	Lawn mower repairs - Oct 18	£ 13.10	£ 2.62	£ 15.72
586	d/d	SSE - Southern Electric	Cemetery Chapel - electricity - Jan 19	£ 30.54	£ 1.52	£ 32.06
587	BACS	Swaffham Service Centre	Monthly fuel costs - Jan 19	£ 110.05	£ 22.01	£ 132.06
TOTAL				£ 39,851.97	£ 2,704.35	£ 42,556.32
Bank Transfers						
588	Transfer	Unity Trust Bank	From deposit to current - cover pymts			£ 25,000.00
Summary of Income - January 2019 (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)						
07-Jan-19	Cash Analysis	Cash & Cheques taken over the counter				£ 1,297.94
09-Jan-19	Cash Analysis	Cash & Cheques taken over the counter				£ 4,092.85
16-Jan-19	Cash Analysis	Cash & Cheques taken over the counter				£ 887.36
23-Jan-19	Cash Analysis	Cash & Cheques taken over the counter				£ 683.20
30-Jan-19	Cash Analysis	Cash & Cheques taken over the counter				£ 5,020.43
Total BACS			Total Additional Income received by BACS			£ 3,724.97
TOTAL						£ 15,706.75
Items of expenditure to be reclaimed						
Age Concern		Salary		£ 3,682.79	£ 6.40	£ 3,689.19
Museum		Museum - Telephone 721230		£ 22.24	£ 4.45	£ 26.69
Sues News		Electricity - Jan 19		£ 47.94	£ 9.59	£ 57.53
TOTAL				£ 3,705.03	£ 10.85	£ 3,715.88

Initials: _____

LIST OF CORRESPONDENCE – February 2019

General

- a) Email - Church Kissing Gates – PPS Project & Church Walk lighting
- b) Email - SCOPE – notification of house to house collection dates
- c) Email - Norfolk ALC – bulletins
- d) Email - Norfolk Parish Training & Support – update
- e) Email - SLCC – new bulletin
- f) Email - Excessive Water usage – correspondence
- g) Email - NALC – newsletters – January 2019
- h) Email - Transport & Access Focus Group suggestions
- i) Email - Rt. Hon Elizabeth Truss MP – January 2019 news report
- j) Email - Buttercross – UKPN disconnection certificate
- k) Email - Swaffham Cemetery gravestone request
- l) Email - Community Action Norfolk - newsletter
- m) Email - Letter to Heygates – Issues & Options report re the Antinghams
- n) Email - Tumbler Hill Allotment – ongoing issue

Breckland Council

- o) Email - Breckland News items - January 2019
- p) Email - Street Naming enquiry
- q) Email - Planning Application – TRE/2018/0283/TPO update
- r) Email - Breckland Car Parks - gritting
- s) Email - Swaffham Town Council - Precept 2019-20
- t) Email - Garden Science Trust

Norfolk County Council

- u) Email - Cley Road Highways enquiry

Police

No Correspondence

Public Participation

Mr Stan Sole – raised concerns regarding the issue of minutes which do not get shared until the agenda is issued for the next meeting, some 4 weeks later.

Mr Sole asked the council to consider agreeing to issue a set of draft minutes a minimum of 5 working days after each council meeting, to help improve communications.

It was explained to Mr Sole by Cllr Houghton and the Deputy Clerk that the minutes of each meeting were completed by the office as soon as possible after each meeting to ensure accuracy however there was no agreement within the Council's standing orders to issue draft minutes prior to the following meeting when the minutes were formally accepted.

It was noted that anyone can call into the office to ask for confirmation of any points raised and/or agreed at a meeting prior to the minutes being issued.

Mr Ian Pilcher – raised similar concerns as Mr Sole regarding the issue of meeting minutes.

Mr Pilcher raised several points regarding the January Finance meeting:

1 – Staff wages, including National Insurance and Pension contributions In Mr Pilcher's opinion equated to approx. £300k which Mr Pilcher thought very extreme given the size and population of Swaffham, some 8k people.

2 – Days Field was discussed at the Finance meeting and Mr Pilcher asked what the outcome was, given the minutes were not available.

Cllr Houghton responded as follows:

1 – The Council budget is agreed each year in January, this year the Council are about to issue a new budget with a 1% increase on the precept. Salary and associated costs are closely monitored by Council and the Personnel Committee as Council is acutely aware this is the Council's biggest expense.

2 – Days Fields was discussed at the Finance meeting and it was unanimously agreed to renew the planning permission.

Mr John Zielinski – raised a number of points as follows:

- Leisure – wanted to acknowledge the reopening of the Parkwood Leisure centre within Nicholas Hamond Academy however was concerned that the facility was still inadequate for the town.
- Highways – the signage used by Highways ahead of the forthcoming road closure at Watton Road was not situated in the correct position. Cllr Colman responded that Highways were very experienced in what they did and so put the movement of the signs down to potential movement by residents, possibly blown over and set back up in the wrong position.
- Litter – litter was increasing around town and whilst ICENI Partnership did a litter clear up Mr Zielinski felt this should be much earlier in the year.
- Gritting – Mr Zielinski had received a letter from the Council regarding volunteering for gritting and whilst he had not heard anything back, he felt strongly that the call for volunteers needed to happen a lot earlier than January, possibly November.

The Deputy Clerk agreed to investigate why he had not been responded to following the gritting letter being issued in January.

Mr Steve Allen - raised concerns regarding the remedial work to be undertaken on the Buttercross project and asked how much 'clout' the Council had with regards to the Historic Buildings Officer, Andrew Gayton. Cllr Houghton and the Deputy Clerk clarified that the Council work closely with the Historic Officer to achieve an amicable solution at all times.