

## Swaffham Town Council

Interim Report and meeting guide for a meeting of the Full Council on Wednesday, 11<sup>th</sup> September 2019 at 6.30pm in the Town Hall, Swaffham commencing with prayers led by the Mayor.

### 1. To receive APOLOGIES & REASONS FOR ABSENCE

Cllr Ian Sherwood – on annual leave

### 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 MAYOR'S REPORTS & ANNOUNCEMENTS

3.1 To receive a report on Civic Events attended by the Mayor.

**The Mayor will list any Civic events attended in the past month.**

3.2 To receive and consider any Mayor's announcements.

**The Mayor will read any late announcements or items for information.**

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

**If there are any late urgent reports that come in during the time from the publication of the agenda and the time that the meeting commences, then they will be dealt with at this point.**

### 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 E. Colman.

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

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

5.1 \*\* Wednesday, 7<sup>th</sup> August 2019 – Full Council Meeting.  
**Minutes to agree for accuracy only.**

5.2 \*\* Monday 14<sup>th</sup> August 2019 – Extraordinary full Council.  
**Minutes to agree for accuracy only.**

### 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: -

**The Town Clerk will report on ongoing business that does not feature elsewhere on the agenda.**

6.2 To receive Councillors' questions relating to ongoing business.

**The Town Clerk will answer Councillors questions.**

## **7. FINANCE:**

7.1 \*\* To receive and consider Accounts for payment for September 2019 (*recorded as Appendix 1*). **An interim list of accounts is circulated with the agenda pack, an up dated list will be circulated at the meeting, tabled for approval.**

7.2 \*\* To receive and consider request from Sue Dent to increase match funding contribution for the Oakland play area project from £3,284 to £4,436.

**It is recommended to use £1,252 of reserve balances earmarked for play areas to meet this shortfall. The Finance Committee will need to take into account that the reserve balances will be lower than budgeted for in 2019-20.**

7.3 \*\* To receive and consider estimates for the putting up and taking down of Christmas Lights (N.B. Updated information to follow).

**Two estimates have been received and work is on-going in order for the Council to make a like for like comparison.**

7.4 \*\* To receive and consider Public Toilet Project (final Section 106 project for Tesco/Millngate) – consider possible resurrection of Public Toilet working Group.

**Information has been circulated from the previous Toilet Working Group going back to the Autumn of 2018. The Council now need to urgently finalise details to enable estimates to be obtained in order to finalise the final Section 106 claim. If agreement in principle can be established and to delegate to a Working Group to work with the Town Clerk to enable a decision to be taken at the November or December Council meetings. This item is urgent, as the deadline for the section 106 projects is 31<sup>st</sup> December 2019 and it has been agreed with Millngate Ltd, that the final claim could be made if there was general agreement on the schedule of works to take place after the deadline.**

7.5 \*\* To receive and consider estimates for tree maintenance following on from the 2019 tree survey.

**The 15-month tree cycle survey has been completed by qualified tree surgeon Mr. A.T. Coombes and any work that cannot be completed by our outside staff has gone out to tender. Two estimates received for £1,557.75 and £1,420.00 respectively. It is recommended to accept the lower estimate from Mr. P. Akers, who was the successful contractor on the last occasion.**

7.6 \*\* To receive and consider quotes for the upgrade of the Town Hall telephone system.

**A report was given to the Council at the August meeting, regarding the current telephones and telephone system have been in use for 14 years at the Town Hall, installed when the Town Hall extension was opened in February 2015. There are problems with some of the phones and the system is not as efficient as it used to be. The new system recommended is in preparation for the forthcoming changes coming in next year. The idea is that we get the new system in place before the current system does not work at all.**

**Each of the three contractors have now visited the site and it is recommended that the Council accept the set-up costs of £708.77 and monthly charge of £151.05 per month from Immervox. The set-up costs are soon recouped after the first year of operation.**

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

### **8.1 GENERAL:**

a) \*\* To receive and consider new initiative by Norfolk ALC for Community, Well-being, Environment and Parish & Town Councils – to identify Councillor interests in Housing, Loneliness and Community Care, Electricity, Trees, Hedges and Open Spaces.

**Are there any Councillors interested in being on a database to receive information from Norfolk ALC on these subjects.**

b) \*\* To receive and consider e-mailed request from Cllr Pilcher to discuss Litter Bins and collections/responsibilities.

**N.B. Breckland Council regard the number of litter bins in the Town Centre as adequate. The capital cost of any litter bins would be at the expense of the Town Council, location of any new bins is dependent on land ownership, as consent from the Landowner would be required. Consent would be required from Breckland Council in respect of emptying the bins, as Breckland now reserve the right to charge for emptying any additional bins moving forward.**

c) \*\* To receive and consider notification from Anglian Water Services Ltd – Castle Acre Scheme – impacting on South Acre Road and junction of A1065 from 16<sup>th</sup> to 27<sup>th</sup> September, road closure and diversions.

**This is for information only, as this scheme should be coming to an end shortly.**

d) \*\* To receive and consider issues relating to Ducks in the Town Centre – Cllr Lindsay Beech/also from Councillor Surgery.

**This issue can be discussed by the Town Council, but it is recommended to refer to the Recreation & Community Services for any further action, as estimates will need to be obtained.**

**If the Council could provide guidance as to which areas they are concerned about and require any estimates for?**

e) \*\* To receive and consider request for dog bin and litter bin in Sandringham Way and on the new Abel Homes housing estate.

**This request for dog and litter bins respectively has just been received, and it is recommended to refer to the Recreation & Community Services Committee to deal with at their meeting on 23<sup>rd</sup> September.**

f) \*\* To receive and consider request for two memorial seats for Terry and Monica Wilding, from Mrs Kate Thackeray (nee Wilding).

**This request for memorial seats has just been received, and it is recommended to refer to the Recreation & Community Services Committee to deal with at their meeting on 23<sup>rd</sup> September.**

## **8.2 BRECKLAND COUNCIL**

a) \*\* To receive and consider e-mailed correspondence with Jon Berry regarding S.106 with Millngate/Tesco.

**This matter is on-going, and the situation has been set out by the Town Clerk in the recent correspondence. There was a conference call made between the Town Council, Breckland Council and Millngate Ltd. The latter were going to meet with Tesco two to three weeks after this call was made, to date the meeting with Tesco has not taken place.**

b) \*\* To receive and consider e-mailed correspondence regarding Car Parking issues.

**The e-mailed correspondence attached to the agenda is self-explanatory. There is more detailed correspondence in the yellow file regarding the signage that had to be removed as it was located in the centre of two Market stalls. The matter was dealt with swiftly by Breckland Council and the point was made that the situation could have been avoided if there was any level of prior consultation.**

### 8.3 NORFOLK COUNTY COUNCIL

a) \*\* To receive and consider Highways England work on A47 towards East Tuddenham from Wednesday 11<sup>th</sup> September (4 nights works due to road closures between 8pm and 6am on weekdays closure of A47 between North Tuddenham and Honingham 11<sup>th</sup> to 16<sup>th</sup> September).

**The information in this regard applies to the A47 towards East Tuddenham from the evening of the meeting 11<sup>th</sup> to 16<sup>th</sup> September.**

b) \*\* To receive and consider 20mph speed limit order 2019 for Buttercup Drive, Otter Road, Meadowsweet Road and Willow Herb Drive.

**The Council have had previous notification of this scheme, but the detailed plans set out the areas in question. The Council previously had no objection in principle, it is recommended to have no objections to the full details.**

### 9. To note receipt of CORRESPONDENCE or INFORMATION

A list of all other correspondence.

### 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**

*(Finance, Planning & Built Environment, Recreation & Community Service, Market, Events & Tourism, Estates, Heritage Museum/Town Hall & Site Maintenance, HR & Governance Committee, Transport, Access & Environment)*

**\*\* i) Market, Events and Tourism – are recommending a review of the pricing structure for the hire of the new Market Stalls.**

**\*\* ii) Transport, Access and Environment Committee – to receive and consider - Aims, Objectives and Partners: 2019 – 2024 – draft strategy.**

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

##### **a) To receive current WORKING GROUP reports**

*(Twinning Liaison, Swaffham Heritage Liaison, Christmas Lights Working Group, Swaffham/Watton Liaison)*

### 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:

12.1	Recreation & Community Services Committee	Mon	23 <sup>rd</sup> Sept	6.30pm	Council Chamber
12.2	Planning & Built Environment Committee	Tues	24 <sup>th</sup> Sept	4.00pm	Council Chamber
12.3	HR & Governance Committee	Mon	7 <sup>th</sup> Oct	12noon	Council Chamber
12.4	Transport, Access & Environment Committee	Tues	8 <sup>th</sup> Oct	4.00pm	Council Chamber
12.5	Full Council	Wed	9 <sup>th</sup> Oct	6.30pm	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 HR & Governance Committee.

13.2 To receive and consider responses following on from the complaint dealt with at the last meeting.

