

Swaffham Town Council

Minutes of the **Full Town Council** meeting held on **Wednesday 14th February 2018** at **6.30pm** in the Council Chamber, Town Hall Swaffham.

Present: Mayor Cllr J Skinner (in the Chair)

Councillors: Mr R Bartram, Mrs W Bensley, Mrs J Buckley-Stevens, Mrs B Bowler, Mr P Darby, Mrs T Jennison, Mrs S Matthews, Mrs A Thorpe, Mr C Houghton

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

Norfolk County Council: 0
Breckland DC: 0
Public: 2
Press: 1

Prayers: Prayers were led by Cllr Thorp

1 Apologies for Absence

- 1.1. Cllr S Lister – family commitment
- 1.2. Cllr L Scott – unwell
- 1.3. Cllr S Allen – prior commitment
- 1.4. Cllr I Sherwood – personal commitment
- 1.5. Cllr E Colman – prior commitment

2 Declarations of Interest

There were no declarations of interest at the start of the meeting.
Retrospective Declarations of Interest were received for:
Item 3.2 – Cllr P Darby, Cllr Houghton
Item 8.1g – Cllr Bartram

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

No Public members wished to raise any questions or concerns.

The meeting was resumed at 6.32 p.m.

3 Mayor's Report

- 3.1 The Mayor reported that she had not attended many Civic events however had been involved in several meetings over the last month. She had opened a new Charity shop in town The Big C and had enjoyed an evening event at Valentine Barker Court.

3.2 August Classic Car event

The Deputy Clerk read out a proposal from Cllr Houghton:

“It is proposed to run this event again following the very successful first event held last year. As before this event is aimed at all the family with a variety of stalls, entertainment and a wide range of cars. We will be seeking support from groups like the Lions to help on the day. This request is for a ‘pump priming’ advance of up to £1,000 to assist with preliminary expenses such as booking the toilets and publicity. All funds raised will be given to the Council for the future maintenance of the Recreation Ground.”

Initials: _____

It was unanimously agreed to support the August Bank Holiday Car event with a 'pump priming' advance of up to £1,000 to assist with preliminary expenses such as booking toilets and publicity.

4 Reports from Police and Principal Authorities

4.1. Police

There were no police representatives present and no report was provided in advance. There was no police presence at the January SNAP meeting due to work commitments. Cllr Matthews advised that she had spoken with Insp Papworth, Dereham and it was agreed there was no need for an interim meeting. For information it was noted there were still complaints being received about cars causing concern in Theatre St Car Park specifically at night which the police were monitoring. The next SNAP meeting is 20th March 2018 in the Council Chambers.

The Deputy Clerk highlighted a recent incident on the Saturday Market, a scooter had been racing through the market, endangering market traders and the public. A Market Trader and the approached the individual to ask them to stop.

The incident was reported to the Police Neighbourhood Team on the Monday morning however no response was received and so it was reported via the Norfolk Police website. The response was that the police declined to investigate as it was reported retrospectively.

A local PCSO called the Deputy Clerk later in the week to advise they would in fact be investigating the incident and an interview with the Market Superintendent was arranged.

Unfortunately, the investigation took longer than the required 2 weeks and so it was decided by the Police that no further action could be taken.

The Deputy Clerk had expressed concern that this was a missed opportunity to tackle anti-social behaviour and would let the local police team know of these concerns.

4.2. County Councillor

Cllr E Colman was unable to attend the meeting, a copy of his report was circulated at the meeting - *Appendix 3*

4.3. Breckland District Councillors

Cllr I Sherwood was unable to attend the meeting; a copy of his report was circulated at the meeting - *Appendix 4*

Cllr S Matthews, in response to a previous query from Cllr Scott, confirmed that Government funding was available to Councils who were undertaking building social housing however if the building was outsourced to a Developer then the funds were not applicable.

Cllr Matthews also highlighted the forthcoming Breckland Cabinet meeting to be held at the Swaffham Town Hall on Tuesday 20th March 2018, 9.30a.m There would be an open question and answer session during the meeting and Cllr Mathews encouraged the Cllrs to attend.

Cllr Sherwood in his report also asked that any questions be provided in advance to allow time to prepare responses.

5 Minutes of the previous meetings

Cllr Jennison raised concern regarding Point 13.7 of the minutes and disagreed with the wording of the action quoted –

It was agreed for the Town Clerk to look into changing the Terms of Reference for the Planning Committee. To either allow all members of the Council to attend and vote at the Planning Committee or for an application to be referred to Full Council, in the event of a larger plan being considered.

After discussion it was proposed by Cllr Darby to accept the original wording. This was seconded by Cllr Buckley-Stevens and a vote taken.

It was agreed, by 8 votes for, 1 against and 1 abstention, to accept the original wording of the action on point 13.7 of the minutes of Full Council meeting on 10th January 2018.

Initials: _____

Cllr Jennison requested that her objection be noted for the record.

Following the vote, the minutes of the Full Town Council meeting 10th January 2018 were signed as a true and accurate record of the meeting.

6 Town Hall Report by the Town Clerk

6.1. a) Highways Engineer meeting:

1. Railings at Traffic Lights

The last post from the railings, at the traffic lights outside the TSB Bank would be removed shortly.

2. Traffic Regulation Orders

RB confirmed DJ had been in touch with Tony Fernandez. The Traffic Regulation Orders were now with their lawyers.

3. Highway Rangers

Key areas highlighted for investigation:

- Cley Road – paving slabs loose outside the Indian restaurant
- Theatre St / Westfield Road – pothole
- White Hart – outside traffic sign damaged
- Market Place – outside charity shop, loose crazy paving slabs
- Church Walk – loose cobbles
- Filby Road Estate – DT confirmed it was in need of a slurry seal, this was given low priority status and would not be actioned until 2019 financial year
- Waitrose – sunken drain cover by the island.

4. Air Quality Management Area (AQMA)

Awaiting results and feedback from the Consultation event on 12th January, 9am-2pm and the Network Improvement Strategy consultants meeting on 24th January 2018

5. North Pickenham Road

Awaiting Section 278 details for the proposed new pavement.

Next meeting is on **Tuesday 6th March 2018, 9. 30a.m**

Cllr Matthews raised concern regarding Filby Road and the response received from Highways; the area was considered a hazard. She also asked that the pavement from Filby Road up to the school be reported to Highways for checking.

It was agreed the Deputy Clerk would raise the issue again with the Highways Rangers

Cllr Buckley-Stevens raised concern regarding the pathway and road on Mill Road. It was discussed and agreed that this was a private road and therefore nothing that could be done by Highways.

b) Substitute members for Committees

As agreed at a previous meeting substitute Cllr representatives for committees were requested. The following names were unanimously agreed;

Planning Committee – Cllr Matthews and Cllr Jennison

Open Spaces Committee – Cllr Darby and Cllr Matthews

Market Committee – Cllr Bensley and Cllr Jennison

Personnel Committee – Cllr Darby and Cllr Thorp

It was highlighted that if Councillors are unable to attend a Committee meeting on which they serve, it is their responsibility to first of all make contact with a Substitute member and establish who can take their place at the meeting in question. Then they should make contact with the Office to record their apologies and reasons for absence and inform which of the Substitute members will be attending the meeting.

It was agreed that the substitute Committee members would be added to each Agenda.

c) Councillor Allowances

Initials: _____

It was noted that not all councillors had returned their nomination forms. Cllrs were asked to return any outstanding forms to the office by 16th February 2018.

6.2. Councillors questions relating to ongoing business:

There were no Cllr questions raised.

7 Finance

7.1. Accounts for payment for February 2018

The full list of accounts, updated from the interim list was circulated to Councillors in the agenda pack and was offered to the Council for approval – *Appendix 1*

A number of queries were answered regarding items listed on the Finance Report.

Cllr Thorp requested that the office check with the Museum, regarding a contribution towards the recent electrical works undertaken - item 439.

It was agreed to accept the accounts for February.

7.2. Estimated costs to digitalise the Town Clock.

It was noted that £10k was allocated in the budget, costs for the work were estimated at £7.5/10k.

Cllrs were asked to consider going with the current contractor, Mr J Haward, who would need to draw up a specification, at a cost which then could be used to go out to tender to the three known companies who deal with Town Clocks.

A request could be put in to the Town Estate to part fund this project.

Cllrs discussed the options available and requested the office ask all three contractors to quote to provide a works specification.

It was agreed to ask all three known church clock contractors to quote to provide a works specification.

7.3. Email report on use of grant for Plowright Place 2017 and withdrawal of application 2018.

It was noted that Mr Lee Lawrence had provided a report on how the grant funding was used in the last year. He had since withdrawn his request for funding for this year as details on the organisation of events have not yet been finalised.

It is understood that Plowright Place still wish to proceed with a grant application, but as there has been a change to the events they wish to support, a separate application will need to be made at a later date.

8 Receive Correspondence or Information

8.1 General

a) To receive and consider allowing Tesco to use the Buttercross for a sponsored static bike ride on 3rd August 2018.

It was noted the community team from Tesco used the Buttercross last year for a similar fundraiser. This year it would be dependent on the timing for works at the Buttercross. It would not be possible to give firm permission before April/May 2018.

It was unanimously agreed to approve the request to allow Tesco to use the Buttercross for a sponsored static bike ride on Friday 3rd August 2018. This would be subject to the availability of the Buttercross taking into account the timings of the proposed Buttercross project works.

b) To receive and consider an invitation from Elizabeth Truss for two councillors to attend a meeting with the Secretary of State for Culture, Matt Hancock MP on Friday 23 February 2018 5-6pm at Weeting Village Hall, to discuss broadband and mobile phone connectivity.

Cllrs were asked to provide names to attend.

Initials: _____

It was agreed that Cllrs Darby and Skinner would attend on behalf of the Council.

- c) To receive and consider email correspondence regarding attendance of the twinning visit to Couhe.

Cllrs were asked who would like to attend this event to mark the occasion of 50 years of twinning and agree how many of those places would be funded by the Town Council.

In the past it had been the Town Mayor and the Town Clerk who have been funded, and on one occasion when the Town Mayor was unable to attend, it was decided not to send the Town Clerk, two Councillors were funded instead. The costs were transport to and from the airport, car parking and the flight from Stansted to Poitiers airport in France. There is £200 in the twinning budget for 2018-19.

In addition to the fully funded representatives, Councillors were asked whether they were intending to go and to fund themselves for this Civic Visit and whether there was the intention to take a partner. The number in the party from Swaffham is limited to 30, with at least 16 of those places are already taken.

The request was discussed in full and it was proposed by Cllr Darby, seconded by Cllr Jennison that the Mayor and Consort would attend, funded by the Council.

It was unanimously agreed that the Mayor and Consort would attend the Twinning event in France, funded by the Council.

Cllrs Darby & Mathews confirmed they would be attending and funding their own trip.

- d) To receive email thank you from Churches together noting the date for this year's carol service and consider changing the date of the December Full Council meeting.

It was agreed to decline the invitation from Churches Together as it clashed with the Full Council monthly meeting in December 2018

- e) To receive NALC email including spring conference agenda and consider attendance
Cllrs were asked who would like to attend so the office could make the necessary bookings.

It was agreed that Cllrs Buckley-Stevens, Bowler, Matthews, Darby, Houghton, Skinner and Bartram would attend the NALC Spring Conference.

- f) To receive and consider request to take part in a project to create a landmark.

It was agreed that the Council would decline the invitation to take part in a project to create a landmark.

- g) To receive and consider request to relocate town centre recycling bins

The Deputy Clerk noted that the bins were the property of Breckland and so she had contacted the Environmental Services Officer prior to the meeting and he had advised that moving the bins would involve quite some work as the current bins were bolted down, therefore there would be removal, making good and re-bolting required. Also, the location of where to put the bins would need careful consideration.

It was not known how much the bins were actually used and so the Environmental Services Officer was tasked with investigating the usage.

It was unanimously agreed to await the usage report from the Environmental Services Officer before a decision is taken on whether to move the bins and where a new location could be.

- h) To receive and consider the response from the Secretary of State for Transport regarding a Swaffham relief road.

Initials: _____

A proposed response from the Mayor was circulated at the meeting and Cllrs were asked whether they agreed to it being sent.

It was unanimously agreed to issue the letter of response from the Mayor.

i) To receive and consider the draft twinning charter

Cllrs were asked to agree the wording of the new charter; a copy was circulated with the Agenda. It was noted there was a meeting of the STC/Twinning Liaison Group on Monday 19th February at 11am.

After discussion it was proposed to accept the wording of the new charter.

It was unanimously agreed to accept the wording of the new Twinning Charter.

8.2 **Breckland Council**

a) To receive and consider email regarding the expansion of the community litter pick scheme.

Cllrs were advised that litter picking equipment would be held at the Community Centre.

b) To receive and consider email confirming the withdrawal of Breckland from the Town Hall offices.

It was noted that Breckland Council had informed the Town Clerk that they would no longer be attending the office in Swaffham. Residents would need to make their enquiries by telephone, on-line or in person at the Dereham main office. There was an offer of an on-line terminal to be sited at the Town Hall.

The last day at Swaffham will be Friday 1st June.

Cllrs were deeply concerned by the impact this would have on local residents, especially those more vulnerable who would find it difficult to get to Dereham and then out to the main office, just out of the town centre. Cllrs Matthews and Darby confirmed they had made very strong objections at a Breckland Cabinet meeting no to avail. Cllrs felt there had not been adequate consultation regarding the withdrawal. There was also concerns raised regarding the offered online terminal and the impact this would have on the town council offices.

It was proposed that a formal letter of complaint be issued by the Deputy Clerk on behalf of the Council.

It was unanimously agreed that the Deputy Clerk would issue a formal complaint letter to Breckland Council expressing the views of the Council regarding the proposed closure of the Breckland office in Swaffham and ask that this be reconsidered.

c) To receive and consider the hearing sessions programme for the Local Plan.

The Deputy Clerk advised the Local Plan was now at the inspection stage and all those who had previously made representations regarding the report had been invited to contribute to hearings, to be held in Dereham. The dates topics will be heard are included in the schedule, housing site allocations in Swaffham will be considered on May 16th.

The Deputy Clerk read out a question that Cllr Scott, unable to attend the meeting, had requested be raised: -

“In the notes, para 23 and para 24 refer to SW2 and SW3, Employment land at GBC. Para 24 specifically questions the deliverability of the sites and how they relate to the overall strategy for employment land. Can our BDC representatives confirm whether the inspector's question has any consequences for the Town?”

Cllr Darby responded that at the present time they were unable to confirm anything.

d) To receive and consider questioning skills training delivered by Breckland Training Services.

The quote for the training was £550 + travel costs. The Town Clerk investigated further and received confirmation that the training could be shared across other Councils, Watton etc subject to a maximum class size of 16 people.

Cllrs Matthews and Darby had recently undertaken the training and Cllr Mathews said it was very helpful and positive. It was suggested it might be something the Council could consider next year with the new Council.

Initials: _____

It was unanimously agreed that the 'Questioning Skills' training be postponed until May 2019.

8.3 **Norfolk County Council**

- a) To receive and consider Better Journeys on Better Road: 2017/17 Maintenance Programme East. Highways England – notification of full closure of the A47 from Swaffham to Dereham, from Thursday 8th February for 8 weeks.
It was duly noted.
- b) To receive and consider Temporary Traffic restriction order North Pickenham Rd on 19th February from 21:00 to 06:00 20th February.
It was duly noted
- c) To receive and consider Temporary Traffic restriction order Ash Close on 19th February to 2nd March.
It was duly noted
- d) To receive and consider a request to support the Norwich Western Link and feedback how this might affect Swaffham.
Cllrs were asked if they had any comments on the development of this road link. It was proposed that a letter of thanks be issued.

I was agreed to issue a letter of thanks and support regarding the Norwich Western Link.

- e) To receive and consider a request to place markers in the bank near 51 Watton Rd.
A letter from a local resident had advised that a large tractor or lorry had gone over the verge and destroyed the end of his front garden wall. The resident had contacted NCC Highways, as the verge is their land, and NCC had asked him to contact the Town Council. The Deputy Clerk had called Highways prior to the meeting however there were differing opinions on ownership and responsibility.

It was agreed to take the enquiry to the next Highways meeting at the beginning of March to see what could be discussed and agreed.

- f) To receive and consider the notes of the Swaffham Market Town Network Improvement Strategy External Stakeholders Engagement Workshop held on 24th January.
It was noted that a full report with recommendations, will be coming to the Town Council for consideration in May/June. There is some overlap with the Air Quality Group AQMA, and the Council were expecting a full report following the consultation exercise recently.

9 **Correspondence or Information**

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

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

10.1 Committees (Planning, Personnel, Market & Open Spaces)

10.2 Working Groups, Task Groups or Topic Groups (Twinning Liaison, Museum Liaison, Allotments, Partners, Neighbourhood Plan Topic Groups, Christmas Lights, Swaffham/Watton Liaison)

Swaffham Neighbourhood Plan

Cllr Houghton provided a brief update on the progress of the Steering Group.

- So far the group had:
- Updated the Vision
- Revisited the key NP themes
- Updated the timescale plan
- Agreed new objectives

Initials: _____

- NP website updated
- Emerging set of policies being created
- 2 public consultation events being planned for April 2018

The Steering Group are now working to meet with various groups in the town to strengthen the evidence so far held.

Public Toilets Working Group

Cllrs were asked to nominate members for the Toilet Working Group.

The following were unanimously agreed: - Cllr Lister, Skinner, Matthews, Darby, Buckley-Stevens.

It was agreed the Working Group would organise a meeting as soon as possible to start things moving.

Cllr Skinner agreed to obtain updated information for review. Cllr Houghton asked that the Town Team be kept in the loop with the working group.

11. Reports by Representatives from Outside Bodies

11.1 Museum report – see Appendix 5

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

Market Committee	Mon	19 th Feb	6.30pm	Council Chamber
Partners Meeting	Mon	26 th Feb	2.00pm	Council Chamber
NP Steering Committee	Tues	27 th Feb	10.00am	Council Chamber
Planning Committee	Tues	27 th Feb	1.30pm	Council Chamber
FULL COUNCIL	Wed	14 th Mar	6.30pm	Council Chamber
Market Committee	Mon	19 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 To receive and consider any staff related issues from the Personnel Committee.

Cllrs noted the report handed out giving an update from the last Personnel Committee meeting

13.2 Correspondence relating to Millngate s106.

Cllrs noted the report handed out giving an update on correspondence with Mike Horn, the in-house solicitor. He is trying to conclude the Memorandum of Agreement with a time extension of six months to the end of 2019.

It is an on-going process, that Mr. Horn believes is reaching a conclusion, at which time Breckland will draw down all of the Section 106 money, and then the Town Council can simply draw down the money from Breckland as it is required.

13.3 Fee proposal from Aecom to provide an indicative project programme.

Ratification was requested for the cost, agreed by nine Councillors to request Legal Counsel for six questions of vital importance to the scheme moving forward. The instruction was issued by the Town Clerk on Friday last week, and Councillors were formally requested to ratify the fixed fee expense negotiated of £2,500 + Vat through Howes Percival Ltd.

It was unanimously agreed to ratify the decision to agree the fixed fee expense negotiated of £2,500 + Vat through Howes Percival Ltd.

13.4 Correspondence regarding legal advice from SLCC on the days field project.

Cllrs noted the correspondence.

13.5 Correspondence regarding legal advice from NALC on the days field project.

Initials: _____

Cllrs noted the correspondence.

- 13.6 Cllr Darby raised a final query regarding the reporting of salaries, tax, and pension contributions on the monthly Finance sheet. It was discussed and agreed that the current reporting was satisfactory.

The meeting closed at 8.40pm

Mayor.....

Swaffham Town Council - Accounts for February 2018						
No	Payment	Name	Details	Price	VAT	Total
Paid - 1st -14th February 2018 Town Council meeting						
415	d/d	SSE - Southern Electric	Cemetery Chapel - Electricity - Dec 17	£ 22.54	£ 1.12	£ 23.66
416	BACS	Amies Attic	Xmas event 2017 children's entertainment	£ 250.00	£ -	£ 250.00
417	d/d	Netmatters	IT package overage costs - Nov 17	£ 211.50	£ 42.30	£ 253.80
418	d/d	SSE - Southern Electric	Town Hall - Gas - Q4 2017/18	£ 804.92	£ 160.98	£ 965.90
419	d/d	SSE - Southern Electric	Town Hall - Electricity - Q4 2017/19	£ 902.23	£ 45.11	£ 947.34
420	d/d	SSE - Southern Electric	Public Toilets - Electricity - Jan 18	£ 151.68	£ 30.33	£ 182.01
421	d/d	Netmatters	Monthly IT Support package - Feb 18	£ 254.50	£ 50.90	£ 305.40
422	d/d	ICO	Annual Data Protection registration	£ 35.00	£ -	£ 35.00
423	Card	Lloyds Bank	Monthly Card fee - Jan 18	£ 3.00	£ -	£ 3.00
424	Card	Amazon - various suppliers	Heavy duty bin bags	£ 23.84	£ 4.77	£ 28.61
Sub Total				£ 2,659.21	£ 335.51	£ 2,994.72
To be authorised and paid - post 14th February 2018 Town Council meeting						
425	BACS	Net Salaries	Town Council	£ 13,511.12	£ -	£ 13,511.12
426	BACS	Inland Revenue	Tax & National Insurance	£ 4,466.23	£ -	£ 4,466.23
427	BACS	Norfolk Pension Service	Superannuation	£ 4,369.93	£ -	£ 4,369.93
	d/d	Breckland Council	Town Hall - Rates	£ -	£ -	Feb/Mar no charge
			Market - Rates	£ -	£ -	
			Cemetery - Rates	£ -	£ -	
			Public Toilet - Rates	£ -	£ -	
428	d/d	Immervox (Jan 2018)	Large Office - User Groups Phone 336953	£ 14.42	£ 2.88	£ 124.86
			Small Office - User Groups Phone 336954	£ 11.50	£ 2.30	
			Town Council - Fax & Broadband 720469	£ 8.07	£ 1.61	
			Museum - Telephone 721230	£ 22.56	£ 4.51	
			Town Council - Telephone 722922	£ 34.51	£ 6.90	
			Town Council - Alarm 724968	£ 13.00	£ 2.60	
429	300198	Swaffham Town Council	Petty Cash	£ 145.05	£ -	£ 145.05
430	BACS	Anglian Chemicals	Public Toilet general supplies	£ 53.43	£ 10.68	£ 64.11
431	BACS	BES Safe Removals	Allotment asbestos panels clearance	£ 570.00	£ 114.00	£ 684.00
432	BACS	CGM Group	Grass cutting - Sept / Oct 17, Nov 17 slitting	£ 193.00	£ 38.60	£ 231.60
433	BACS	Lyreco	General supplies	£ 36.89	£ 7.38	£ 44.27
434	BACS	Nicola Barnes HR	Monthly HR support - Jan 18	£ 135.00	£ -	£ 135.00
435	BACS	R&I Builders	Public Toilets repairs	£ 54.00	£ 10.80	£ 64.80
436	BACS	Rialtas Business Solutions	Annual Allotment system licence	£ 630.00	£ 126.00	£ 756.00
437	BACS	Swaffham Glass Ltd	Public Toilets repairs	£ 80.00	£ 16.00	£ 96.00
438	300199	Swaffham Service Station	Monthly Fuel - Jan 18	£ 142.31	£ 28.46	£ 170.77
439	BACS	TK Drakes	Museum Fire Alarm system	£ 188.60	£ 37.72	£ 226.32
440	BACS	TK Drakes	General supplies	£ 51.46	£ 10.29	£ 61.75
441	BACS	Travis Perkins	General Supplies	£ 43.39	£ 8.69	£ 52.08
442	BACS	TTSR Ltd	Grave digging - Jan 18	£ 720.00	£ -	£ 720.00
443	BACS	Veolia	Waste Collection - Jan 18	£ 127.72	£ 25.54	£ 153.26
Sub Total				£ 28,281.40	£ 790.47	£ 29,071.87
Late Bills - received after agenda issued						
444	BACS	Anglian Water	Recreation Ground - a/c 0225554301 - Nov17-Feb18	£ 11.44	£ -	£ 11.44
445	BACS	Anglian Water	Allotments SL - a/c 0291055801 - Nov17-Feb18	£ 12.79	£ -	£ 12.79
446	BACS	Anglian Water	Town Hall - a/c 0346045001 - Nov17-Feb18	£ 73.43	£ -	£ 73.43
447	BACS	Cooleraid	Town Hall Drinking Water	£ 3.95	£ 0.79	£ 4.74
448	BACS	Heating Britannia	Town Hall / Museum annual boiler service	£ 120.00	£ 24.00	£ 144.00
449	BACS	SJS Engraving	Name badge - new staff member	£ 0.99	£ 0.95	£ 1.94
450	BACS	SLCC	Practitioners Conference - fee & accommodation - Town & Deputy Clerk	£ 538.00	£ 59.60	£ 597.60
451	d/d	SSE - Southern Electric	Cemetery Chapel - Electricity - Jan 18	£ 43.33	£ 2.16	£ 45.49
452	BACS	Veolia	Adjustment to July 2017 invoice	£ 11.03	£ 2.21	£ 13.24
TOTAL				£ 29,096.36	£ 880.18	£ 29,976.54
Bank Transfers						
453	Transfer	Unity Trust Bank	From deposit to current - cover pymts			£ 15,000.00
Summary of Income - January 2018 (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)						
05-Jan-18	Cash Analysis	Cash & Cheques taken over the counter				£ 42.50
05-Jan-18	Cash Analysis	Cash & Cheques taken over the counter				£ 4,025.24
10-Jan-18	Cash Analysis	Cash & Cheques taken over the counter				£ 959.58
17-Jan-18	Cash Analysis	Cash & Cheques taken over the counter				£ 652.32
24-Jan-18	Cash Analysis	Cash & Cheques taken over the counter				£ 1,834.50
Total BACS		Total Additional Income received by BACS				£ 3,949.99
TOTAL						£ 11,464.13
Items of expenditure to be reclaimed						
Age Concern		Salary		£ 2,207.88	£ 3.20	£ 2,211.08
Breckland Council		Large Office - User Groups Phone 336953		£ 14.42	£ 2.88	£ 17.30
Museum		Museum - Telephone 721230		£ 22.56	£ 4.51	£ 27.07
Sues News		Electricity - Sept 2017		£ 55.95	£ 10.24	£ 66.19
TOTAL				£ 2,244.86	£ 10.60	£ 2,255.46

Initials: _____

LIST OF CORRESPONDENCE – February 2018**General**

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- a) Email – Swaffham NP – NP & AQMA links
 - b) Email – Swaffham NP – Admin points for the steering group to consider
 - c) Email – Swaffham NP – Consultation events dates in diary
 - d) Email – Swaffham NP – Kate Gordon apologies to Steering Group
 - e) Email – Swaffham NP – Article for review
 - f) Email – Swaffham NP – Article for review
 - g) Email – Swaffham NP – Discussion re minutes for Steering Group meetings
 - h) Email – Swaffham NP – Sustainability Appraisal Scoping Report template
 - i) Email – Swaffham NP – Emerging Policy ideas
 - j) Email – Swaffham NP – Report for Town Council meeting 14th February 2018
 - k) Email – Annual Health & Safety Tree Survey acknowledgement
 - l) Letter - Litter outside Iceland
 - m) Email – Shouldham Lane allotment trees
 - n) Email – HLF Application Support letter re FoSM New Military Gallery
 - o) Email – Agreement to waive Cemetery Charges – Elizabeth Pointer
 - p) Email – Family Bereavement – Mr & Mrs Mason
 - q) Email – Greggs Grant suggestion
 - r) Email – Keynote speaker for Town Assembly
 - s) Email – EDP & Watton & Swaffham office
 - t) Email – CGM Group – updated invoice process
 - u) Email – STC Precept – Accounts Analysis for 2018-19
 - v) Email – Parish Council Magazine
 - w) Email – Plowright Place Grant application
 - x) Email – Icen Rural Writers
 - y) Email – Myers Field enquiry
 - z) Email – Swaffham Town Football Club update on kitchen
 - aa) Email – Swaffham Cycling Corridors - Sustrans suggestions
 - bb) Email – Norfolk's Big C Charity Shop opening in Swaffham
 - cc) Email – Website enquiry - flag flying
 - dd) Email – Website enquiry - Swaffham Twinning
 - ee) Email – Data Protection – annual registration renewal
 - ff) Email – NALC bulletins
 - gg) Email – NALC Newsletters
 - hh) Email – NALC Spring Conference agenda 6th March 2018
 - ii) Email – NALC Subscriptions 2018/19
 - jj) Email – Norfolk Community Foundation – funding bulletin
 - kk) Email – Invite – In Good Company Summit, 23rd February 2018

Breckland Council

- ll) Email – Traffic Regulation Orders update
- mm) Email – Environmental Issue in Shambles
- nn) Email – Car Parking Consultation
- oo) Email – Breckland Outdoor Sport & Play Funding grant

Norfolk County Council

Nothing to report

Police

- pp) Email – Swaffham & Nar Valley Crime updates

NCC Cllr E Colman

Swaffham Town Council Report

I would like to take this opportunity to thank all of you who took the time to complete our budget consultation.

As a result, of the consultations Councillors were overwhelmed by the number of people who responded to the gritting and bus subsidy budget proposals.

It demonstrated just how important these two services are to the people of Norfolk and as resulted we decided to reverse the cuts.

This goes to show just how vital consultation really is if we are going to listen to residents and do what's right for them.

We always knew that these had the potential to be unpopular with residents but it was our duty to explore all options to enable us to meet the budget shortfall.

I'm really pleased to have found a solution to keep these services going at their current capacity.

Spending money is easy but we only have a limited amount of money so it's important that we use what we've got to do what's best for the people of Norfolk; below are some key points.

Investment in adult social care and children's services:

* In the coming year, the council is investing in the budgets of adult social care by £34 million and in children's services by £13 million. Within the adult social care budget, it is investing £8.7 million to support the increase in the national living wage for people employed by independent providers, and a further £6.1 million to manage demographic change in Norfolk

Council Tax:

* Norfolk County Council's rise of 5.99 per cent is because the council decided to levy the Government's adult social care precept in two annual amounts of three per cent, instead of three annual amounts of two per cent, to secure quicker investment in services. Unless the Government extends the precept, Norfolk County Council will not be able to increase the adult social care precept in 2019-20.

* The budget includes £4.6 million to fund pay inflation, including the nationally proposed two per cent pay rise for staff

* Over the next four years (to 2022), the council predicts it must make further savings of £94.7 million

* The council has also agreed a £428.9 million capital programme – funded by grants, developer contributions and borrowing – to fund investment in buildings and equipment, (including schools and the NDR).

Away from the budget...

Norfolk firefighters are urging residents across the county to clear out their unwanted clothes and shoes to help raise money for charity. Swaffham station are accepting any donations of clothing or shoes; items should be placed in the bright yellow box.

Any questions, happy to answer them.

BDC Cllr I Sherwood

Council Tax

The current proposal will see a £4.95 increase in the Breckland Council portion of the council tax so residents in Band D properties would pay £83.88 from April, however as the majority of residents in Breckland (77%) live in properties which are Bands A to C - including 54% of the district's residents who live in Band A or B homes - most people would see their district council tax bills rise by less than £4.95 per year. For example, the increase for a Band A home would be £3.30 per year.

See link for further information:- <https://www.breckland.gov.uk/article/7696/06-02-18-Breckland-councillors-consider-council-tax-rise->

Leisure Centre

At last repairs are due to start on the roof of the Swaffham Leisure Centre, the three Breckland Councillors have been working with those involved to get this matter resolved as soon as possible, so this is a very welcome development. Norfolk County Council are responsible for the repair work and it has not been easy to resolve.

You may have seen the report in the Lynn News :- <https://www.lynnnews.co.uk/news/swaffham-sports-centre-roof-repairs-set-to-start-at-last-1-8367093>

Breckland Customer Contact Centre

As you will be aware the Customer Contact Centres is due to be withdrawn in Swaffham, Watton, Attleborough and Dereham (not the main Dereham office). Currently, these sites are open 2-4 days per week. The Iceni Partnership have been in touch with me about this and I have arranged for the Portfolio Holder for People and Information Cllr Alison Webb and the Portfolio Holder for Place (Health Lead) Paul Claussen to meet with Iceni to discuss their concerns about the closure of the satellite offices. If the Town Council wishes to make any comments direct to Breckland Council or through your local Breckland Councillors on this do let me know.

Breckland Cabinet to be held in Swaffham

The next Breckland Council Cabinet Meeting will be held on **Tuesday 20 March, at 9.30am at Swaffham Town Hall**. There will be an opportunity for the Public to ask questions for a period of no longer than 30 minutes at the beginning of the meeting.

Following the meeting, Cabinet Members will be available for your three Breckland Councillors to highlight local issues which may include a visit around the town and local businesses. I am particularly keen to hear from Town Councillors in advance of what they feel we should take them to see?

Also I strongly encourage you to take the opportunity to attend the Cabinet meeting and put questions on local issues that are important to Swaffham, don't miss this opportunity to show how you care about Swaffham.

Initials: _____

Swaffham Museum

Trustee Meeting Report February 12th 2018

During the closed season the volunteers have been very busy cleaning and changing displays.

The Museum brochure and visitor guide have both had a make-over too.

The Museum finances continue to be steady.

The shop has been open for 2 days a week during the closed season and produced sales of £300 plus.

Sue Gattuso, the volunteer manager, appeared on the Antiques Road Trip a few weeks ago and since then there have been several enquiries, all good advertising.

Schools have started to book again although sadly Watton school won't be coming again as they have a new History teacher.

50 people from the U3A in St Ives are coming to visit the Museum and also the Town Trails.

Lastly the Fire Brigade have been in and had a good look round. Now a salvage plan has to be drawn up by the Museum.

I think you'll agree they are all doing a grand job in looking after the Town artefacts.

Cllr Steve Allen very kindly donated a lovely painting of Howard Carter, so if you get the chance do go and have a look.

Cllr A Thorp