



Swaffham Town Council

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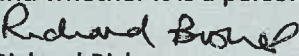
SWAFFHAM TOWN COUNCIL – NOTICE

Councillors are hereby summoned to a meeting of the Town Council, to be held on **Wednesday, 12th December 2018** at **6.30 p.m.** at the Town Hall, Swaffham.

(NOTE: In the case of non-members, this agenda is for information only.)

DECLARATIONS OF INTEREST

Councillors please note that members are asked at the relevant point on the agenda to declare any interests they may have in any items on the agenda. Declarations include the nature of the interest, and whether it is a personal or disclosable pecuniary interest.


Richard Bishop
Town Clerk

Summons issued on 6th December 2018

AGENDA

For a meeting of the Full Council on Wednesday, 12th December 2018 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.

3.2.1 **Notice of Vacancy in the Office of Town Councillor – to receive and consider applications/ nominations for Co-option to the Town Council.

3.2.2 Signing of Declaration of Office – if the newly co-opted member of the Council is present, providing the declaration is duly signed, they can join the meeting 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 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, 14th November 2018 – 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 Highway Technician Pauline Harding on 4th December 2018.

6.2 To receive Councillors' questions relating to ongoing business.

7. FINANCE:

7.1 ** To receive and consider Accounts for payment for December 2018 (*recorded as Appendix 1*).

7.2 ** To receive and consider Internal Audit Report 2018-19 (Interim) by Stephen Christopher for Auditing Solutions Ltd.

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

7.4 ** To receive and consider further correspondence regarding 'ideas' put forward to disguise the brick built UKPN power supply structure. To also decide whether to offer this as a 'task and finish' exercise to the Town Team, to come up with options to consider.

7.5 ** To receive and consider whether to purchase existing Christmas lights from the Christmas Decorators and to conclude matters in respect of current contract which ends in January 2019.

7.6 ** To receive and consider completion of External Audit for 2017-18 with P.K.F. Littlejohn.

7.7 ** To receive and consider refund from Brett's stone masons re-Memorial Stone.

7.8 To receive an updated report on the Days Field project from the Town Clerk.

8. To receive and consider CORRESPONDENCE or INFORMATION

8.1 GENERAL:

a) ** To receive and consider Freedom of Information request from Keith Sandle in respect of information and correspondence relating to the Swaffham Trade Association and copies of accounts.

b) ** To receive and consider e-mailed correspondence with Graham Edwards in respect of Days Field and whether the Town Council are to become property developers.

c) ** To receive and consider 'Swaffham Community Actions' identified by the NP Steering Group and emerging out of the Draft Neighbourhood Plan, a draft discussion paper with recommended guidance and project allocation, subject to agreement by all parties including the Town Council.

d) ** To receive and consider e-mailed correspondence with Sue Gattuso from Swaffham Heritage following the recent decision to pass UDC minute books to the Norfolk Records Office (NRO); also e-mailed correspondence with Ian Palfrey at the NRO. Councillors are being asked to revisit this decision by suspending standing orders and placing this item on the January 2019 agenda.

8.2 BRECKLAND COUNCIL

a) ** To receive and consider circulation of the Breckland Council budget and Medium Terms Financial Plan.

b) ** To receive and consider Planning Application 3PL/2014/1355/O communication with S106 officer Charlotte Brennan regarding Days Field Outline Permission; also communication regarding drawdown of S106 funds due from Millngate Ltd/Tesco development.

8.3 NORFOLK COUNTY COUNCIL

a) ** To receive and consider Temporary Traffic Order to restrict or prohibit the use of a road and/or footpath at Greenhoe Place from a point 150 metres south of its junction with Haspall's Road for a distance of 100 metres southwards from 17th to 21st December, 5 days in total.

b) ** To receive and consider the addition/reclassification of the definitive map for a Public right of Way (PROW) – restricted byways No 52 (Norwich Road to Restricted Byway No. 50) and Restricted Byway No. 52a (Norwich Road to Restricted Byway No. 52).

c) ** To receive and consider Proposed revisions to bus services in the Swaffham Area.

d) ** To receive and consider issues for the Highway Rangers prior to the imminent next visit to Swaffham.

e) ** To receive and consider public consultation on four possible options for a Norwich Western Link, to enable a preferred option to be identified in April 2019. Public consultation runs from 26th November 2018 to 18th January 2019.

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)

10.2 WORKING GROUPS, TASK GROUPS or TOPIC GROUPS

a) To receive current WORKING GROUP reports (Twinning Liaison, Museum Liaison, Allotment Partners, Neighbourhood Plan Steering Group, Christmas Lights, 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

** To receive and consider report from Swaffham Heritage Ltd from May to October 2018

12. To notify the DATES of forthcoming meetings and to receive any items for a future AGENDA:

12.1	Xmas lights Working Group – wash up	Tues	11 th Dec	2.00pm	Council Chamber
12.2	Market Committee	Mon	17 th Dec	6.30pm	Council Chamber
12.3	NP Steering Committee	Tues	18 th Dec	10.00am	Council Chamber
12.4	Planning Committee	Tues	18 th Dec	1.30pm	Council Chamber
12.5	Full Council	Wed	9 th Jan	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.

13.2 To receive and consider on-going complaint regarding recent burial, review of grave digging procedures and recommendations moving forward.

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

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