

## **Swaffham Town Council**

Minutes of the **Full Town Council** meeting held on **Wednesday 14<sup>th</sup> March 2018** at **6.30pm** the Council Chamber, Town Hall Swaffham.

Present: Mayor Cllr J Skinner (in the Chair)

Councillors: Mr R Bartram, Mrs J Buckley-Stevens, Mrs B Bowler, Mr P Darby, Mrs A Thorp, Mr L Scott (until 9.20pm)

Town Clerk: Mr R Bishop  
Minute Taker: Mrs H Duggan

Norfolk County Council: Cllr E Colman (until 6.50pm)  
Breckland DC: Cllr Sherwood (until 6.50pm)  
Public: 1  
Press: 0

Prayers: Prayers were led by Cllr Thorp

### **1 Apologies for Absence**

- 1.1. Cllr S Lister – family commitments
- 1.2. Cllr S Allen – prior commitment
- 1.3. Cllr T Jennison – personal commitment
- 1.4. Cllr W Bensley – work commitments
- 1.5. Cllr S Matthews – car trouble
- 1.6. Cllr C Houghton – car trouble

### **2 Declarations of Interest**

Cllr A Thorp declared a personal interest in item 8.1(F)  
There were no other declarations of interest made.

### **3 Reports from Police and Principal Authorities**

#### **3.1. Police**

There were no police representatives present and no report was provided in advance.

#### **3.2. County Councillor**

Cllr E Colman highlighted the following items:

NCC budget reports – following recent press reports Cllr Colman stressed the news articles were nothing more than scaremongering and that NCC accounts were audited internally and externally and all was in order.

Norfolk Vision – NCC top line strategy was to look to generate income for the future having gone through a difficult cost cutting exercise.

Stagecoach – it was confirmed that Stagecoach have pulled out of Norfolk and NCC are working to ensure the key routes are being covered by other operators.

Highways – there was a programme underway to address the potholes across the county.

#### **3.3. Breckland District Councillors**

Cllr I Sherwood highlighted the following items:

Swaffham Leisure Centre – recognised as a difficult situation to resolve, repairs were currently underway. It was hoped the original deadline would be maintained.

Breckland Cabinet meeting - Cllr Sherwood confirmed the cabinet were looking to hold their forthcoming monthly meetings across the district, Swaffham were playing host on Tuesday 20<sup>th</sup> March at 9.30 in the Town Hall. Cllr Sherwood emphasised the potential for Cllrs and public to attend the meeting and partake in the public session, 9.30-10am. Where possible Cllr Sherwood asked for advance notice of any questions to allow the cabinet time to research and hopefully provide a comprehensive response on the day.

**Initials: \_\_\_\_\_**

Breckland Satellite office – a meeting was attended in the previous week with representatives of Breckland to consider a compromise to the decision to close the satellite office in June 2018. A response had been promised within six weeks.

Millngate S106 – Cllr Sherwood noted he had been copied into recent correspondence from the Town Clerk, it was an issue that warranted mention at the forthcoming Breckland Cabinet meeting.

Norfolk Day Champion – Cllr Sherwood announced he had been appointed the champion for the Breckland District and was looking for all suggestions on what to recognise within Breckland leading up to and on the day. Cllrs were asked to forward any suggestions directly to Cllr Sherwood.

Cllr Darby highlighted the, soon to be launched, Breckland Lottery and confirmed that anyone wishing to enter could do so online and any charities wishing to apply could register online also.

The meeting was adjourned at 6.51 p.m. for public participation

Mr M Gattuso raised concerns regarding the continued abuse of the 20mph speed signs in the main town centre. The council advised the matter would be raised at the forthcoming SNAP meeting on Tuesday 20<sup>th</sup> March 2018.

The meeting was resumed at 6.55 p.m.

#### **4 Mayor's Report**

4.1 The Mayor reported that she had been involved in quite a few meetings over the last month. She had also opened the new Poundstretcher shop in town and attended a Justice Service in Kings Lynn hosted by the High Sheriff of Norfolk.

4.2 Planning Applications: due to timescales of the next Planning Meeting the following planning applications were brought to Council for review and comment.

**Planning Application 3PL/2018/0159/F** The Barn, 3 Theatre Street (Amendment). This application was brought to Council as a response was required by 22<sup>nd</sup> March, prior to the next Planning Committee meeting. **NO OBJECTIONS**

**Planning Application 3PL/2017/1351/F** Erection of 98 dwellings (Phase 3) at Swans Nest with access from Brandon Road. Abel Homes Ltd. AMENDED PLANS. The Council were granted an extension on the application to allow it to be dealt with at the Planning Committee meeting on 27<sup>th</sup> March. The Town Clerk advised that he had spoken to Paul LeGrice MD of Abel Homes prior to the meeting, who stated that the amendments were in direct response to highway and drainage requirements. There were minor changes to the road layout and these had directly improved the surface water drainage on site. There are the same number of dwellings on the application, there has been some changes in some of the dwelling types, so more of some, less of others etc. Paul LeGrice had offered to attend the Planning Committee meeting on 27<sup>th</sup> March.

This Town Clerk advised that the application was being looked at initially at the Council meeting to allow for any comments by Council to be included in the main report assessment with additional comments from the Planning Committee on 27<sup>th</sup> March to be reported on the supplementary agenda.

The application was due to go before the Breckland Planning Committee on 9<sup>th</sup> April.

After discussion it was proposed that the Town Clerk would ask Mr LeGrice to attend the Planning Committee; residents would be invited to attend and the Council would leave any comments to be decided on at the Planning Committee meeting on 27<sup>th</sup> March 2018.

**It was agreed that the Town Clerk would ask Mr LeGrice to attend the Planning Committee; residents would be invited to attend and the Council would leave any comments to be decided on at the Planning Committee meeting on 27<sup>th</sup> March 2018.**

**5 Minutes of the previous meetings**

A number of mistakes were highlighted on the minutes:

Page 230 – Cllr W. Bensley was named twice and Cllr C. Houghton not named at all.

Page 230 – Cllr A Thorp name was incorrectly spelled.

Page 231 – Decision box at the bottom of the page should have read “It was agreed, by 8 votes for, 1 against and 1 abstention, to accept the original wording of the action point 13.7 of the minutes of the Full Council meeting on 10<sup>th</sup> January 2018.”

The minutes of the Full Town Council meeting 14<sup>th</sup> February 2018 were duly amended and signed as a true and accurate record of the meeting.

**6 Town Hall Report by the Town Clerk**

**6.1. a) Highways Engineer meeting:**

The notes from the meeting were circulated with the Agenda.

Cllrs raised a number of additional Highways queries that the Town Clerk agreed to add to the list for discussion at the next Highways meeting.

**b) Practitioners Conference, 22nd/23rd Feb.**

The Town Clerk confirmed a summary report would be cascaded to the Councillors in the next few weeks for information

The key sessions attended were as follows: -

**Deputy Clerk**

Conflict Management - Dealing with Difficult People  
Risk Assessments  
Running a Public Building  
VAT – avoiding expensive mistakes  
Feocks Local Transport Scheme

**Town Clerk**

Data Protection – GDPR update  
Charitable Trusts  
Grievance & Disciplinary Procedures – fit for purpose?  
Dealing with negative Social Media  
Green Spaces for good

**Deputy Clerk/Town Clerk**

Delivering Innovation in Local Councils  
New Professional Development Scheme  
Meeting the Housing challenge in Rural Areas  
Standards and Behaviour  
Lessons for Local Councils from Grenfell & other recent crisis events

There were also 30 Trade stands for delegates to view during any coffee or lunch breaks.

**c) Tendering process & HLF Grant for Town Centre/Buttercross Project.**

The Town Clerk confirmed that the Town Council had received their initial feedback, 8<sup>th</sup> March, from the Heritage Lottery Fund in respect of the first stage of their grant application for the Town Centre Project.

Written feedback was circulated to Councillors at the meeting.

The Town Clerk went on to explain that work was well advanced for stage two, as the Council had been successful going through stage one, on the proviso that various issues were addressed in the detailed application. This work could not be completed until HLF give their detailed guidance/feedback to go on to the second or final stage, this would be at a meeting in Cambridge on 21<sup>st</sup> March.

When the second stage is submitted, there is an eight week wait, while the funding bid is fully assessed.

The first stage was a broad outline of the project, and a 1,000 word executive summary, justifying the projects worth in heritage terms to HLF.

The second stage is 10,000 words detailed summary of every aspect of the project and what its heritage value/outputs are and how they will be achieved.

**Initials: \_\_\_\_\_**

The initial feedback from HLF advised that all of the public realm items needed to be removed from the bid, such as street lighting, sockets, seats, bins, planters, as these were all things HLF saw as statutory functions the Council should be funding. The refurbishment of the Buttercross, the enhancements to the Buttercross i.e. lighting, sockets and cobbles could be included but, with a stark warning that if the bid was just for refurbishment and improvement costs only, it will be likely to fail. HLF like the story to be told of the Heritage, and the story of the Buttercross/Market Cross and their Town Centre is a good focus to the project, to increase the chances of a funding bid succeeding. The application bid is in a programme up to £100,000, but the whole monthly budget of HLF averages a grant spend of £230,000 in the Eastern Region. So realistically the lower the bid the better it's chances are of being funded.

HLF do not give partial grants, a bid is either funded or not, the amount asked for will not be reduced. More bids fail because the applicants ask for too much money, than because of the lack of quality in the application.

The Town Clerk was to have a meeting with Museum Manager, Sue Gattuso regarding how an educational programme could be put together, to enhance our chances of obtaining a grant from the HLF. This could be similar to the programme put together for the 800 years of the Market but cannot repeat any of the aspects covered by the Market 800 project.

The Town Clerk had met with Sue Gattuso and had started the process of getting the events/educational programme put together. The aim was to get an amended budget to the Heritage Lottery Fund by Friday this week, and then to flesh out the ideas with the HLF Officer in Cambridge on Wednesday next week, as Sue is accompanying the Town Clerk to get the feedback required.

In respect of the budget the events/educational programme will take up £20,000, leaving a sum of £40,000 to be requested for the building works. This will leave the Council £35,000 short so a case will be made for Breckland match funding and to discuss some aspects such as Wifi in the Town Centre with the Market Towns Initiative Officer, to see if the Council can mitigate some of this shortfall.

Contact has also been made with Judy Anscombe of the Town Team in respect of joining in as one of the partners in this project, to deliver some of the events and the heritage outputs.

There is a lot of work to be done on the detailed application, and this will need to be submitted by Friday 13th April or Monday 16th April at the latest, so that a decision comes through by mid-June.

Concurrently, the Town Clerk advised he had started moving forward with the tendering process with Architect Jeremy Stacey, there would be a four-week tendering period, closing at the end of April. The aim is to be out to tender by the end of March. Jeremy Stacey was currently revising the details and liaising with Ben Moore (QS) and Craig McColl (Electrical).

In view of the initial feedback from the HLF, the Town Clerk recommended consideration was given to developing a Plan B, so that the programme of works can go ahead from June/July onwards, otherwise the Council will lose the timeslot of using lime mortar for the Buttercross refurbishment.

It was recommended to bring together the Working Group (later in March), when the tender documents are complete and further discussion can take place on the issue of a Plan B, should grant funding not be forthcoming from HLF.

Plan B could be obtaining a Public Works Loan, or to vire a budget to this project, such as the fund set aside for street lights maintenance, that Breckland have now agreed to fund, or the Council could use more of the Section 106 money, which would leave the toilet project short of funds temporarily, until a capital amount is received for the Days Field project.

**The Council agreed to bring the working group together in late March to formulate Plan B.**

d) NCC Major Road Network Programme

Cllr Skinner explained that a previous letter from Chris Grayling had asked for points to consider and a handout of eleven points was circulated at the meeting.

After discussion it was proposed to put forward the eleven point document. Cllr Bartram disagreed with the discussion and voiced his concern at a possible bypass for the town.

Cllr Scott explained that the discussion on the table was not about a bypass but instead about request to designate the A1065 as a major road route.

Initials: \_\_\_\_\_

**It was agreed by 5 votes for, 1 against and 1 abstention, that the eleven point document be forwarded to Chris Grayling.**

- 6.2. Councillors questions relating to ongoing business:  
There were no Cllr questions raised.

## **7 Finance**

- 7.1. Accounts for payment for March 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*

**It was agreed to accept the accounts for March 2018**

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

- 7.2 Estimates and advice for preparing a specification for further digitalisation of the Church/Town Clock and report from site meeting with DAC Adviser Colin Walton on 7th March 2018.

The Town Council had agreed to obtain three estimates for the preparation of further digitalisation of the Church/Town Clock. One estimate had been received, a reminder had been sent out to our existing contractor. Smiths of Derby, former contractor, referred the Council to the Diocesan Advisory Committee (DAC) Adviser, Colin Walton, as they thought that the proposals would be unacceptable to the Diocese.

A site meeting with Mr Walton was held on 7th March at the Church. Mr Walton confirmed that the Diocese would be against digitalisation and would refuse a faculty for such work. After inspecting the clock, he stated that in his opinion if the clock was suitably maintained, that it would run for another 100 years at least. It would not be trouble or maintenance free, and depending on what the problem is, that sometimes it would cause inconvenience. There were some suggestions for minor improvements to the annual maintenance programme, all issues that could be carried out by our staff on a regular basis but should be double checked by our contractor.

The written report had been received from Mr. Colin Walton as the DAC and was circulated to Councillors at the meeting. The report confirms he could not authorise the conversion of the clock to a fully electronic motorised system.

After discussion it was proposed that Mr Walton be asked to provide an annual maintenance programme to be followed by the Council, to also include suggestions on tasks that could be undertaken by the Council themselves to help with the ongoing maintenance.

**It was agreed that the Town Clerk would ask Mr Walton to provide an annual maintenance programme to be followed by the Council, to also include suggestions on tasks that could be undertaken by the Council themselves to help with the ongoing maintenance.**

**It was also agreed that the Town Clerk would investigate potential grants to maintain the clock**

- 7.3 CCTV system for the Recreation Ground (N.B. further details will follow at the meeting).  
At the time of sending out the agenda, only one estimate had been received, which was way over the budget set aside for this project.  
A reminder was sent out to all the remaining CCTV suppliers on our approved list of contractors. A summary sheet of estimates received was circulated at the meeting and after a brief discussion it was proposed by Cllr Bowler, seconded by Cllr Buckley-Stevens to shelve the project at the present time, as the quotes were beyond the budget set aside.

**It was agreed, 6 votes for, 1 abstention to shelve the CCTV project at the present time.**

- 7.4 To receive and consider request from Cllr Shirley Matthews for a new Dog Bin at the South end of Heathlands  
There was an additional request for a dog bin in New Sporle Road in the North end.

Initials: \_\_\_\_\_

The Town Clerk confirmed the cost of a small dog bin would be £86.52 + Vat, installation approx. £50, for post fixings, concrete etc.

It was proposed the Town Clerk would obtain confirmation that Breckland would empty the new bins and if so then agreement would be given to two new dog bins.

**It was agreed that the Town Clerk would obtain confirmation that Breckland would empty the new bins and if so then agreement would be given to the two new dog bins.**

7.5 To receive and consider e-mailed correspondence with Paul LeGrice Managing Director of Abel Homes in respect of Play Areas, and to ratify a decision taken to put three small play areas into one.

This decision was taken prior to the meeting by e-mail circulation, the Town Clerk requested that it was formally ratified to combine the equipment to be installed on three separate areas, to make one larger play area. Each area is clearly defined to age groups, 9-12 and teenage+. It is understood that the planning obligation is only for under 8's, but by negotiation with the developer, the Council can make suggestions.

To that aim the Town Clerk requested a meeting between the Open Spaces Committee and representatives of Abel Homes. A site map showing where the new larger area would be located, and types of equipment to be installed, had also been requested.

**It was agreed a meeting would be arranged between the Open Spaces Committee and representatives of Abel Homes.**

8 **Receive Correspondence or Information**

8.1 **General**

a) To receive and consider Parliamentary Briefing/Data Protection Bill – NALC.

The Town Clerk circulated, with the Agenda, a three-page update from NALC on the progress of the Data Protection Bill going through parliament at the present time.

The Town Clerk confirmed he had also received a 63-page GDPR Toolkit of Local Councils from NALC; giving a practical guide on the work to be done prior to the 26th May deadline Councillors were advised they could request a digital copy at the meeting.

Further guidance will be given by the Information Commissioners Office on the 1st April, to give clarification to the 'conflict of interest' issue of the Town Clerk acting as the Data Protection Officer. It should mean that at the Council's April Full Council meeting the Council should be able to confirm this decision, or find an alternative.

b) To receive and consider e-mail from Norfolk Army Cadet Force regarding 'Armistice 100 – Sunday 11th November 2018.

It was noted the enquiry related to any potential events that the Council would like the Norfolk Cadets to attend or any events already planned that they would like the Cadets to attend.

c) To receive and consider e-mailed correspondence with Mr. John O'Hanlon/SCALGA in respect of Open Space Committee decision to remove remains of five Walnut Trees.

This issue was about a resistance to the Open Spaces Committee decision to remove the remains of five walnut Trees from an allotment at Shouldham Lane allotments. It demonstrated how things can escalate from a simple notification of work about to commence on site. There was also a distinct lack of support for the Committee decision by SCALGA.

There was no decision for Councillors to make, but the situation had escalated to the point where there was a 'need to know' for all Councillors, just in case they were challenged by members of the public, and with the Allotment Forum coming up on 22nd March, it could be another meeting where this subject was raised.

d) To receive and consider Freedom of Information request from Ms Kelly Alford in respect of the last two years minutes of the Allotment Forum.

This was a standard Freedom of Information request, which had to be recorded and Councillors notified.

The request was for minutes of the previous two years of the Allotment Forum. Minutes are not taken at the Forum meetings, there is a report from the Town Clerk, a report from SCALGA and then a list of Actions taken away to move forward. The latter is the real purpose of the meeting, as this gives allotment holders direct access to the staff that manage the allotments.

e) To receive and consider e-mailed correspondence in respect of damage to the access tracks to Tumbler Hill allotments.

This correspondence coincided with the Council arranging the last delivery of road planings and crushed concrete, that was paid for earlier in 2017. It meant that the office were able to bring about a positive outcome to potentially another controversial subject; the damage to access tracks to allotments.

The Town Clerk referred the wider issue to the Open Spaces Committee; the damage that is done to the access tracks during the worst period of the winter months from November to February, both months inclusive.

All options need to be considered, as the expenditure is disproportionate to the allotments as a whole. There is no obligation to provide vehicular access to the allotments, and year on year this situation is getting worse. Increasing rents to cover the rising costs, or stopping vehicular access during the worst four months, are just two options, there are more. Fly-tipping at the allotments is also on the increase.

The Town Clerk noted that these were issues that all Councillors need to be aware of, as the Open Spaces Committee get to grips with resolving these problems in the longer term. The overriding aim has to be to get the allotment budget to balance each year, instead of being a constant burden on the Council Tax Payer.

f) To receive and consider e-mailed correspondence with Mr. Colin Granger in respect of concerns of current site activity and possible future use on the former Hamond's School Field.

The Town Clerk advised the concerns raised by Mr. Granger were valid regarding recent activity and potential future use of this site, but other than notify the various authorities at Breckland and County, the Town Council could do nothing more at this stage. The field is privately owned, and since the sale from Hamond's Trust went through some years back, this part of Swaffham has been the subject of public concern, this correspondence is in line with similar verbal reports received to the Town Hall office.

g) To receive and consider e-mailed correspondence with Kev Feltoe in respect of an initiative to keep the Swaffham surrounding area litter free.

The Town Clerk sought guidance from Councillors, as to how to respond to this initiative; whether the Council wanted to commit resources or to support the initiative with encouragement.

<b>It was agreed to support the initiative with encouragement.</b>
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h) To receive and consider request from Jonathan Reed of the Town Team to enhance a small area of Campingland into a Community Garden.

The Town Clerk explained this was a Town Team initiative, that may or may not receive funding from the Royal Horticultural Society's Green Grey Britain fund. It could certainly brighten up this particular part of Campingland, and the idea would be that no resources would be needed from the Town Council. There would have to be a formal volunteer management agreement (very simple 1 page of A4) with the Town Team. The Council also cannot absolve themselves of insurance responsibilities, so regular inspections (overseeing) by the Works Manager, would need to be put in place. There was nothing too onerous, and no obstacles to overcome, as the Council had representation on the Town Team. It was recommended to agree in principle and delegate to the Town Clerk to agree the volunteer management agreement with the Town Team.

<b>It was agreed in principle and delegated to the Town Clerk to agree the volunteer management agreement with the Town Team.</b>
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## 8.2 Breckland Council

Initials: \_\_\_\_\_

a) To receive and consider on-going correspondence with Breckland Council in respect of Orford Road Playing Field.

The Town Clerk advised he was awaiting a response from Breckland Council in respect of being appointed the sole managing trustee. A meeting had been suggested, in order to move this matter forward.

b) To receive and consider Notice of Local Plan Examination Hearing Sessions from 17th April to 8th June 2018 (selected dates).

It was confirmed the Local Plan Hearing Sessions would take place at Breckland Council offices in Dereham, this was the next stage working towards the adoption process of the Local Plan.

c) To receive and consider Wellbeing and Recruitment Roadshow coming to Swaffham on 26th March 10am – 1pm at the Assembly Rooms.

The event was re-branded this year from the 'Jobsfair' previously hosted in 2017. This was the first of two planned events in Swaffham this year.

d) To receive and consider report from meeting at Breckland Council between representatives of the Town Council, Local Members, Portfolio Holder and Breckland Officers.

The meeting regarding the retention of the Breckland Council Satellite office at the Town Hall, was initially postponed at the very start of the recent adverse weather conditions and was re-arranged for 13th March. The Mayor, Deputy Mayor, Town Clerk and Deputy Clerk attended on alongside the three Breckland District Councillors and Iceni representative.

The main concern was for the vulnerable people of Swaffham who would be adversely affected by the closure. A report was promised in 6 weeks.

e) To receive and consider Breckland Council's plans to install electric vehicle car charging points in the districts larger towns and this is to confirm which locations would be preferable in Swaffham.

The charging point in Swaffham would be in addition to the two the Town council are planning in the Town Centre. After discussion of various sites it was proposed the Pedlars car park be chosen as the site for a new electric car charging point.

**It was unanimously agreed that the Pedlars car park be chosen as the site for a new electric car charging point.**

f) To receive and consider discussion document on the Swaffham AQMA and to receive a report back from an AQMA Steering Group meeting held on Friday 9th March 2018.

The Mayor, Town Clerk and Cllr Darby attended the AQMA meeting. A four point plan was being created to drive further investigation, reports and proposals would be forthcoming on what AQMA and NCC could reasonably do.

There are lots of things going on and future meetings and updates were expected.

### 8.3 **Norfolk County Council**

a) To receive and consider Highway response from the 'Customer Service Centre' in respect of a standard Highway matter for local resident Mr. Keith Mitchell.

The main issue was the incorrect referral by the County Council's Customer Service Centre. As the Highway Engineer stated in his response to the Town Council, this was a straight forward Highway query, that should have gone direct to the Local Highway Team. This had wasted the time of Mr. Mitchell who had his hopes raised of the possibility of Parish Partnership funding, for a project that Highways would not even grant permission to carry out at Mr. Mitchell's expense, let alone support as a Parish Partnership scheme. It was recommended to respond to the Manager of the Customer Service Centre, so that this type of referral is not repeated.

**It was agreed the Town Clerk would raise the issue with the Manager of the Customer Service Centre.**

b) To receive and consider 'A Vision for Norfolk' approved by Norfolk County Council on 12th February and a circular letter from Leader of the Council, Cliff Jordan.

Initials: \_\_\_\_\_



This was a copy of the County Council's Vision for the forthcoming year, following the budget process which has now been agreed.

## 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)

**MARKET:** The Town Clerk attended a Launch meeting of the 'ShopAppy' initiative on 8th March in Thetford. This was considered a very worthwhile scheme that could make a difference to 'Independent' businesses in the Town Centre. Market Traders were included in that category, and the Breckland launch event was planned for Swaffham sometime in April, a date to be confirmed.

A special presentation of the scheme had been secured for the Swaffham Market Traders, and Friday Market Traders on Monday 26th March at 6.30pm at the Town Hall. As it would be the only event of its kind prior to the 'Launch Date', and the two 'ShopAppy' staff are travelling from Yorkshire, the event would be opened up to the Market Traders in the other Four Market Towns.

It was also recommended that the Town Council sign up to the 'ShopAppy' scheme to promote their Market and any of their Community Events. The cost was confirmed at £5 per month in the first year, £10 per month in the second year and £19.99 per month in the third year. The prices are fixed and subsidised by Breckland's Market Town Initiative. This cost could be met by the Market's advertising budget.

**It was agreed that the Town Clerk would organise a presentation of the scheme on Monday 26<sup>th</sup> March and invite the Saturday Market Traders and other Market Town Traders.**

### Planning Committee

In response to a request at the last Council meeting an amendment to the Terms of Reference was recommended as follows: -

"For the Chairman of the Planning Committee or the Town Clerk (or their respective Deputies in their absence) to use their discretion to involve/invite ALL Councillors to participate, to debate and vote on certain planning applications. These would be applications of new estates over 20 dwellings, any major changes to business premises (i.e. change of use), new larger stores or industrial sites, on any potential controversial application, or application where there is a lot of public interest. Any Councillors can make a formal request to the Chairman of Planning or the Town Clerk to 'call-in' an application for wider involvement of all Councillors, a final decision rests with the Chairman and the Town Clerk, if either agrees to 'call in' an application, then it is 'called in'. All Councillors would then be served notice to attend the relevant Planning Committee meeting, where the application would be placed high on the agenda, so that Councillors not on the Committee would not have to sit through the whole meeting."

**All were in agreement to the new Planning Committee Terms of Reference.**

### Substitute Members appointed at the last meeting:

Market Committee: Cllr T. Jennison was appointed as a substitute member, but is already a Committee member. Councillors were asked to nominate a new substitute Councillor for the Market Committee.

**It was agreed that Cllr P Darby would be the second substitute Councillor for the Market Committee.**

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

Christmas Lights: Cllr Darby asked that the item was discussed below the line.

Initials: \_\_\_\_\_

**It was agreed to discuss the matter Below the Line.**

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

There were no reports from outside bodies

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

Open Spaces Committee	Wed	19th Mar	6.30pm	Council Chamber
NP Steering Committee	Tues	27th Mar	10.00am	Council Chamber
Planning Committee	Tues	27th Mar	1.30pm	Council Chamber
FULL COUNCIL	Wed	11th Apr	6.30pm	Council Chamber

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

Confidential Business following the exclusion of the public and press

Christmas Lights - It was noted that the Christmas Lights meeting scheduled for Tuesday 20th March had been postponed. A response had been received, and circulated to Councillors at the meeting, from the Chair of Swaffham Trade Association Colin Mason in respect of Christmas Lights moving forward.

The main points were as follows: -

1. Swaffham Trade Association were withdrawing their physical and financial support from the Christmas Lights and Market event for 2018 and beyond. They gave their reasons for withdrawing their support and were critical of the Town Council in this regard, they also confirmed that they had been unable to gain the support of other organisations in the town, as unfortunately they wished to operate independently.

2. The Trade Association wished to make a donation of £700 (the total of their remaining funds) to put to Christmas Lights for 2018 and made suggestions as to how the remaining shortfall is met. Essentially though they believed the full cost of £12,000 a year should be met by the Town Council.

It was recommended by the Town Clerk that the contribution from the Trade Association be gratefully accepted and thanks given to the Trade Association for the work that they have done these past two years.

An opportunity to debate all of issues raised would be done at the Council's next Finance meeting on 16th April.

In terms of finance, the contractual obligations were discussed by the Council at the Budget meeting in January. There would be no change to the Christmas Lights for 2018; this was the third year of a three-year contract with the Christmas Light Company and the Christmas Light Working Group, as things stand, still planned to have a Christmas Light Switch-On event, on Sunday 2nd December. The Group would need to meet sometime after the Council's discussions in late April or early May.

After discussion it was proposed to accept the Town Clerks recommendation to accept the contribution from the Trade Association and offer thanks to the Trade Association for the work that they have done these past two years.

**It was agreed, 6 votes for, 1 abstention to accept the contribution of £700 from the Trade Association and offer thanks to the Trade Association for the work that they have done these past two years.**

**13.1 Staff related issues from the Personnel Committee.**

The Council's new employee, Peter Alcock started on the 1st March and is settling in. It was a bit of a baptism of fire, as he was thrust straight into snow clearance in the Town Centre.

The outside staff worked extremely hard during the recent cold snap, and the Council expressed their pride and support of the work that they carried out during that time.

A full report would be given to the Personnel Committee in respect of the disruption due to adverse weather conditions, as staff in the town were able to walk to work, others in close-by villages were able to get in for most of the day. The Town Clerk got in on one day and was able to take work home to work remotely the other two days. The Deputy Clerk was unable to get into

**Initials: \_\_\_\_\_**

work, and took TOIL or annual leave. In general the team managed to function well although it was recognised there were things that could be improved.

The Mayor and Town Clerk have a focus Group meeting with Watton Town council planned and it was hoped to get a response in respect of the proposed joint post.

13.2 To receive and consider on-going contractual issues relating to Days Field

It was noted there was an extraordinary meeting planned for Tuesday 20<sup>th</sup> March 2018, at 5pm-7pm, prior to the SNAP meeting that commences at 7pm.

13.3 Update in respect of drawing down Millngate/Tesco Section 106 money.

The Town Clerk advised he had received an e-mail from Mike Horn Breckland Council in-house solicitor on 12th March.

The Town Clerk subsequently left a voicemail for the Millngate Consultant, Tony Cotsworth to return his call at his earliest convenience. This was followed up by an e-mail asking the same, and stating the Council are at their wits end with the issues, and anything he can do to move Millngate solicitors towards completion of the Deed of Variation, would be appreciated.

13.4 To receive and consider confidential item from Breckland Council.

Noted by all Councillors present

13.5 Nominations for Deputy Mayor for 2018/19 from May 2018.

Two citations were circulated with the Agenda in favour of putting forward Cllr Jill Skinner as Deputy Mayor for the forthcoming year. They were received from Cllr Brenda Bowler and Cllr Jan Buckley-Stevens.

No other nominations were received under current standing orders.

Cllr Bowler proposed the nomination of Cllr Skinner as Deputy Mayor for the forthcoming year, this was seconded by Cllr Buckley-Stevens,

<b>It was agreed, 5 votes for, 1 abstention to the nomination of Cllr Jill Skinner as Deputy Mayor for the forthcoming year.</b>
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The meeting closed at 9.25pm

Mayor.....

Swaffham Town Council - Accounts for March 2018						
No	Payment	Name	Details	Price	VAT	Total
<b>Paid - 1st -14th March 2018 Town Council meeting</b>						
452	300200	Mr Stan Sole	Twinning travel costs - £191.72 to be reimbursed	£ 383.44	£ -	£ 383.44
453	d/d	Netmatters	Monthly IT Support package - Mar 18	£ 254.50	£ 50.90	£ 305.40
454	Card	Lloyds Bank	Monthly Card fee - Jan 18	£ 3.00	£ -	£ 3.00
455	Card	Amazon - various suppliers	Office wall fans x 4	£ 98.84	£ 19.76	£ 118.60
456	Card	Amazon - various suppliers	Office computer privacy screen	£ 39.57	£ 7.92	£ 47.49
457	d/d	Worldpay	Monthly Pymt chgs - Feb 18	£ 1.54	£ 0.01	£ 1.55
458	Card	Parishes Online	Neighbourhood Plan - online mapping annual fee	£ 300.00	£ 60.00	£ 360.00
459	Card	Shredder Warehouse.com	Office Shredder	£ 540.00	£ 108.00	£ 648.00
460	Card	SLCC	Annual membership - R Bishop	£ 328.00	£ -	£ 328.00
461	d/d	Seimens	Photocopier Lease - Dec - Mar 18	£ 1,069.21	£ 213.84	£ 1,283.05
462	Card	Ferndale House	Practitioners Conference - accommodation - Town & Deputy Clerk	£ 90.00	£ -	£ 90.00
463	Card	Brightpay	Annual Licence 2018-19	£ 99.00	£ 19.80	£ 118.80
464	Card	Amazon - various suppliers	Weedkiller	£ 35.99	£ -	£ 35.99
465	Card	The Paint Shed	Black metal paint	£ 70.36	£ 14.07	£ 84.43
<b>Sub Total</b>				£ 3,313.45	£ 494.30	£ 3,807.75
<b>To be authorised and paid - post 14th March 2018 Town Council meeting</b>						
466	BACS	Net Salaries	Town Council	£ 16,619.11	£ -	£ 16,619.11
467	BACS	Inland Revenue	Tax & National Insurance	£ 4,711.12	£ -	£ 4,711.12
468	BACS	Norfolk Pension Service	Superannuation	£ 4,597.42	£ -	£ 4,597.42
<b>Salary payment include:</b>						
<b>- Age Concern - £3828.47 (reimbursed)</b>						
<b>- Mayors Allowance £291.25 (gross)</b>						
<b>- Cllr Annual Allowances £700 (gross)</b>						
469	d/d	Breckland Council	Town Hall - Rates	£ -	£ -	<b>No Feb/Mar payments</b>
			Market - Rates	£ -	£ -	
			Cemetery - Rates	£ -	£ -	
			Public Toilet - Rates	£ -	£ -	
470	d/d	Immervox (Feb 2018)	Large Office - User Groups Phone 336953	£ 13.53	£ 2.71	<b>£ 172.56</b>
			Small Office - User Groups Phone 336954	£ 11.50	£ 2.30	
			Town Council - Fax & Broadband 720469	£ 47.99	£ 9.60	
			Museum - Telephone 721230	£ 22.29	£ 4.46	
			Town Council - Telephone 722922	£ 35.49	£ 7.10	
			Town Council - Alarm 724968	£ 13.00	£ 2.60	
471	300201	Swaffham Town Council	Petty Cash	£ 84.94	£ -	£ 84.94
472	BACS	Anglian Chemicals	Public Toilets general supplies	£ 196.94	£ 39.38	£ 236.32
473	BACS	Anglian Water	Public Toilets - 0341378101 - 1/12/17-21/2/18	£ 368.60	£ -	£ 368.60
474	BACS	Anglian Water	Town Hall - 0346045001 - 1/12/17-21/2/18	£ 70.12	£ -	£ 70.12
475	BACS	Community Action Norfolk	Annual Subscription - 2018/19	£ 20.00	£ -	£ 20.00
476	BACS	CJM Electrical Specialists Ltd	Design work - Buttercross project	£ 560.00	£ 112.00	£ 672.00
477	BACS	Diddlington Nurseries	2017 Summer plants & Xmas trees	£ 345.00	£ 69.00	£ 414.00
478	BACS	Iceni Rural Writers	Council Grant - Iceni Rural Writers	£ 225.00	£ -	£ 225.00
479	BACS	Lawn Boy Farm Services	Outside machinery supplies	£ 354.82	£ 70.97	£ 425.79
480	BACS	NALC	Spring Conference x 6 Cllrs	£ 330.00	£ 66.00	£ 396.00
481	d/d	SSE - Southern Electric	Public Toilets - Electricity - Feb 18	£ 153.07	£ 30.61	£ 183.68
482	300202	Swaffham Service Station	Monthly fuel bill	£ 99.82	£ 19.96	£ 119.78
483	BACS	T K Drakes	General Supplies	£ 63.10	£ 12.64	£ 75.74
484	BACS	T K Drakes	Annual Health & Safety PAT Testing	£ 285.00	£ 57.00	£ 342.00
485	BACS	Turnstone Ecology	Days Field phase 1 survey	£ 603.50	£ 120.70	£ 724.20
486	BACS	Veolia	Waste Collection - Feb 18	£ 127.72	£ 25.54	£ 153.26
<b>Sub Total</b>				£ 33,272.53	£ 1,146.86	£ 34,419.39
<b>Late Bills - received after agenda issued</b>						
487	BACS	Akers Tree Services	Recreation Ground tree maintenance	£ 1,860.00	£ -	£ 1,860.00
488	BACS	Cooleraid	Town Hall - drinking water - Feb 18	£ 15.80	£ 3.16	£ 18.96
489	BACS	Eastern Business Systems	Photocopier usage - Dec - Mar 18	£ 51.30	£ 10.26	£ 61.56
490	BACS	ESPO	Stationery - Chubb Safe	£ 1,006.00	£ 201.20	£ 1,207.20
491	BACS	High Speed Training Ltd	Health & Safety Online training	£ 1,296.00	£ 259.20	£ 1,555.20
492	BACS	Hussey Knights	NP Public Consultation events - posters & leaflets	£ 223.00	£ 44.60	£ 267.60
493	d/d	SSE Southern Electric	Cemetery Chapel - Electricity - Feb 18	£ 33.26	£ 1.66	£ 34.92
494	BACS	St Johns Ambulance	Christmas Lights First Aid - 2017	£ 115.00	£ 23.00	£ 138.00
495	BACS	Swaffham Glass Ltd	Town Bus Shelters - 24 replacement panels	£ 4,800.00	£ 960.00	£ 5,760.00
496	BACS	Travis Perkins	Outside maintenance - various open spaces	£ 203.37	£ 40.68	£ 244.05
497	BACS	TTSR Ltd	Grave digging - Feb 18	£ 240.00	£ -	£ 240.00
<b>TOTAL</b>				£ 43,116.26	£ 2,690.62	£ 45,806.88
<b>Bank Transfers</b>						
498	Transfer	Unity Trust Bank	From deposit to current - cover pymts			£ 35,000.00
<b>Summary of Income - February 2018 (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)</b>						
02-Feb-18	Cash Analysis		Cash & Cheques taken over the counter			£ 6,182.84
09-Feb-18	Cash Analysis		Cash & Cheques taken over the counter			£ 1,300.97
14-Feb-18	Cash Analysis		Cash & Cheques taken over the counter			£ 429.24
24-Feb-18	Cash Analysis		Cash & Cheques taken over the counter			£ 169.49
28-Feb-18	Cash Analysis		Cash & Cheques taken over the counter			£ 512.17
<b>Total BACS</b>			Total Additional Income received by BACS			£ 3,784.98
				<b>TOTAL</b>		£ 12,379.69
<b>Items of expenditure to be reclaimed</b>						
Age Concern			Salary	£ 3,860.47	£ 6.40	£ 3,866.87
Breckland Council			Large Office - User Groups Phone 336953	£ 13.53	£ 2.71	£ 16.24
Museum			Museum - Telephone 721230	£ 22.29	£ 4.46	£ 26.75
Sues News			Electricity - Feb 18	£ 51.31	£ 10.24	£ 61.55
Twinning Travel costs			Cllr Matthews & Darby	£ 191.72	£ -	£ 191.72
<b>TOTAL</b>				£ 3,896.30	£ 13.57	£ 3,909.86

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**LIST OF CORRESPONDENCE – March 2018****General**

- a) Email – Allotment - Trees
- b) Email – Swaffham Cemetery sunken graves
- c) Email – Funding for Rural Residents of Norfolk & Suffolk areas
- d) Email – Allotment Forum – 1<sup>st</sup> March 2018 (moved to Thursday 22<sup>nd</sup> March 2018)
- e) Email – Neighbourhood Plan – business survey response
- f) Email – Apple trees on the Campingland
- g) Email – Community Action Norfolk – Funding newsletter
- h) Email – NALC – Chief Executive Bulletins 7, 8 & 9
- i) Email – Churches Together in Swaffham & Sporle – carol concert decline
- j) Email – Swans Nest reinspection certificate awaited
- k) Email – Swaffham Volunteer Hub
- l) Email – Allotments – Tumbler Hill access issues
- m) Email – Swaffham Twinning Charter
- n) Email – Deputy Mayor nominations process
- o) Email – Council Extraordinary Meeting – 5<sup>th</sup> March (moved to Monday 9<sup>th</sup> March 2018)
- p) Email – Cllr Jim Anderson BDC
- q) Email – GDPR – free workshops for businesses
- r) Email – Icen Rural Writers – thank you
- s) Email – Rev Janet Allan – cemetery enquiries and thank you
- t) Email – NPTS - Clerk networking event, Friday 9<sup>th</sup> MARCH 2018
- u) Email – Town gritting – resident thank you
- v) Email – Neighbourhood Plan – Steering Group output
- w) Email – Norfolk Community Foundation – Grants news – Spring 2018
- x) Email – Allotments – complaint from Mr D Benzi
- y) Email – Icen Rural Writers, Women & Words – invitation to Cllrs – 8<sup>th</sup> March 2018
- z) Email – Sues News, Market Place – satellite dish
- aa) Email – Swaffham Saturday Market – 3<sup>rd</sup> March closure
- bb) Email – NALC Newsletters

**Breckland Council**

- cc) Email – Market Town Initiative – new scheme - ShopAppy
- dd) Email – Breckland Training – Questioning Skills training
- ee) Email – Swaffham market SIGNS

**Norfolk County Council**

- ff) Email – Norwich Wester Link update
- gg) Email – Highways response - field behind King St
- hh) Email – Highways response – Mill Road
- ii) Email – Highways response – Norwich Road surfacing works

**Police**

No correspondence