

# Swaffham Town Council

Minutes of the **Full Town Council** meeting held on **Wednesday 15<sup>th</sup> April 2019** at **6.30pm** in the Council Chamber, Town Hall Swaffham.

Present: Mayor Cllr C Houghton (in the Chair)

Councillors: Mr S Bell, Mr R Bartram, Mrs W Bensley, Mrs J Buckley-Stevens, Mrs B Bowler, Mr P Derby, Mrs T Jennison, Mrs S Lister, Mrs S Matthews, Mr L Scott, Mrs J Skinner. Mrs A Thorp.

Town Clerk: Mr R Bishop  
Minute Taker: Ms K Furnass

Public: 11

Prayers were led by Cllr Thorp.

## **1 Apologies for Absence**

NCC Cllr E Colman – work commitments.  
BDC Cllr I Sherwood – work commitments.

## **2 Declarations of Interest**

None in advance

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

See *Appendix 3*

The Mayor asked if any of the public had any comments to make on item 7.6 on the agenda whilst the meeting was in adjournment.  
No questions were raised.

The meeting was resumed at 6.47 p.m.

## **3 Mayor's Report**

- 3.1. Mayor visits: RAF Tornado Farewell Fly Past – a lovely visit.  
A quiet month for attending events but a busy time of year for Councillors.
- 3.2. To receive and consider urgent reports, correspondence or information at the Mayors discretion – A request for £1,000 from the Pump Priming Fund had been received from the sub-Committee for the Classic Car & Family Fun Day. This was to cover any advance costs incurred and would be returned after the event. It was proposed to agree the request and then to be ratified at the next Full Finance meeting.

**It was agreed for £1,000 for Pump Priming from the town fund for the Classic Car & Family Fun Day event and to then be ratified at the next Full Finance meeting.**

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

- 4.1. Police  
No report had been received.  
Cllr Matthews reminded everyone that the next SNAP meeting was on 16<sup>th</sup> April, they were now held every three months.
- 4.2. County Councillor  
Cllr Colman was unable to attend the meeting, but he would be emailing his report to all the Councillors.
- 4.3. Breckland District Councillors  
Nothing to report this month. Everyone is very busy with election time.

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

## 5 Minutes of the previous meetings

The minutes of the meeting on 13<sup>th</sup> March 2019 were agreed and signed as an accurate record by the Chairman.

## 6 Town Hall Report by the Town Clerk

### 6.1. The Town Clerk highlighted the following items for the Council to note:

a) Notes from the meeting with Highways on 2<sup>nd</sup> April 2019.

The notes were distributed with the Agenda pack.

A meeting was to be arranged with Tom McCabe from NCC in regard to the railings at the traffic lights. Any layout changes would cause major problems and disruptions to traffic.

It was questioned when the road repair outside the Red Lion would be done. It was reported that it was scheduled in for the next day.

b) Draft agenda for the Town Assembly:

This had been circulated with the pack.

The Mayor would give an overview on the past year. The Town Clerk would give a report on the financial year of 2019-20. Rachael Leggett will be there to do a presentation on the Neighbourhood Plan and answer any queries.

Are there any requests for additions to the agenda from the councillors?

Cllr Matthews would like it minuted that there was too much on the agenda, she would like to see the meeting shortened.

c) Report on #Swaffhamhour:

This is between 9am – 10am on a Friday morning. We are half way through the three month trial. A slow burner at present but perseverance is needed to redress the negative perception of the Town Council.

A brief report by the Clerk was given on the misconception of “below the line”

The Town Clerk passed on his personal thanks to the retiring Council, he was looking forward to working with the new Council from the 8<sup>th</sup> May.

### 6.2. To receive Councillors' questions relating to ongoing business.

Cllr Scott noted that it had been confirmed who was farming the land owned by the Council put aside for the swimming pool.

Cllr Scott had understood that the Police were able to remove the Travelers at the recent incursion and ask's why they didn't do this. The Town Clerk replied that this was due to the lack of resources

## 7 Finance

### 7.1 Accounts for payment for March 2019

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

**It was agreed to accept the payments for end of March and April 2019**

### 7.2. To receive and consider reactive services estimate from CGM Group Ltd in respect of unauthorised encampments or similar urgent requirements; also , to receive a brief report from the Town Clerk in respect of discussions with representatives of CGM.

The main issue had been resolved at the last Council meeting where it was generally agreed that the Town Clerk and his Senior Staff could act under delegated authority to incur immediate expenditure, this would mean that eviction notices and/or clear-up operations as well as enforcements, could happen quicker. In discussions it was suggested to look for some other quotes. There were lawful procedures that have to be followed, but preventative planning was the best option going forward.

### 7.3. To receive and consider additional budget required of £540.00 for trenching work on the Haspall's Road Rec for water supply to the toilets and a further £360.00 for electrical ducting/manholes either end.

It was recommended to add the additional costs of £900 as these costs were unforeseen and should not be a burden to the contractor donating his time and materials voluntarily. The budget to be used will be the money accumulated for facilities at the Recreation Ground from events

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

such as the Car Rally etc. It was proposed to allow the additional budget of £900 for additional works for the water supply to the toilets.

**It was agreed to allow the additional budget of £900 for additional works for the water supply to the toilets.**

Mr G Edwards was thanked by councillors for his work on this project.

- 7.4. To receive and consider Tesco 100th birthday 'Bags for Help' grants of £25,000, £15,000 and £10,000 for projects offering health and wellbeing benefits, tackling cancer, heart disease and diabetes.

For information only -this had already been passed to the Escape Project & Icenl.

- 7.5 To receive and consider details of 'Heavy Duty Bollards' for consideration at Haspall's Road Rec and Orford Road Playing Field.

Cllr Bell was thanked for his kind donation of a gate.

It was recommended by the Open Spaces Committee to proceed with preventative measures at Orford Road and Haspall's Road Recreation Ground.

A long discussion followed, questions were raised on what options were best, cost, and of long term benefit. The Councillors thought it would be beneficial to see a presentation of some of the options and also see them in-situ. No decision was made at this time, but it was to be deferred to the new Council.

- 7.6 To receive and consider estimate for display panels on the UKPN cabinet in the Town Centre, project put forward by the Town Team.

The project had been agreed in principle at the February Full Council meeting and has now been fully costed out by the Town Team at £3,856.80.

Standing Orders were suspended to allow a member of public to speak – 7.35pm.

Mrs Sue Gattuso explained that included in the quote there would be a new improved map and a completely new panel that was twice the size of the others. There would also be a digital copy so that if any damage was ever caused it would be easier and cheaper to repair.

Standing Orders were reinstated – 7.40pm.

A brief discussion followed, and the Councillors were asked if they wanted to accept the quote.

**It was agreed to accept the quote for £3,856.80 for the new display panels.**

- 7.7 To receive and consider estimate for 'pigeon control' at the Town Hall.

The estimate received covers removal of the pigeon droppings and the erection of bird netting to the courtyard area. Councillors were undecided in that, although the building needed looking after and that the bird droppings are a serious health & safety issue, it needed more thought. No decision was made at this time, it was deferred to go the new Council.

## 8. Correspondence or Information

### 8.1 General

- a) To receive and consider (excerpt/redacted) Freedom of Information request from Kelly and Debbie Alford relating to allotments at Tumbler Hill.

To note only the FOI request has been acknowledged and a response will be given on or before 24th April under the statutory guidelines.

- b) To receive and consider e-mailed correspondence between David Ormerod, Sue Gattuso and Ian Palfrey in respect of Swaffham UDC Records.

To note only this relates to the recent decision to overturn an earlier decision to send the UDC minute books to the Norfolk Records Office and instead keep them at the Museum. Councillors were also happy for the digitalisation of the records to take place in the future.

- c) To receive and consider e-mailed correspondence with Ian Pilcher (and Stan Sole) in respect of salary and budget queries.

To note only that the queries have been fully answered. A new layout the list of payments at the monthly meetings will be trialled at the June or July meeting.

d) To receive and consider flying the Red Ensign for Merchant Navy day on 3rd September.  
The Red Ensign has been flown the past two years, do the Town Council wish to continue this?

**It was agreed to continue flying the Red Ensign for Merchant Navy Day on 3<sup>rd</sup> September**

e) To receive and consider 'Local elections and housing allocations' circular to all prospective candidates on behalf of CPRE.

CPRE are asking if the Council would circulate a letter to lobby all candidates standing for election on 2nd May.

**It was agreed to circulate the letter to all the candidates standing for election on 2<sup>nd</sup> May, where contact details were known.**

## 8.2. Breckland District Council

a) To receive and consider Statement of Persons Nominated for the election of Breckland District Councillors – Swaffham Ward (6 candidates for 3 seats)

Thanks, were given to Cllr Shirley Matthews who is not standing for re-election to Breckland Council. She had been a valuable expert and was thanked for her past service. Notices are currently displayed and available on the Breckland and Town Council website.

b) To receive and consider Statement of persons nominated for the Election of Town Councillors – Swaffham Town Council (21 candidates for 13 seats)

Thanks, were given to Cllrs Brenda Bowler, Jan Buckley-Stevens, Terry Jennison and Anne Thorp who are not standing for re-election to Swaffham Town Council. Notices are currently displayed and available on the Breckland and Town Council websites.

Cllr Darby raised concerns about the public having three different items to vote on. Cllr Thorp thanked all the staff and her fellow Cllrs for their work in her time on the Council. Cllr Buckley-Stevens asked for candidates to stand under their own merits as independents and finally Cllr Jennison's only regret in her time as a Cllr was not getting the stocks re-instated in the town.

## 8.3. Norfolk County Council

a) To receive and consider letter regarding dangerous traffic on Watton Road from Daniel Webster, also requesting a meeting with the Town Council in this regard.

As this was a Highways issue the letter regarding dangerous traffic in Watton Road would be copied to the Highway Engineer David Jacklin. There was also a request from Mr Webster to meet with the Town Council.

**It was agreed to arrange a meeting with Mr Webster and the Town Clerk.**

b) To receive and consider notification of a 'Highway Rangers' visit, and any requests for minor works.

Any works needing attention 'as per the list' need to be reported by the 22nd April, Councillors were asked for feedback to the Town Hall.

The cleaning of road signs was put forward.

## 9. Correspondence or Information

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

## 10. COMMITTEE & WORKING GROUP reports:

### 10.1 Committees

a) To receive current Committee Reports

Cllr Bowler mentioned that Broadland District Council were also undertaking a PSPO.

Allotment sub-Committee – Cllr Darby reported that there were still no representatives for the three sites on Shouldham Lane.

Planning Committee – Cllr Scott reported there had been a presentation from the new owners of the Old School at the last meeting. Parking, access and air pollution were issues raised by

Councillors. The application for storage containers at Icen House was recommended for refusal by Breckland. Cllr Darby suggested the Council look to protection on the land.

10.2 Working Groups

a) To receive current Working Group reports

Swaffham Heritage – Cllr Thorp passed on her best wishes for the Committee.

Transport & Access Group – Cllr Skinner mentioned that the group were pretty active at the moment.

Cllr Lister reminded everyone of the fashion show on 22<sup>nd</sup> May. This was to raise money for the Christmas lights.

11. Reports by Representatives from Outside Bodies

No reports received.

Cllr Bartram suggested a letter is sent to the Escape Project congratulating them on their success in being entered into the Chelsea Flower Show. It is a great achievement for them.

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

12.1	Allotment sub-committee	Tues	23 <sup>rd</sup> Apr	6.30pm	Council Chamber
12.2	Market Committee	Mon	15 <sup>th</sup> Apr	6.30pm	Council Chamber
12.3	Annual Town Assembly	Wed	24 <sup>th</sup> Apr	6.30pm	Council Chamber
12.4	Full Finance	Mon	29 <sup>th</sup> Apr	6.30pm	Council Chamber
12.5	Planning Committee	Tues	30 <sup>th</sup> Apr	12.noon	Council Chamber
12.6	Local Council Elections & Neighbourhood Plan Referendum	Thurs	2 <sup>nd</sup> May		
12.7	Annual/First meeting of the Council -followed by Full Council	Wed	8 <sup>th</sup> May		

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

Confidential Business following the exclusion of the public and press

13.1 Staff related issues from the Personnel Committee. – including request to vary ‘Complaints Procedure’ for a complaint against staff.

The Chairman gave a confidential report of the meeting of 1<sup>st</sup> April in regard to a procedural issue relating to the ‘Complaints Procedure’, which will require a decision.

**It was agreed to follow the formal route of the Councils complaints procedure.**

**It was agreed to write and offer a meeting with the complainant and the Town Clerk as per the Council complaint procedure.**

It was also suggested to record any meetings that may be requested in relation to this issue. It was noted for the outside staff to be thanked for the clean up after the traveller incursion.

13.2. To receive and consider ‘Forgotten Heroes – Service Recognition Award’ – approval of certificate.

**It was agreed to re-arrange the layout of the certificate.**

13.3. To receive and consider Pension Strain report following meeting with Norfolk Pension Fund.

**It was agreed to pay the additional Pay Strain charges**

13.4 To receive and consider confidential matter relating to an allotment.

**It was agreed to cease the current arrangement between the Council and the representatives.**

**It was agreed to establish a line of communication, to the satisfaction of all parties, with the tenant via the allotment representative**

The meeting closed at 9.10pm

Mayor.....

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

## Swaffham Town Council - Accounts for April 2019

7.1

No	Payment	Name	Details	Price	VAT	Total	
<b>Paid - 1st -10th April 2019 Town Council meeting</b>							
1	d/d	Vodafone	Mobile phones - Feb 19	£ 40.00	£ 8.00	£ 48.00	
2	d/d	Unity Trust	Service Charge - Jan - Mar 19	£ 50.25	£ -	£ 50.25	
3	d/d	Unity Trust	Manual Handling fee - Jan - Mar 20	£ 28.30	£ -	£ 28.30	
4	Card	Brightpay	Software upgrade	£ 50.00	£ 10.00	£ 60.00	
5	Card	Amazon	Rec Ground Toilet - stop tap chamber	£ 34.48	£ 6.90	£ 41.38	
6	Card	DVLA	Road Tax - AJ63 LXN	£ 262.50	£ -	£ 262.50	
7	Card	Fasthost	Domain annual renewal - .co.uk	£ 9.99	£ 2.00	£ 11.99	
8	d/d	Hitachi	Truck Lease - Apr 19	£ 336.88	£ 67.37	£ 404.25	
9	Card	Lloyds Bank	Corporate Card Fee - Apr 19	£ 3.00	£ -	£ 3.00	
10	d/d	SSE - Southern Electric	Public Toilets - electricity - Mar 18	£ 108.44	£ 5.42	£ 113.86	
11	d/d	SSE - Southern Electric	Buttercross - electricity - Mar 19	£ 114.26	£ 5.71	£ 119.97	
12	Card	Tesco Direct	Town Hall - tablecloths	£ 42.00	£ -	£ 42.00	
13	d/d	WorldPay	Monthly payment charges - Mar 19	£ 7.53	£ 0.03	£ 7.56	
				<b>Sub Total</b>	<b>£ 1,087.63</b>	<b>£ 105.43</b>	<b>£ 1,193.06</b>
<b>To be authorised and paid - post 10th April 2019 Town Council meeting</b>							
14	BACS	Net Salaries	Town Council	£ 14,890.34	£ -	£ 14,890.34	
15	BACS	Inland Revenue	Tax & National Insurance	£ 4,935.70	£ -	£ 4,935.70	
16	BACS	Norfolk Pension Service	Superannuation	£ 5,624.85	£ -	£ 5,624.85	
17	d/d	Breckland Council	Town Hall - Rates	£ 1,032.00	£ -	£ 1,816.21	
			Market - Rates	£ 230.33	£ -		
			Cemetery - Rates	£ 182.80	£ -		
			Public Toilet - Rates	£ 371.08	£ -		
18	d/d	Immervox (Mar 2019)	Town Council - Fax & Broadband 720469	£ 47.99	£ 9.60	£ 203.54	
			Museum - Telephone 721230	£ 22.64	£ 4.53		
			Town Council - Telephone 722922	£ 39.54	£ 7.90		
			Town Council - Alarm 724967	£ 13.00	£ 2.60		
			Market Place - Wi-Fi - 336135	£ 46.45	£ 9.29		
19	300250		Petty Cash - Mar 19	£ 44.16	£ -	£ 44.16	
20	BACS	CGM	Grass Cutting - Rec Ground - Mar 19	£ 76.00	£ 15.20	£ 91.20	
21	BACS	Cooleraid	Town Hall drinking water & annual maintenance	£ 57.90	£ 11.58	£ 69.48	
22	BACS	Environment Agency	Annual drainage charge - 2019/20	£ 33.52	£ -	£ 33.52	
23	BACS	Go-Bright	Town Hall window cleaning - Mar 19	£ 50.00	£ -	£ 50.00	
24	BACS	Lyreco	Stationery & PPE - general supplies	£ 216.64	£ 43.33	£ 259.97	
25	BACS	NABMA	Annual subscription fee - 2019/20	£ 358.00	£ -	£ 358.00	
26	BACS	Nicola Barnes HR	HR Services - Mar 19	£ 135.00	£ -	£ 135.00	
27	BACS	R K Resprays	Truck - repairs - AJ63 LXN	£ 22.50	£ 4.50	£ 27.00	
28	BACS	Swaffham Heritage	TIC - service level agreement	£ 1,005.00	£ -	£ 1,005.00	
29	BACS	Swaffham Service Station	Monthly Fuel - Mar 19	£ 236.24	£ 47.25	£ 283.49	
30	BACS	Veolia	Waste management - Mar 19	£ 152.04	£ 30.40	£ 182.44	
				<b>Sub Total</b>	<b>£ 30,911.35</b>	<b>£ 291.61</b>	<b>£ 31,202.96</b>
<b>Late Bills - received after agenda issued</b>							
31	BACS	Archant	Recruitment advert - Ground Maintenance Team	£ 85.00	£ 17.00	£ 102.00	
32	BACS	Dereham Hire	Rec Ground Toilet - breaker hire	£ 43.50	£ 8.70	£ 52.20	
33	BACS	E-On	War Memorial - electricity - Jan - Mar 19	£ 11.27	£ 0.56	£ 11.83	
34	BACS	Market Cross café	Gazebo hire deposit refund	£ 50.00	£ -	£ 50.00	
35	BACS	Swaffham Building Supplies	Rec Ground Toilet - supplies	£ 478.15	£ 95.61	£ 573.76	
36	BACS	T K Drakes	General Supplies	£ 56.80	£ 11.36	£ 68.16	
37	BACS	Travis Perkins	Rec Ground Toilet - sand	£ 164.88	£ 32.98	£ 197.86	
				<b>TOTAL</b>	<b>£ 31,800.95</b>	<b>£ 457.82</b>	<b>£ 32,258.77</b>
<b>Bank Transfers</b>							
	Transfer	Unity Trust Bank	From deposit to current - cover pymts			£ -	
<b>Summary of Income - March 2019 (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)</b>							
05-Mar-19	Cash Analysis	Cash & Cheques taken over the counter				£ 1,791.19	
19-Mar-19	Cash Analysis	Cash & Cheques taken over the counter				£ 846.73	
19-Mar-19	Cash Analysis	Cash & Cheques taken over the counter				£ 22.50	
26-Mar-19	Cash Analysis	Cash & Cheques taken over the counter				£ 243.32	
<b>Total BACS</b>			Total Additional Income received by BACS			£ 6,509.06	
				<b>TOTAL</b>		£ 9,412.80	
<b>Items of expenditure to be reclaimed</b>							
Museum		Museum - Telephone 721230		£ 22.64	£ 4.53	£ 27.17	
Sues News		Electricity - Mar 19		£ 32.55	£ 6.51	£ 39.06	
Watton TC		SLA reclaim - Apr 19		£ 1,162.31	£ 2.00	£ 1,164.31	
				<b>TOTAL</b>	<b>£ 22.64</b>	<b>£ 4.53</b>	<b>£ 27.17</b>

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

## Appendix 1 cont.

Swaffham Town Council - Accounts for March 2019							7.1
No	Payment	Name	Details	Price	VAT	Total	
<b>Paid - 14th - 31st March 2019</b>							
635	BACS	Albertus Play & Sport	Play Area Inspections - Mar 19	£ 158.00	£ -	£ 158.00	
636	BACS	Allotment Deposit refund	Mrs N Morgan - MF97 - deposit & key	£ 50.00	£ -	£ 50.00	
637	Card	Amazon	Magazine Field padlock	£ 21.36	£ -	£ 21.36	
638	BACS	Anglian Water/Wave	Tumbler Hill - 4/12 - 14/3	£ 348.94	£ -	£ 348.94	
639	BACS	Compass Point	Swaffham NP - advice & NDP examination	£ 333.50	£ -	£ 333.50	
640	BACS	Dereham Hire & Sales	Orford Road - Chipper & Dumper hire	£ 444.00	£ 87.60	£ 531.60	
641	Card	Duff Morgan	New Truck tow bar - AU68 CNC	£ 334.80	£ -	£ 334.80	
642	BACS	J P Skips	Orford Road - skip hire	£ 212.50	£ 42.50	£ 255.00	
643	BACS	K Lock Maintenance Ltd	Orford Road - new gate brackets	£ 60.00	£ 12.00	£ 72.00	
644	Card	Norfolk CC	Road Closure - Sheep Fair/Dad's Army Day	£ 73.94	£ -	£ 73.94	
645	BACS	SJS Engraving	Name Badge - new staff member	£ 1.99	£ -	£ 1.99	
646	d/d	SSE - Southern Electric	Cemetery Chapel - electricity - Feb 19	£ 26.16	£ 1.30	£ 27.46	
647	BACS	T K Drakes	Town Hall/Public Toilets - light bulbs	£ 13.62	£ 2.72	£ 16.34	
648	BACS	C Houghton	Mayors allowance - part draw down	£ 300.00	£ -	£ 300.00	
649	Card	Screwfix	Rec Ground Toilet supplies	£ 94.53	£ 18.89	£ 113.42	
650	Card	Toolstation	Rec Ground Toilet supplies	£ 13.11	£ 2.63	£ 15.74	
<i>Sub Total</i>				£ 2,378.81	£ 146.12	£ 2,524.93	

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

**General**

- a) Email – ESCAPE enquiry re Orford Road
- b) Email – Rt. Hon Elizabeth Truss MP – news report February 2019
- c) Email – Sporle Road Play Area
- d) Email – Swaffham Cemetery – plot enquiry
- e) Email – National ALC – March bulletins
- f) Email – Norfolk ALC – March bulletins
- g) Email – SLCC – March bulletins
- h) Email – Parkinson Partnership – digital VAT update
- i) Email – Litter problem A47
- j) Email – Charity Dog Show Campingland, 18<sup>th</sup> August 2019
- k) Email – Land adjacent to Green Britain Centre
- l) Email – New Project – Church Walk
- m) Email – Street naming
- n) Email - Community Action Norfolk – membership renewal confirmation & sector news update
- o) Email – Planning Application: 3PL/2019/0195/F & 3PL/2019/0196/LB
- p) Email – Allotment attempted theft notification
- q) Email – Swaffham Neighbourhood Plan enquiry re open spaces

**Breckland Council**

- r) Email - Swaffham Neighbourhood Plan – final reports
- s) Email - Breckland news article – Leading Artist providing free workshops
- t) Email - High Street Community Clean Up event
- u) Email – Breckland news article – Breckland Dragons invest in local innovative businesses
- v) Email – Breckland news articles – Market Towns prepare for Easter #TrashTribe invasion

**Norfolk County Council**

**Police**

- w) Email – Swaffham & Nar Valley crime report – March 2019



**Public Participation**

Mr Sole mentioned the length of time it was taking to complete the works at Theatre Street.

Mr Dowden thanked the Councillors for the work done in the past year.

Cllr Houghton asked if there were any questions from the public on item 7.6 on the agenda. None were raised.

Mr Pilcher thanked the Town Clerk for a recent meeting with himself and Mr Sole. It was a very informative meeting on finance matters. He noted any incoming Council were sure to be looking at expenditure. The Town Clerk replied he was happy to take into consideration the comments offered from the meeting.

Mr Edwards raised concerns on the Buttercross works and asked if it was possible to have a copy of the spec's for the project.

**It was agreed for the Town Clerk to arrange for a copy of the specs for the project to be made available for Mr Edwards.**

Mr Sole queried the timing of the release of minutes after council meetings. The Town Clerk informed Mr Sole that the office is happy to receive any questions from the public after any of the meetings.

