

Swaffham Town Council

Minutes of a Full Council meeting held on Wednesday 12 April 2023 in the Town Hall

Councillors: Cllr Anscombe, Cllr Beech, Cllr Bell, Cllr Bensley, Cllr Cooper,
Cllr Darby, Cllr Edwards, Cllr Eves, Cllr Houghton,
Cllr Matthews, Cllr Pilcher, Cllr Scott, and Cllr Skinner

Town Clerk: Richard Bishop

Deputy Clerk: Helen Carrier

Office Administrator: Nicola Forrest

Members of public: 14

1. Apologies for absence

None received

2. Declarations of interest

None received

Public Open Forum

A member of the public stated the pyramid in the centre of town will be finished by Thursday afternoon and the official unveiling will be on Saturday 15 April at 1pm. They thanked all organisations including the Town Council staff who assisted with the project.

It was requested that Swaffham Town Council look into the missing cobbles outside the Church Walks as they have been replaced with tarmac and does not look nice.

It was requested that Swaffham Town Council look into the issue of no streetlights on Norwich Road as residents have to use torches to see in the evenings.

3. Reports

3.1 Breckland Council

No Councillor present.

3.1.1 War Memorial

The Executive Member at Breckland District Council (BDC) has signed off on the transfer of the area surrounding Swaffham War Memorial. BDC have confirmed that the call-in period has now expired, and details of the Town Council's solicitor has been passed to BDC to move matters forwards.

3.1.2 Air Quality Update

Contact has been made with BDC in respect of air quality reports.

3.2 Norfolk County Council

No Councillor present.

3.2.1 Re-metal footpath signs

Initials: _____

There are requests for replacement fingerposts on Swaffham Footpath 38B, Footpath 61 and Restricted Byway 55. If there are any other locations where signs are missing or damaged, they need to be reported on the online reporting system at Norfolk County Council.

3.2.2 Re-surfacing works in London Street

Various issues were raised and replied to, in respect of proposed carriageway resurfacing to take place in London Street programmed for 1 August 2023 for one week, the work will take a little longer than the scheduled week, as the Transport Committee requested night works between the hours of 7pm to 6am.

It was requested that the Town Clerk request a change to the date.

3.2.3 Missing Footway in North Pickenham Road

A response has been received from Highways Services, stating they share the desire to complete the missing link to improve pedestrian safety in North Pickenham Road. There is a possibility of partial funding of up to £10,000 aiming to deliver 100 new road safety schemes, coming to the Breckland area in 2024-2025.

3.3 Police

PC Paula Gilluley attended the meeting and gave a verbal report.

4. Reports

4.1 Mayor

The Mayor gave a brief update on events attended since the last meeting. Cllr Anscombe had received an invite from the Royal British Legion for all Councillors to attend the unveiling of the Silhouette on Wednesday 26 April at 3pm.

4.2 Urgent Business

Breckland Council - Notice of persons nominated

Judy Anscombe, Paul Darby, Jacob Morton, Leanne Smart, Bob Wade, and David Wickerson.

Norfolk County Council – Notice of persons nominated

Terry Land, William Nunn, and Josie Ratcliffe.

Swaffham Town Council – notice of uncontested election

Lindsay Beech, Stewart Bell, Wendy Bensley, David Braithwaite, Stephanie Cooper, Paul Darby, Graham Edwards, Caroline Ellerbeck, Graham Eves, Sarah Pickard, Leslie Scott, Jill Skinner, and John Zielinski.

4.3 Town Clerk

Church Wall Agreements

Final drafts were duly signed by the Mayor and the Town Clerk and sent to the four residents recently, a signed copy has been kept by each resident and two signed copies have been returned to the Town Council this week, one for their records and one to be sent now to the Land Registry to annex to the five land registry titles, including the Churchyard.

Redland Park Street Lights

Initials: _____

The Town Clerk and Works manager have been invited to a site meeting on 19 April to inspect the work carried out at the Town Council's request. If this work is satisfactory, this could be the final sign off before the responsibility of maintenance passes to the Town Council. There was a total of three lights to be re-located and two lights where shades had been requested to deflect the light downwards and away from the two properties concerned.

Town Hall CCTV booster for Town Centre

The Town Clerk and Deputy Clerk met on 23 March with Martin Chisholm and another colleague from Kings Lynn & West Norfolk Borough Council, to agree the location for a CCTV booster to serve the Town Centre, to improve the quality of the signal. The request had previously been received from Breckland Council and approved in principle subject to satisfying the Historic Buildings Officer. There were three options put forward and the best option was agreed as above the front door of the Town Hall, with power from within the Museum Education Room.

5 Minutes

The minutes of the Full Council meeting held on 15 February 2023 were agreed and signed by the Mayor as an accurate record.

6 Barn

6.1 Public Consultation

Results received from the Community Consultation held on 8 and 17 March 2023

6.2 Sacred Heart School and Local education authority

A meeting with Mayor, Deputy Mayor, Town Clerk and Deputy Clerk was at the request of the Headteacher at the Sacred Heart Primary School and the Local Education Authority was held at the Town Hall. They wished to share their ideas for future development of the school, which would involve partial demolition of existing building and new buildings, all subject to planning consent and funding being in place. They were reluctant to share any plans at this early stage of development, whilst the options are being explored. When decisions are taken and plans are firmed up, they would be happy to meet again to share these details. In terms of a timescale, it would be an 18-month build, and they would be looking to be ready for the September term of 2025, so a March 2024 commencement of the project if targets are to be met.

6.3 Swimming Pool Charity

A Business Plan has been received from the Swimming Pool Charity and circulated to Councillors, also further issues were clarified in correspondence between the Deputy Clerk and the Swimming Pool Charity. Are there any outstanding issues that the Council wish to raise?

The Swimming Pool charity have been successful in obtaining a grant of £5,000 towards the re-opening of the Swimming Pool, this would be match funded by using the Swimming Pool Charity Reserves. The funding would be used as a startup and cover costs such as training and online ticketing. There will also be heritage sessions to gather stories and memories about swimming.

The session was adjourned to ask questions to the swimming pool charity.

It was unanimously agreed to defer all decisions relating to the swimming pool to the new Council taking office from 17 May 2023.

Initials: _____

6.4 Fountain of Life Church

Rent at £5,000 per annum for a period of five years rising to £10,000 on a full repairing lease. They can agree to a 25-year lease agreement with reviews every five years that would include a 'get out' clause at six months' notice for either/or both parties.

It was agreed to accept the lease agreement. 12 Councillors in agreement and one abstained.

Offer of £500 to purchase the contents of the building

It was agreed to sell the contents of the building, under the agreement that the kiln was not to be removed. 11 Councillors agreed, one opposed, and one abstained.

They would like to agree to undertake cosmetic updates including cleaning, decorating, and furnishing as soon as reasonably practicable on the understanding that the Council would be responsible for the repair and necessary improvements to the building prior to the commencement of the lease. Agreement as to the extent of these arrangements to be concluded by a working party formed of council members and Fountain of Life personnel.

It was agreed Cllr Bell, Cllr Cooper, Cllr Edwards, Cllr Eves, and Cllr Skinner would form the barn working party.

6.5 Lease Agreement

The lease (£1,750-£2,250 + Vat) and the car park agreement (£2-£2,500 + Vat), to move forward with the Fountain of Life Church and the Cornerstone Building Trust with the lease and in respect of the car park agreement, to move forward with the Sacred Heart School and other relevant parties.

It was agreed to accept the quote for the lease and defer the car park agreement until Sacred Heart School plans become available. 12 Councillors agreed and one abstained.

7. Painting

A painting was received anonymously to the Town Hall, the painting is of Swaffham Town Centre painted by Mr Doug Walker, a resident of Sporle in 1976.

It was unanimously agreed to put the painting in the care of Swaffham Museum

8. Finance

8.1 Final payments for March 2023 and receive Receipts.

It was unanimously agreed to approve the payments and receipts for March 2023.

8.2 Payments for April 2023 and receive Receipt.

It was unanimously agreed to approve the payments and receipts for April 2023

8.3 Reconcile the Bank Accounts up to 31 March 2023.

It was unanimously agreed to approve the accounts.

9. Correspondence

9.1 Nominations by 28 April for Council of the Year and the Sarah Thorpe Employee of the Year

Councillors noted.

Initials: _____

9.2 TIC Report on Activity in 2022

TIC report received.

9.3 Weekly Correspondence

Weekly correspondence received.

10. Swaffham Church Hammers

Quote received for the refurbishment of Swaffham Church Hammers

It was agreed to defer the repair for consideration of modernisation of the Church mechanism. 12 Councillors agreed and one abstained.

11. Legionella testing

A quote was received for the testing of Legionella in the Town Hall.

Councillors questioned the need for testing, it was a recommendation from Work Nest our Health and Safety provider.

It was agreed to not accept the quote. 11 Councillors agreed and two opposed.

12. Dates of forthcoming meetings

Monday 24 April, 1pm – Finance Full Council

Monday 17 May, 6.30pm – Annual Town Assembly & Full Council

Monday 24 May, 1pm – Assets and Open Spaces Committee

All meetings will be held in Council Chambers, Town Hall

ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960: STAFFING following the exclusion of the public and press.

13. Barn

The Town Clerk provided report for the barn.

14. Assembly Rooms insurance

The Town Clerk provided a brief update on the insurance progress.

Meeting Closed at 8.10pm

Chairman _____

Appendix 1 – March 2023 final payments and receipts

Swaffham Town Council - Accounts for MARCH 2023 - FINAL RUN							
No	Payment	Name	Details	Price	VAT	Total	
Payments							
1083	BACS	Salaries	TOIL payment - HD	£ 434.65	£ -	£ 434.65	
1084	BACS	Tax	TOIL payment - HD	£ 129.20	£ -	£ 129.20	
1085	BACS	Pension	TOIL payment - HD	£ 39.79	£ -	£ 39.79	
1047	BACS	Ali Dover	Cultural Consortium - Mar 23	£ 500.00	£ -	£ 500.00	
1061	BACS	Allotment Deposit Refund	J Andrews - SL31b	£ 40.00		£ 40.00	
1075	BACS	Anglia Electriccal Security Ltd	Intruder Alarm - annual contract	£ 205.50	£ 41.10	£ 246.60	
882	BACS	Anglian Chemicals	Town Hall - toilet rolls	£ 19.17	£ 3.83	£ 23.00	
1062	BACS	B Armitage	Cultural Consortium - UE 001	£ 157.00		£ 157.00	
1051	BACS	Ben Burgess	Open Spaces general supplies	£ 264.28	£ 52.89	£ 363.18	
			Open Spaces general supplies	£ 38.34	£ 7.67		
1040	BACS	Fibo	Open Spaces - play area equip	£ 186.00	£ 27.20	£ 213.20	

Initials: _____

Swaffham Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
890 Market Regular Trader	10/03/2023		1 Unity Trust Current		Market - Rent	Drip Drop Bake Stop	E	46.43		46.43
891 Market Regular Trader	10/03/2023		1 Unity Trust Current		Market - Rent	Watchman & Wife	E	88.23		88.23
892 Market Regular Trader	10/03/2023		1 Unity Trust Current		Market - Rent	Old Bygones	E	88.22		88.22
893 Market Regular Trader	14/03/2023		1 Unity Trust Current		Market - Rent	Porters Nurseries	E	88.23		88.23
894 Market Regular Trader	14/03/2023		1 Unity Trust Current		Market - Rent	Supersox	E	70.58		70.58
895 Market Regular Trader	15/03/2023	CSA 6/3/2023	1 Unity Trust Current	Cash	Market - Rent	Graders Delights	E	88.22		88.22
896 Market Regular Trader	15/03/2023	CSA 6/3/2023	1 Unity Trust Current	Cash	Market - Rent	Hurrell	E	83.58		83.58
897 Market Regular Trader	15/03/2023	CSA 6/3/2023	1 Unity Trust Current	Cash	Market - Rent	All Jam	E	70.58		70.58
898 Market Regular Trader	15/03/2023	CSA 6/3/2023	1 Unity Trust Current	Cash	Market - Rent	Drip Drop Bake Stop	E	10.00		10.00
899 Market Casual Trader	15/03/2023	CSA 6/3/2023	1 Unity Trust Current	Cash	Market - casual rent	Norfolk Hampers Ltd	E	20.00		20.00
900 Market Regular Trader	15/03/2023	CSA 6/3/2023	1 Unity Trust Current	Cash	Market - Rent	QMB Antiques	E	55.72		55.72
902 Market Regular Trader	16/03/2023		1 Unity Trust Current		Market - Rent	Sea Green Soap	E	46.43		46.43
903 Market Regular Trader	20/03/2023	inv 589	1 Unity Trust Current	BACS	Market - Rent	Melt Down Danes/Printed Te	E	92.87		92.87
904 Telephone	20/03/2023	INV 530	1 Unity Trust Current	BACS	Museum - Telephone Costs	Swaffham Heritage	S	47.17	9.43	56.60
905 Market Regular Trader	20/03/2023		1 Unity Trust Current		Market - Rent	Active Solutions	E	57.36		57.36
906 Market Regular Trader	20/03/2023	Inv 583	1 Unity Trust Current	BACS	Market - Rent	Routs of Wisbech	E	92.87		92.87
907 Market & Auction Licence	20/03/2023		1 Unity Trust Current		Market Charter Licence	Swaffham Poultry Auction	E	10.00		10.00
907 Market & Auction Licence	20/03/2023		1 Unity Trust Current		Market Charter Licence	Swaffham Poultry Auction	E	-10.00		-10.00
909 General Maintenance	21/03/2023	Inv 595	1 Unity Trust Current	BACS	Metal Recycling	Mellor Metals	S	340.80	68.16	408.96
910 Allotment Rent	21/03/2023	Inv 598	1 Unity Trust Current	Card	Rent	Alyson Sansbury	E	15.53		15.53
910 Allotment Deposits	21/03/2023	Inv 598	1 Unity Trust Current	Card	Rent	Alyson Sansbury	E	40.00		40.00
911 Market Regular Trader	24/03/2023	Inv 584	1 Unity Trust Current	BACS	Market - Rent	C&R Auctions	E	191.76		191.76
912 Cemetery & Chapel Fees	24/03/2023	Inv 601	1 Unity Trust Current	BACS	Cemetery - Burial	Thornally FD KL	E	501.25		501.25
913 Cemetery & Chapel Fees	24/03/2023	Inv 600	1 Unity Trust Current	BACS	Cemetery - Memorial	H Brett & Sons	E	63.00		63.00
914 Queen's Platinum Jubilee	27/03/2023	Inv 477	1 Unity Trust Current	BACS	Refund	White Hart PH	S	190.02	38.00	228.02
914 Queen's Platinum Jubilee	27/03/2023	Inv 477	1 Unity Trust Current	BACS	Refund	White Hart PH	S	190.32	38.06	228.38
915 Cemetery & Chapel Fees	27/03/2023	Inv 599	1 Unity Trust Current	Card	Cemetery - Memorial	Great Yarmouth Marble & Gr	E	209.00		209.00
916 Market Regular Trader	27/03/2023	CSA 20/3	1 Unity Trust Current	B/P	Market - Rent	Carols Collectables	E	55.72		55.72
917 Market Regular Trader	27/03/2023	CSA 20/3/2023	1 Unity Trust Current	Cash	Market - Rent	Active Solutions	E	3.00		3.00
918 Market Casual Trader	27/03/2023	CSA 20/3/2023	1 Unity Trust Current	Cash	Market - casual rent	Good 2 Go	E	21.00		21.00
919 Market Gazebo Hire	27/03/2023	CSA 20/3/2023	1 Unity Trust Current	Cash	Gazebo Hire	Swaffham Mens Shed	S	6.67	1.33	8.00
920 Market Regular Trader	27/03/2023	CSA 20/3/2023	1 Unity Trust Current	Cash	Market - Rent	Drip Drop Bake Stop	E	10.00		10.00

Initials _____

Swaffham Town Council**RECEIPTS LIST**

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
921	Market Regular Trader	27/03/2023	CSA 20/3/2023	1 Unity Trust Current	Cash	Market - Rent	Drip Drop Bake Stop	E	10.00		10.00
922	Market Gazebo Hire	27/03/2023	CSA 20/3/2023	1 Unity Trust Current	Cash	Market - Gazebo assist	All Jam	E	-10.00		-10.00
923	Mayors Reception	27/03/2023	inv605	1 Unity Trust Current	Card	Civic costs	Stewart Bell	E	1,010.73		1,010.73
924	Allotment Deposits	27/03/2023		1 Unity Trust Current		Allotment Deposit Refund	VARIOUS	E	-570.00		-570.00
927	Cultural Consortium	28/03/2023		1 Unity Trust Current	BACS	Cultural Consortium	Historic England	E	33,750.00		33,750.00
928	Office Rent - former TIC buil	31/03/2023		1 Unity Trust Current		Sues News - Rent	Sues News	S	474.17	94.83	569.00
928	Electricity	31/03/2023		1 Unity Trust Current		Sues News - Rent	Sues News	L	35.56	1.78	37.34
929	Coronation 2023	31/03/2023		1 Unity Trust Current		Grant Funding	Breckland DC	E	500.00		500.00
930	Legal Fees/Professional Advi	31/03/2023		1 Unity Trust Current		Legal Fees	Breckland DC	E	2,010.00		2,010.00
931	Grounds Maintenance	31/03/2023		1 Unity Trust Current		Grass Cutting - Rec Ground/Sw	Breckland DC	E	3,300.00		3,300.00
932	Cemetery & Chapel Fees	31/03/2023	Inv 602	1 Unity Trust Current	BACS	Cemetery - Burial	A J Coggles FD	E	384.50		384.50
933	Coronation 2023	31/03/2023		1 Unity Trust Current	BACS	Grant Funding	Breckland DC	E	200.00		200.00
934	Bank Interest	31/03/2023		Unity Trust Deposit	DD	Account Interest	Unity Trust Bank	E	1,890.16		1,890.16
Total									45,869.68	251.59	46,121.27

Initials _____

Swaffham Town Council

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1	Licence Traders	05/04/2023	Inv 627	1 Unity Trust Current	BACS	Market - Rent	Iceni Partnership	E	327.67		327.67
2	Peppercorn Rents	05/04/2023	Inv 642	1 Unity Trust Current	BACS	Asset - rent	Iceni Partnership	E	3.00		3.00
2	Peppercorn Rents	05/04/2023	Inv 642	1 Unity Trust Current	BACS	Asset - rent	Iceni Partnership	E	3.00		3.00
3	Licence Traders	05/04/2023	Inv 612	1 Unity Trust Current	BACS	Market - Rent	Routs of Wisbech	E	92.72		92.72
Total									426.39		426.39

Initials _____

Appendix 3 – Bank reconciliation

	Bank Reconciliation at 31/03/2023		
	Cash in Hand 01/04/2022		556,361.02
	ADD Receipts 01/04/2022 - 31/03/2023		652,973.05
	SUBTRACT Payments 01/04/2022 - 31/03/2023		1,209,334.07
			815,328.42
A	Cash in Hand 31/03/2023 (per Cash Book)		394,005.65
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2023	241.18
	Lloyd Credit Card	31/03/2023	0.00
	Unity Trust Deposit	31/03/2023	363,973.29
	1 Unity Trust Current	31/03/2023	31,792.23
			396,006.70
	Less unrepresented payments		2,001.05
			394,005.65
	Plus unrepresented receipts		
B	Adjusted Bank Balance		394,005.65
	A = B Checks out OK		