



SWAFFHAM TOWN COUNCIL

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Office open Monday, Tuesday & Thursday 8.45am – 2pm, Friday 8.45am – 1pm (Closed Wednesday)

SWAFFHAM TOWN COUNCIL - NOTICE

Councillors are hereby summoned to the Annual meeting and full Council meeting of the Town Council to be held on **Wednesday 12th May 2010 at 6.45 p.m. at the Town Hall, Swaffham**

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

Richard Bishop

Town Clerk

[Summons issued on 6th May 2010]

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 of the items on the agenda. The Local Authorities (Model Code of Conduct) Order 2007 adopted by the Town Council on 16th May 2007 requires that declarations include the nature of the interest, and whether it is a personal or prejudicial interest.

SWAFFHAM TOWN COUNCIL – AGENDA

**For the annual meeting of the Full Council
on Wednesday 12th May 2010 at 6.45pm in the Town Hall, Swaffham**

To receive, consider and agree ANNUAL APPOINTMENT & POLICIES FOR 2010/11

1. To receive, consider and confirm nominations for Mayor for 2010/11.
(Cllr I. Sherwood elected Deputy Mayor 13th May 2009)
2. To receive an address from the newly elected Mayor.
3. To receive, consider and confirm nominations for Deputy Mayor for 2010/11.
(Cllr T. Jennison elected Deputy Mayor 10th March 2010)
4. To receive apologies and reasons for absence.
5. To receive declarations of interest.
6. To receive a report on Civic Events attended and final address for the past year from the retiring Mayor Cllr David Harman.
7. To receive and consider brief report from the Town Clerk regarding Committee Structure Review followed by nominations for Committees at present or as amended
 - (a) Finance & General Purposes
 - (b) Open Spaces & Amenities
 - (c) Recreation Ground
 - (d) Town Partnership Committee
 - (e) Market
 - (f) Planning
 - (g) Personnel (Mayor, Deputy Mayor, Past Mayor + one substitute)
8. To receive and consider nominations for representatives on outside bodies (see list on item 13 of full Council Agenda)
9. To appoint Internal Auditor for the forthcoming year 2010/11.
10. To receive and consider draft report on Policy review programme including Finance Regulations and new model Standing Orders.
11. To formally receive the published annual Report for 2009/10 in the May edition of the Swaffham Newsletter.
12. To consider raising awareness of the Local Council Elections to be held in May 2011 by the use of Roadshows (similar to those arranged in 2006/07).

There will follow a PUBLIC OPEN FORUM at the conclusion of the Annual Meeting (Maximum of 15 minutes) to allow members of the public to address the Town Council

SWAFFHAM TOWN COUNCIL – AGENDA

For a meeting of the Full Council on Wednesday 12th May 2010 at the immediate conclusion of the annual meeting and public open forum in the Town Hall, Swaffham

1. To receive APOLOGIES & REASONS FOR ABSENCE.

2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.

3. To receive and consider REPORTS: police, principal authority etc

N.B. Councillors have an opportunity to ask questions after each of the following reports 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:-

3.1 **To receive a **POLICE report** from a local PC or PCSO on police matters for the past month and to record receipt of Police related correspondence including crime stats.

(a) To receive and consider request from PCSO Dave Ready to have a monthly stall on the market.

(b) To receive and consider report of vandalism at Couhe Close and Northwell Pool Road.

3.2 To receive a **COUNTY COUNCILLOR report** from Cllr Ann Steward.

3.3 To receive a **BRECKLAND COUNCILLOR report** from Cllrs Shirley Matthews, Frank Sharpe and Ian Sherwood.

4. To receive MAYORS' REPORT

4.1 To receive a report on Civic Events attended by the Mayor.

4.2 To receive and consider urgent reports at the Mayor's discretion - prior notice must be given.

5. To receive and/or agree the MINUTES:

5.1** Wednesday 14th April 2010 – Full Council.

5.2 Wednesday 24th March 2010 – extraordinary full Council.

6. To receive a report from the TOWN HALL by the Town Clerk:-

6.1 To receive a report from the Town Clerk regarding on-going business.

6.2 The Town Clerk to receive Councillors questions relating to on-going business.

7. PLANNING/DEVELOPMENT CONTROL:

7.1 To receive notification of Decisions/Information from Breckland Council:-

3PL/2010/0074/F Planning permission granted for new galvanised steel framed car port with one side clad to provide undercover storage of new ambulance. St. John's Ambulance, St. John Hall, St. John Court, London Road.	3PL/2010/0120/F Planning permission granted for the standing of vehicles for hire (inc. wash & maintenance), standing of portacabin & 18 containers. SAS Vehicle Hire, 53 Station Street.
3PL/2010/0085/A Consent to display advertisements granted for the erection of two signs for car wash (retrospective). SAS Vehicle Hire, 53 Station Street.	

7.2 To receive and consider the following planning applications:-

a) 3PL/2010/0332/F Demo. Of old timber garage & construction of new block & rendered pitched roof garage. Hillview, 15 Norwich Road, Mr. G. Maskell.	b) 3TL/2010/0014/TL Extension of time limit on pp 3PL/207/0594/O Erection of single story dwelling. Site adjacent to 1 Spinners Lane. Mr. M. Grief.
c) 3PL/2010/0286/F Conversion of existing garage into annexe & erection of new double garage. Stoneycroft House, Sporle Road. Mr. & Mrs. D. Stone.	d) 3PL/2010/0379/F Replacement conservatory to the north western elevation. Mr. Deayton.
e) 3PL/2010/0409/F Extension of rear of garage with a pitched roof. 43 Cley Road. Mr. F. Nicholls.	

7.3 To receive & comment on any late applications received at the Mayor's discretion.

7.4. **To receive notification of final published Breckland Core Strategy and Development Control Policies Plan Document.

8. FINANCE:

8.1** To receive and consider Accounts for Payments for May 2010.

8.2** To receive and consider request for additional litter bin on the entrance of south side of the Sports Centre/Greenhoe School in Brandon Road.

8.3** To receive e-mailed correspondence relating to the proposed transfer of play areas and receive an updated report from the Town Clerk.

9. To receive GENERAL CORRESPONDENCE:

9.1** To receive the following correspondence for information only:-

- (a) **To receive e-mailed correspondence with Mr. G. Love regarding dog bin at Filby Road/Upton Drive.
- (b) **To receive an invitation from Holmwood House Care Centre to their summer Fete on Saturday 21st August 12noon – 4pm.
- (c) To record receipt of Norfolk ALC newsletter for April 2010 'Norfolk Link'.
- (d) To receive any late correspondence for information only.

9.2 **To receive and consider attendance of Norfolk ALC event 'Allotments – A growing Pastime at Sprowston 10am – 12.30pm Monday 28th June 2010.

9.3 **To receive and consider attendance of Norfolk ALC event 'Open for Business' how parish councils can encourage and support rural enterprise 9.30am – 12 noon at Cromer on 24th June 2010.

9.4 **To receive and consider attendance of Norfolk Training Partnership events 'Initial Training for Clerks and Councillors' 15th & 22nd June at South Wootton, 10th and 17th June at Mattishall, 16th and 23rd June at County Hall, Norwich and 1st July at Southrepps.

9.5 **To receive and consider details of 'Norfolk Clerk of the Year 2010'.

9.6 **To receive and consider Norfolk ALC AGM 2010 – Resolutions for debate by 20th July 2010.

10. To receive COMMITTEE reports: (by Chair/Lead Member or Officer)

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
10.1 FINANCE & GENERAL PURPOSES Committee	10 th May 10	28 th July 10	
10.2 OPEN SPACES & AMENITIES Committee	7 th April 10	21 st July 10	a) To receive details of a request to clear Days Field old allotment site of scrap metal.
10.3 PLANNING Committee	13 th Aug 09	13 th Aug 10	
10.4 RECREATION GROUND Committee	7 th Apr 10	21 st July 10	a) To consider dog fouling on the Recreation Ground and the possibility of a by-law.
10.5 TOWN PARTNERSHIP Committee	13 th Apr 10	15 th June 10	**To receive e-mailed correspondence with the Transport Group following an issue debated at the Town assembly.
10.6 PERSONNEL	12 th Apr 10		
10.7 MARKET	29 th Mar 10	24 th May 10	a) To report on the Market Working Group.
10.8 Youth Council	26 th Apr 10	7 th June 10	
10.9 Twinning Liaison Committee	8 th Mar 10	5 th July 10	

11. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

11.1 To receive Community Group, Club, Charity, Society or Agency reports.

11.1.1 Icen Partnership (Cllrs Darby, Matthews & Lister)

11.1.2 Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews)

11.1.3 Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)

11.1.4 Swaffham Infant School (Cllr Skinner)

11.1.5 Swaffham Town Estate (Cllrs Butters and Darby)

11.1.6 Swaffham & District Tourism Association (Cllr Wickerson)

11.1.7 Olive Tree Project (Cllr Skinner)

11.1.8 Swimming Pool Association (Cllr Wade) Cllr Gunner as substitute

11.1.9 Garden Science Trust (Cllr Wade)

11.1.10 Health Forum (Cllr Wade)

11.1.11 Breckland CCTV Group (Town Clerk)

11.1.12 **Swaffham Community Transport (Cllr Gunner)

11.1.13 Learning Partnership (no representative)

11.1.14 Norfolk Association of Local Councils (Cllr Matthews)

12. BRECKLAND COUNCIL.

12.1 To receive the following Breckland Council correspondence for information only:-

(a) **To receive press releases relating to 'Join the Big Lunch 2010', 'Need funding for your Community project?' and 'Free IS IT LEGAL? Training for community groups'.

(b) **To receive information relating to 'Breckland Business Watch'

(c) To receive any late Breckland correspondence for information only.

12.2 **To receive and consider copy of e-mailed correspondence between Mr. R. McKee and Sue Hammond Environmental Health Officer at Breckland relating to designated areas in Breckland for flying model aircraft.

13. NORFOLK COUNTY COUNCIL.

13.1 **To receive the following County Council correspondence for information only:-

(a) **To receive Traffic Regulation Order relating to a new gas connection at the Shouldham Lane from the junction with Whitsands Road northwards 58m to the junction with Lynn Road. The restriction could run from 18th May 2010 for a period of up to 18 months.

(b) **To receive details of a temporary traffic order affecting the Whitsands Road from its junction with Queen Street eastwards for 35m for a new water connection (expected to be about two days from 18th to 19th May 2010).

(c) **To receive details of a temporary traffic order affecting Shouldham Lane from its junction with Whitsands Road northwards for 58m to junction with Lynn Road re-new gas connection (expected to be about two days 18th to 19th May 2010).

(d) **To receive a copy of e-mailed correspondence with Mr. Barry Rowe regarding Highway issues.

(e) To receive any late County Council correspondence for information only.

14. To notify of the DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-

14.1. Relief in Need Charity – Monday 17th May 2010 at 7pm in the Council Chamber

14.2. Toilet Working Group Tuesday 20th May 2010 at 5pm in the Town Clerks Office.

14.3. Annual Market Traders meeting Monday 28th May 2010 at 7pm in the Council Chamber.

14.4. Youth Council Monday 7th June 2010 at 6.30pm in the Council Chamber.

14.5. Full Council – Wednesday 9th June 2010 at 6.45pm in the Council Chamber.

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

15.1 ** To receive updated report from Mazars.

15.2 ** To receive and consider confidential correspondence relating to the LDF.

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

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