

SWAFFHAM TOWN COUNCIL

Minutes of the Full Town Council Meeting held on Wednesday 10th May 2006 at 6.45pm in the Council Chamber, Town Hall, Swaffham

Present: Mayor: Cllr. J Stockdale

Councillors: Mrs C Baker, Mr D Butters, Mrs P Buxton, Mr D Cannon,
Mrs A Greaves, Mrs S Lister, Mrs S Matthews, Mr I Sherwood,
Mr L Wise, Mrs F Mann (6.58pm)

Town Clerk: Mr R Bishop

Assistant Town Clerk: Mrs R Noble

Public: 20

981. APOLOGIES & REASONS FOR ABSENCE.

981.1. Cllr. Mann – late due to work commitments.

981.2. Cllr. I Sherwood – Leaving early due to Breckland Council Meeting.

981.3. P.C. Partridge – Other commitments.

THE MEETING WAS ADJOURNED AT 6.47P.M.

THE MEETING WAS RECONVENED AT 6.55P.M.

982. DECLARATIONS OF INTEREST – for items included on the Agenda.

982.1. Cllrs. I Sherwood, S Matthews, C Baker & S Lister declared a personal interest on item 989.2 Planning Application No 0540 as they are members of the Conservative Club.

982.2. Cllr. J Stockdale declared a personal interest on item 718.2 as the planning application is his sisters

982.3. Cllr. D Butters declared a personal interest on item 718.2 as the planning application is a neighbours.

982.4. Cllrs. C Baker & D Butters declared a personal interest on item 720.3 as they are members of the museum.

983. ANNUAL APPOINTMENTS AND POLICIES

983.1. Cllr. I Sherwood proposed and Cllr. S Lister seconded that Cllr. S Matthews is appointed as the Mayor for the forthcoming year.

It was unanimously agreed that Cllr. S Matthews is appointed as the Mayor for the forthcoming year.

The Mayor thanked the Council for appointing her and accepted with pleasure and stated that Cllr. P Darby who resigned will truly be missed. She went on to say that the past Chairman Cllr. Jerome Stockdale was very tentative in the beginning but could see he enjoyed the challenge.

983.2. Cllr. P Buxton proposed and Cllr. L Wise seconded that Cllr. A Greaves is appointed as the Deputy Mayor for the forthcoming year.

It was unanimously agreed that Cllr. A Greaves is appointed as the Deputy Mayor for the forthcoming year.

Cllr. A Greaves stated she was very pleased to be appointed as the Deputy Mayor for the forthcoming year.

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983.3 The following Councillors were appointed for the Committee Structure:

Finance & General Services:	The Mayor, The Deputy Mayor, Cllr. I Sherwood, Cllr. P Buxton, Cllr. D Butters, Cllr. C Baker.
Planning & Development Control:	The Mayor, The Deputy Mayor, Cllr. C Baker, Cllr. P Buxton, Cllr. D Butters, Cllr. J Stockdale.
Personnel:	The Mayor, The Deputy Mayor, Cllr. J Stockdale, Cllr. P Buxton (Reserve Member Only).
Open Spaces & Civic Amenities:	The Mayor, Deputy Mayor, Cllr. C Baker, Cllr. S Lister, Cllr. J Stockdale.
Recreation Ground Project Sub-Committee:	Cllr. C Baker, Cllr. A Greaves, Cllr. S Lister, Cllr. J Stockdale.
Market Working Sub-Committee:	Cllr. S Lister, Cllr. J Stockdale, Cllr. I Sherwood.
Assembly Rooms & Community Centre Management Group:	Cllr. S Lister, Cllr. J Stockdale, Cllr. L Wise.
Swaffham Museum Ltd:	<i>There was one vacancy to fill</i>
Swaffham Relief in Need Charity:	The Mayor, The Deputy Mayor, Cllr. D Cannon, Cllr. D Butters, Cllr. P Buxton.

983.4. The following councillors were appointed to participate in a Steering Group with the Icen Partnership: Cllr. S Lister, Cllr. A Greaves, Cllr. J Stockdale as suggested by Cllr. Sherwood.

Cllr. I Sherwood left the meeting.

983.5 The following Councillors were appointed to outside bodies for 2006/07:

Twinning Liaison Group:	The Mayor, Cllr. P Buxton, Cllr. J Stockdale
Icen Partnership:	Cllr. D Cannon. Cllrs. Stockdale, Lister & Greaves are representatives for the Town Council.
Icen Objective 2 & Town Centre Group:	Town Clerk
NCAPTC:	Cllr. S Matthews.
CCTV Group:	<i>Vacancy</i>
Garden Science Trust:	<i>Vacancy</i>
Swaffham St Raphael Club:	<i>Vacancy</i>
Swaffham First School:	Cllr. S Lister
Swaffham Town Estate:	Cllr. D Butters, Cllr. S Matthews.
Swaffham & District Tourism Association:	Cllr. P Buxton
Crime Prevention Panel:	Cllr. L Wise,
Olive Tree Project:	Cllr. A Greaves
Transport Project:	Cllr. P Buxton
Learning Partnership:	Cllr. P Buxton
Health Forum:	Cllr. P Buxton
Hamonds Trust:	Cllr. P Buxton
Swimming Pool Association:	Cllr. D Cannon
Access Group:	Cllr. P Buxton

984. MAYORS REPORT

984.1. The Mayor reported on an event he attended for Premier Travel in the Assembly Rooms and thoroughly enjoyed it.

984.2. The Mayor thanked everyone for attending the Mayors Reception

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984.3. The Mayor informed the Council he was attending a re-fuelling exercise at RAF Mildenhall next Wednesday.

984.4. The Mayor thanked all Councillors and staff for the help they had given him during his year as Mayor and reported he had thoroughly enjoyed it.

985.5. Following a short discussion regarding the presentation of the Fair trade Towns Campaign at the April meeting by representatives of the Sacred Heart School, Cllr. J Stockdale proposed and Cllr. A Greaves seconded that this should be followed up with more information from the Convent and placed on the next agenda to consider adopting a policy.

It was agreed with one abstention that the Fair Trade Town Campaign is followed up with more information from the Convent and placed on the next agenda to consider adopting a policy.

986. MINUTES - Wednesday 8th March 2006

986.1 The Minutes were agreed and signed as a true record by the Chairman.

987. POLICE REPORT – P.C. Partridge was not in attendance.

987.1. It was reported that cars are travelling too fast along White Cross Road, there is also a problem with lorries, it was stated there is a weight restriction on that road. The Clerk was instructed to inform P.C. Andy Partridge of the cars travelling too fast and to check with him on the weight restriction.

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988. TOWN CLERKREPORT

988.1. The Clerk reported he had attended the 2nd Larger Councils Conference 27th/28th April Canary Wharf. He went on to say it was one of the best conferences he has attended, with a programme very relevant to what we are doing here in Swaffham. The subjects covered were: Corporate Governance, Accountancy and Audit, Continuing Professional Development, Parishes and Neighbourhoods Agenda, the future of Community Governance, Personal Skills Review, Key Management Techniques, Using Technology to Improve Service Delivery and concluding with an Open Forum. There were speakers from DEFRA, NALC, SLCC, AUDIT COMMISSION, UNIVERSITY OF GLOUCESTERSHIRE, District Councils of Alnwick and Castle Morpeth, plus experienced colleagues from Ferryhill, Horden, Chippenham, Weston Super Mare, Dunstable, Seaham and Hatfield. The Clerk stated he would prepare a summary report for the Council information.

988.2. The Clerk reported on a Training Evening last Wednesday which was attended by eight out the eleven councillors available at the present time, with all four of the administrative staff. Issues such as keeping our Quality Council status, Section 137 Grants, briefly touching on the Planning System, Local Strategic Partnerships and Local Area Partnerships and with the forthcoming Roadshows in mind "So you want to become a Councillor?". The aim was to give ideas of how to interest the potential councillor of the future. There was also an informal discussion on the position of Mayor and Deputy Mayor. The training event was well received and the Clerk stated he was grateful for all who participated, particularly those councillors who provided the refreshments.

988.3. The Clerk reported on a meeting with Revd John Smith on 25th April 2006. Discussions relating to the gilding of the Town Clock and the different options of the Clock mechanisms which will come before the Council at a future meeting, some may clearly need a faculty from the Diocese. The new cutting regime for the Churchyard by Country Grounds Maintenance Ltd, which the Rev. Smith was very pleased with. The Reverend was also very pleased with the tree pollarding carried out by our contractor David Machin. Various improvements to certain areas of the churchyard, some already made, others that were possible in the future were also discussed. Car parking and replacement of posts was an issue, this could be on an agenda for the open spaces committee to look at in more detail.

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988.4. The kissing gate was discussed and The Reverend Smith has no real objection to making a change to allow access for wheelchair users, although he pointed out that there is wheelchair access at the front of the church. It was agreed to look at the possibility of proving a lockable barrier to replace the permanent barrier (which prevents mainly motorbikes/mopeds etc from racing through the churchyard). If the barrier was changed to a barrier that was opened by a similar radar key that opens up disabled toilets, this might be a good compromise. In general it was a good meeting which we agreed to repeat as necessary perhaps two to three times each year.

988.5. The Clerk reported on the Swimming Pool Land Purchase. He Stated that Breckland Council have until 17th June to determine the planning application. There will be very little to report until this is completed. The Clerk stated he has received conflicting reports regarding what was requested from SPA at the last meeting. He requested the Council clarify precisely what it is they would like to happen. Individually the Clerk has been asked to request a presentation for an update from SPA, although the Clerk gives an update each month on the planning issues and will conclude the financial aspect of the land purchase as soon as it is possible to move forwards. Cllr Dave Cannon is the representative of the Council on SPA who has been busy just lately, but Cllr Pam Buxton is also on SPA and able to give reports.

Following a discussion which took place regarding the Swimming Pool Land Purchase, it was agreed that although nothing can move forward without planning permission the Clerk was instructed to write to Mr and Mrs Dennis for confirmation on the funding.

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988.6. The Clerk stated the resignation of Cllr Ben Emmerson received shortly before the Annual Town Assembly needed to be recorded. He informed the Council in line with statutory procedures this vacancy has been advertised and Breckland Council informed. Similarly the vacancy following Cllr Paul Darby's resignation has been advertised. The Clerk stated he has been informed by Breckland Council that 10 electors have requested that a by-election be called and this has been arranged in conjunction with the Breckland Council vacancy to be held on Thursday 22nd June 2006. Notices will be displayed from next week by the 17th May requesting nominations for the two Town Councillor vacancies. Potential Councillors have until 25th May to get their nomination papers into the Registration Officer at Breckland Council.

988.7. The Clerk reported on a personal note, he wanted to take this opportunity of thanking both Cllr Ben Emmerson and Cllr Paul Darby for all their help, advice and support given to him in the time I have been your Town Clerk. Cllr. Ben Emmerson was Mayor when the Clerk arrived and also served a further year as Mayor a couple of years later. Both he and Cllr. Paul Darby have a wealth of experience between them, they both have the town at heart and the Clerk said he was sure they will both be greatly missed by the Town Council.

988.8. The Clerk reported the Recreation Ground Application is still being dealt with on a regular basis. Michelle has had to answer a number of queries from the Heritage Lottery Fund. In addition we are both concerned at not putting all our eggs into one basket, so we are looking at alternative funding from various sources including Sport England who have been encouraging from day one.

989. PLANNING/DEVELOPMENT CONTROL

989.1. Notification of Decisions/Information from Breckland Council:-

3AG/2006/0353/F Planning permission granted for the erection of 1800mm high fence to match existing. Repton House, Oaks Drive. Mr. James D. Dean	3PL/2006/0286/F Planning permission granted for the erection of two 2 storey dwellings. Land to rear of Garden Lodge, Campingland. Development Insight Ltd.
3PL/2006/0121/D Approval of Reserved Matters. For the erection of 3 Bed detached house with off road parking for two cars. Plot adj. 27 St. Gulthac Close. Mr. K.L. Lewin.	

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989.2. Consider the following planning applications:-

3PL/2006/0251/O Proposed building plot for single dwelling. 8 Oaks Drive. Mr & Mrs. R. Young No Objection	3PL/2006/0583/F Extension to existing residential cottage. 8 Northwell Pool Road. Mr. & Mrs. S. Gore. No Objection
3PL/2006/0540/F Erection of 6 no. 2 storey houses & 18 no. flats in a 2 and a half storey building. At rear of Conservative Club, 23 London Street. Equity Holdings Objection on grounds of access	3PL/2006/0593/F Extension for first floor bedroom and bathroom. Spinners Lane. Mr & Mrs Furnass No Objection

989.3. Information only

Breckland Council – letter of explanation regarding Erection of two dwellings land rear of Garden Lodge Campingland.	
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990. FINANCE

990.1. Cllr. P Buxton proposed and Cllr. L Wise seconded and the Accounts for Payments for May 2006 were agreed

990.2. The Clerk requested the Council consider the estimate for the re-gilding of the Town Clock, the quotation is £3,350 plus Vat. The Council need to make a decision at this meeting, to be able to take advantage of the scaffolding erected around the church in June and July. This expense can initially come from reserves, but if the Council were to start from scratch then the scaffolding alone could cost more than the gilding. The Clerk suggested the Council would want to apply to the Town Estate for a grant towards this. Following a short discussion Cllr. J Stockdale proposed and Cllr. S Lister seconded that providing any further maintenance work carried out to the Church Clock would not damage the gilding work the Council accept the quotation.

It was agreed with 6 votes for, 1 against and 2 abstentions that providing any further maintenance work carried out to the Church Clock would not damage the gilding work the Council accept the quotation.

990.3. A request from Swaffham Pre-School Playgroup to rent land close to Swaffham Community Centre i.e. Campinglands was circulated to all Councillors. The request is to rent land adjacent to the Community Centre on Campinglands to place a new Playgroup, as the new building project at Hamonds will mean that they have to move from their current premises in January 2007. Following a short discussion it was agreed to write to the Pre School Playgroup informing them that the Campingland was not an option, but to arrange a meeting to discuss other options which may be available to them.

It was agreed for the Clerk to write to the Pre School Playgroup informing them that the Campingland was not an option, but to arrange a meeting to discuss other options which may be available to them.

990.4. Correspondence to consider details of Norfolk Planning Conference on 15th June 2006 was circulated to all Councillors. The Clerk requested any Councillors wishing to attend to forward their names to him.

990.5. The Clerk requested Councillors consider making an approach to the Town Estate for financial assistance towards various projects, including the re-gilding of the Town Clock, the upgrading of the Clock Mechanism and finally the replacement of the flagpoles at the front of the Town Hall. The latter costing in the region of £1,200.00, which could be done by making use of the scaffolding in place with the renovation works at the present time. It was agreed to apply to the Town Estate for all three projects.

The Clerk was instructed to apply to the Town Estate for financial assistance towards the re-gilding of the Church Clock, the upgrading of the clock mechanism and the replacement of the flagpoles.

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991. JUBILEE HERITAGE PLAN.

991.1. Minutes of the Icen Partnership were circulated to all Councillors for information only.

991.2. The Clerk stated the Museum project is moving ahead. He reported there is a brief report on access issues below the line.

991.3. The Clerk gave a progress report on Swaffham Museum Ltd. There have been various discussions with the Historic Buildings Officer at Breckland Council in recent months. One of the objectives of this project is to restore the Town Hall, in addition to improving the Museum. Great care has to be taken to improve the aesthetics of the building itself. There are some good historic features that Andrew Gayton wishes to retain and Evergreen Builders are working with the Architect Gerry Burns in order to achieve this. Some of the recent changes have been favourable in budgetary terms and beneficial to the project overall. The estimated contractor completion date is in September, with the partial completion in late July when the volunteers start to piece together the Museum displays again. It is not possible until further into the refurbishment project to estimate the re-opening of the Museum. However, work is well underway, most of the demolition work is now complete and some areas are now being re-built.

992. GENERAL CORRESPONDENCE:

992.1. Correspondence with Mr. Ivan Bubbear relating to SPA & the Have Your Say consultation document was circulated to all councillors for information only.

992.2. A letter received from Mr. D. Ward as an objection to the Licence application for the Recreation Ground – The Clerk informed Councillors this licence application is simply to allow the Recreation Park to be used for events such as the Funday, the Carnival or the Circus.

992.3. Information was circulated to all Councillors to consider a resolution for adoption regarding the sustainable communities bill. Following a short discussion it was agreed to support the resolution by omitting section (ii) and section (iv). Therefore just adopting Section (i) and Section (iii) only.

It was agreed with 2 abstentions to support the resolution by omitting section (ii) and section (iv). Therefore just adopting Section (i) and Section (iii) only.

992.4. Information to consider nominations to put forward to Larger Councils Conference for a NALC Larger Local Councils Committee for 2007 was circulated to all Councillors. Following a short discussion it was agreed there were no nominations to put forward.

992.5. A request to distribute 'My Guide' leaflets from the Market Place was circulated to all Councillors for information only.

721.6. A letter from Mr A.G. Kittle re-Parking in Swaffham was circulated to all Councillors in relation to the parking of traders vehicles on the Pedlars Car Park, this has long been customary practice as it is desirable for sole traders to be in close proximity to their market stall. Secondly is the issue of the refuse vehicle in the disabled parking bay. This matter is under discussion with Serco, but space is rather limited at present with all the work still in progress within the Town Centre.

993. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

993.1. It was reported that for Mens Health Week, a Fathers Day event is arranged in Thetford Forest.

993.2. It was reported there is a fund raising event in the Assembly Rooms this Friday for the Swimming Pool Association. It costs £2 each, teams of 4 and there is a bar.

994. BRECKLAND COUNCIL.

994.1. A letter relating to accumulated waste at the Pightle was circulated to all Councillors for information only.

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994.2 Correspondence with Mrs. Leda Hayton/Breckland re-condition of pathway was circulated to all Councillors for information only.

994.3. In the Councils review of the Community Development Service, it was reported next year would include more focus on work with young people as requested by the Citizen's Panel and Mori Research.

In the last two years, nearly 200 projects have been helped and the team has levered in £1.5m of external funding against a spending figure by Breckland of £336,500 This means every £1 of your money we spent, £4.38 was levered into the District.

994.4. It was reported the Cultural Strategy being introduced was scrutinised this week by the Policy Development Panel and it is from this base the new Leisure Services Officer will operate from later this month.

995. NORFOLK COUNTY COUNCIL.

995.1. Correspondence relating to the request for yellow lines in North Pickenham Road was circulated to all Councillors for information only.

995.2. A letter relating to the Placement of Dog Bins in the Highway was circulated to all Councillors for information only.

995.3. Correspondence relating to a temporary road closure in Market Place/Shambles North Road 15th May to 26th May was circulated to all councillors for information only.

995.4. Notification of changes in Area Contacts at the Watton Depot was circulated to all Councillors for information only.

995.5. A letter from Jason Glasspoole regarding the North Pickenham Road, and a proposed inspection of the traffic measures to allow assessment was circulated to all councillors for information only.

995.6. A letter regarding temporary bus stops in Swaffham for 5 days commencing on 22nd May was circulated to all Councillors for information only.

995.7. A letter from Mott Macdonald relating to a proposed Mini Roundabout & Zebra Crossing in London Street was circulated to all Councillors. Following a discussion Cllr. P Buxton proposed and Cllr. S Lister seconded to accept the proposed Mini Roundabout & Zebra Crossing in London Street.

With 6 votes for and 3 against it was agreed to accept the proposed Mini Roundabout & Zebra Crossing in London Street.

995.8. A letter from Mrs. Kate Gordon relating to a Relief Road for Swaffham and a report of a public meeting held on 2nd May 2006. Following a discussion Cllr. L Wise proposed and Cllr. P Buxton seconded to support the Relief Road for Swaffham.

It was agreed with 6 votes for and 3 against to support the Relief Road for Swaffham.

995.9. A letter to consider a request from Mrs. Pat Bowman on behalf of the Relief Road Action Group to put an insert into the July Newsletter. Following a short discussion it was agreed an article on behalf of the Relief Road Action Group could be placed in the Newsletter on the proviso that the Council reads it first.

It was agreed an article on behalf of the Relief Road Action Group could be placed in the Newsletter on the proviso that the Council reads it first.

995.10. A letter to consider Draft Statement of Community Involvement forming part of Norfolk Minerals and Waste Development – community has consultation period of 8th May to 19th June 2006. It was agreed for this to be placed on the next agenda.

It was agreed for this to be placed on the next agenda.

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995.11. It was reported that news of a successful bid has been won by the Friends of St. Marys Trust, which was co-ordinated by the County Council – from the Heritage Lottery Fund of £191,500.00 This is the Church at Houghton on the Hill. The images on the east wall are the earliest known examples of its type and this money will help secure the long term future of the paintings to take place and will enable the church to be open to the public on a more regular basis.

996. DATES and changes of forthcoming meetings & receive any items to include on the AGENDAS OF THE FOLLOWING MEETINGS:-

996.1. Monday 15th May 2006 at 7pm (provisional date) Steering Group with Icení (*in the Council Chamber*)

996.2. Wednesday 24th May 2006 at 6.30pm Relief in Need (*in the Council Chamber*) at 7.30pm Finance & General Purposes Committee

996.3. Wednesday 14th June 2006 at 6.45pm Full Council (*in the Council Chamber*)

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

997.1. Solicitors W.F. Smith have responded to the Independent person assessing the pension with a chronological assessment of events throughout the consultation negotiations in a former employees contract. The dispute hinges on the terminology used to resolve the end of the employees employment with Swaffham Town Council.

997.2. A letter from Mrs. Dorothy Dickens was circulated to the Council for information and the Clerk confirmed an informal meeting at her home on 26th April. The purpose was to inform of the intentions of the Town Council to take the initiative of involving the Disability Rights Commission's Conciliation Service. The conciliation service will now be the next step.

997.3. The Clerk requested the Town Council to amend part of his job description relating to being Company Secretary of the Museum, due to a conflict of interest. The Town Clerk will still oversee the Museum project until the Museum is re-opened once more. This is taking a disproportionate amount of time that is hard to justify, as a Museum is not a statutory function.

Following a short discussion it was unanimously agreed to the Clerks request to be relieved of the position of Company Secretary of the Museum, and that none of the support staff should be considered for this post, due to a conflict of interest.

997.4. I have been requested by the Twinning Association to ask if the Council would make a contribution towards the cost of taking Honorary Citizen to the Twinning visit to Couhe in June/July later this year was discussed.

It was unanimously agreed to pay for an Honorary Citizen to visit Couhe in June/July this year.

Meeting Closed 9.40p.m.

Chairman

Appendix 1

Mr Horwell – Outside number 30 Queen Street there is some ‘monkey business’ going on.

Cllr. J Stockdale – We will look into it.

Mrs Perkins – With regards to the planning application for the housing development at the rear of the Conservative Club, shareholders are not listed, do any Councillors have a vested interest?

Cllr. I Sherwood – I will be recording a declaration of interest as a member of the Conservative Club, but the land has been sold.

Mr Smith – With regards to the planning application for the housing development, I am concerned about the access.

Cllr. I Sherwood – Swaffham Town Council are a notified body and give observations, not our part to agree to planning permission.

Mrs Perkins – How many letters have you received regarding the planning application?

Town Clerk – 4, which will be sent to Breckland Council.

Mr Horwell – Are you doing a retirement party for P.C. Partridge?

Cllr. J Sockdale – The party is something you can organise yourself.

Mrs Bowles – I am concerned about the traffic problems in Beech Close.

Cllr. J Sockdale – This issue will be discussed later.