

**SWAFFHAM TOWN COUNCIL**

Minutes of the Full Council meeting held on Wednesday 16<sup>th</sup> July 2008 at 6.45p.m. in the Assembly Rooms, Swaffham.

Present: Mayor Cllr S. Matthews

Councillors: - Mr D. Butters, Mr P. Darby, Mr C. Gunner,  
Mr D. Harman, Mrs T. Jennison, . Sharpe,  
Mrs J. Skinner, Mrs P. Wade, Mr D. Wickerson.

Town Clerk: - Mr R. Bishop  
Deputy Town Clerk: - Mrs M. Meyrick  
Police Constable: - PC Tom Stead

Public: - 5

**1357. APOLOGIES & REASONS FOR ABSENCE.**

- 1357.1. Cllr Ian Sherwood – who has recently had an operation on his back
- 1357.2. Cllr Baker – work commitments
- 1357.3. Cllr Sharpe – work commitments

**1358. DECLARATIONS OF INTEREST** – for items included on the Agenda.

- 1358.1. Cllr Butters declared an interest on item 1363.7 & 1372.3 as he is a Museum Trustee.
- 1358.2. Cllr Wickerson an interest on item 1363.7 & 1372.3 as he Company Secretary of the Museum.
- 1358.3. Cllr Gunner declared an interest on item 1363.7 & 1372.3 as he is a Museum Trustee.
- 1358.4. Cllr Harman declared an interest on item 1365.5 as he is a member of the Royal Naval Association and on item 1365.8.

THE MEETING WAS ADJOURNED AT P.M.  
THE MEETING RECONVENED AT P.M.  
There were no issues discussed in the public session.

**1359. POLICE REPORT**

1359.1. E-mailed correspondence with the Safer Neighbourhood team has been circulated to Councillors regarding parking in and around the Cemetery at school picking up time. The Police have had a word with Leigh Sharpe at the school, patrolled the area and spoken to 3 drivers who will try and find other places to park their cars in future.

1359.2. PC Stead reported that there had been 68 crimes for the month. Half of those were criminal damage, 17 were due to one male who has been charged. 1 serious assault which has been charged, 8 were violence against a person which 50% was domestic violence. Alcohol related disorder has been low.

The Pub Watch scheme has 45 on board and the police are increasing patrols, being seen a bit more.

1359.3. The Clerk reported that a recent incident of vandalism at the Public Toilets was reported to the Police but not given a Crime Number. It was not regarded as criminal damage as it could be cleared up. It was excrement graffiti and has now been cleared up by the contractor. The fact that there is no crime number means that the Council are unable to claim against their insurance. PC Stead will speak to the Inspector and try and find out more information for the Council.

**Page 778**

1359.4. Cllr Harman praised the police during the War Memorial plaque ceremony for all their help and assistance with making the event run smoothly.

1359.5. It was reported that speeding around the Market Place occurs which is getting more frequent. The cars race each other in the Market Place, Mangate Street and Whitecross Road. PC Stead reported that this is something that is being looked into but incidents have to be proved.

1359.6. It was reported that 3 members of the public has spoken to Councillors regarding police patrols on the Recreation Ground. They are pleased that there is a visible police presence in this area especially on Friday nights.

1359.7. Report relating to Section 17 of the Crime & Disorder Act 1998 and Designated Public Places. The Deputy Clerk had a meeting with PC Paul Smith who supplied information regarding Section 17. Section 17 states that all relevant authorities which include town and parish councils have a duty to consider the impact of all their functions and decisions on crime and disorder in their local area. PC Smith also supplied information relating to Designated Public Places. Police Officers can require a person who is or has been consuming alcohol in a DPP area to stop and surrender any container and then dispose of the contents. This is aimed at people who are being anti-social in a DPP area while in the possession of alcohol, it is not to stop people drinking in DPP area if they are behaving in the correct manner.

The Deputy Clerk had a meeting with the Youth Council Monday evening where this was put to them. The Youth Council thought this was a good idea and were in support of it.

The areas the police are keen to see as DPP areas are: -

- Market Place
- Shambles
- Churchyard
- New Toilet Area
- Recreation Ground

Consultation will have to be carried out with various parties including public houses. Signs would have to be put in the vicinity, this is done through Breckland Council.

**It was unanimously agreed to support the inclusion of Designated Public Places in Swaffham in the following areas: -**

- **Market Place**
- **Shambles**
- **Churchyard**
- **New Toilet Area**
- **Recreation Ground**
- **Campinglands**

**1360. MAYORS' REPORT**

**1360.1. The Mayor Cllr Matthews attended the following civic events: -**

**1360.2. The Deputy Mayor Cllr Harman attended the following civic events: -**

22 <sup>nd</sup> June	Desert Rats annual reunion & service at their memorial in Thetford Forest. A wreath was laid on behalf of the Council.
3 <sup>rd</sup> July	Attended "At Home" reception hosted by the Mayor & Mayoress of Wisbech in conjunction with Wisbech Rose Fair & Floral Exhibits competition.
12 <sup>th</sup> July	Attended Swaffham Methodists Church to witness "Tuppenny Rush". It was their attempt to gain new Guinness Book of Records for single coin collection. Proceeds of approx £135 went to the National Children's Home.
15 <sup>th</sup> July	Official opening of Icen Community Bank at the Community Centre.

**1361. MINUTES**

1361.1. The Minutes of Wednesday 11<sup>th</sup> June 2008 the minutes were agreed and signed as a true record by the Chairman.

**1362. REPORT FROM THE TOWN HALL**

1362.1. Swimming Pool Land Purchase.

The paperwork for the land purchase is now in place ready to transfer the funds when the Town Council are ready. This will be done in due course but not until the cash-flow report is accepted by the Finance & General Purposes Committee meeting on 30<sup>th</sup> July.

1362.2. KLARS drop in project at the Town Hall.

The Town Clerk and the Project Officer met with representatives of KLARS last week to discuss the launch of the forthcoming drop in sessions at the Town Hall. They were delighted to report that following the Council's offer of six months of office space, they had secured funding for the initial period. It is hoped that this will be another source of information to the Migrant Workers in and around the Town. The following announcements have been provided by KLARS. A press release will be available tomorrow morning.

English - KLARS is starting a weekly drop-in at the Town Hall on Tuesday 29<sup>th</sup> July, 5 – 7 pm

Portuguese - KLARS VAI COMEÇAR AS TERÇAS FEIRAS A PARTIR DO DIA 29 DE JULHO DAS 17 HORAS AS 19 HORAS NO TOWN HALL

Russian - С 29-ОГО ИЮЛЯ KLARS НАЧИНАЕТ ЕЖЕНЕДЕЛЬНЫЙ ПРИЁМ В TOWN HALL С 17.00 ДО 19.00

1362.3. Draft proposals for unitary local government in Norfolk.

The Draft proposal for a Unitary Authority in Norfolk was published on 7th July 2008 giving the preferred option as existing county of Norfolk and the Lowestoft area of Suffolk. There were two other options considered which would give two unitary authorities instead of one. There is now a 12 week consultation period ending on 26th September after which final advice will be formulated and submitted to the Secretary of State by 31st December 2008. The full document is available at the Town Hall (70+ pages) - it has some interesting information about the concept of the proposed 21 Community Partnership Boards that will exist outside of Norwich based around one or two market towns and their surrounding rural area. Its concept noted that Community Partnership boards should work to strengthen the existing town and parish councils. However, the boundary commission invite further details of how parish & town councils will work within these boards. In particular, they wish to be satisfied that a good working relationship between parish & town councils and Community Partnership Boards, with a minimum of duplication of effort, would be facilitated under these arrangements. They are interested in views on how Quality parish Councils might be included within these structures. The Boards would have devolved budgets and a place shaping role resting on the planning and scrutiny of local services. Boards would be composed of unitary authority councillors as well as representatives from parish & town councils, other statutory bodies and the voluntary sector. Unitary councillors would be supported in their community leadership role through officer support and the provision of individual budgets. NCAPTC have set up two identical meetings for representatives of the Boundary Committee to discuss the proposals. These are on Wed July 30th at County Hall and Mon August 4th (both starting at 7.30pm) - free but pre-booking must be through the Clerk as numbers will be limited. Cllrs Jennsion, Darby, Matthews, Butters, Wickerson and Lister will attend the July meeting.

## **Page 780**

1362.3. OFFICE ALTERATIONS. The Clerk thanked Councillors and members of the public for their co-operation during our two week closure for Veltshaw Builders to carry out the alterations to the offices, lift and corridor. This has already made a big difference particularly in the reception area, but in the two smaller offices too! Thanks to the staff who worked hard during that time to sort out our files, recycle the equivalent of several large trees, redecorate and shelve the archive room and survive moving every piece of paper and our office equipment into the Council Chamber and back again into the finished offices. Staff tried to keep as much as possible going in that time without getting into too much of a backlog. There is so much more coming with the unitary authority issue, the launch of a Community Empowerment White Paper last week, the legislation that will follow and the demands of change

1362.4. TURBINE - Lynn news 20th and 27th June, then 11th July - this weekly columnist seems to have celebrated the end of his first 12 months by returning to where he came in, by knocking the Town Council. The Council could continue to ignore the details which are at best inaccurate and at worst misleading the general public. The fear is that to respond even with some basic facts might give him something interesting to write in his column. Similarly PICAS recently wrote to the Lynn News regarding the Council's Northwell Pool project. The article was basically an unpaid advert, as the Town Clerk refused to comment unless they approached the Council direct. The Lynn News on both counts by condoning both of these with their odd headlines really should know better, these days we are encouraged to recycle yesterday's newspapers so the least they can do is change the content. We have heard it all before it is all a bit boring now!

1362.5. Summer Seminar at University of Gloucestershire, Cheltenham  
This three day event was extended this year to include the inaugural one day conference of the Institute of Local Council Managers. The quality of this event improves year on year attended by the Town Clerk (unfortunately the Deputy Town Clerk was unable to attend). A variety of speakers looked at how to handle pressure, training and motivating staff, are farmers markets fit for purpose and development of the professional institute. The theme of the seminar was 'Parish & Town Councils - Sink or Swim'. The debates took you through changes in the pipeline including a report back from the launch of the White paper by secretary of state Hazel Blears 'communities in Control, real people, real power'. There were speakers from the 3rd sector (ACRE) representing the Voluntary organisations and academics specialising in our sector. There was detail about learning more about Parish Plans, Referendums or consensus voting, Transition towns, Community governance, Participatory Budgeting, Unitary Authorities, Special measures for Councils. Towards the end of the event those present decided they would neither sink nor swim in this ever changing world of local government, they decided they would SURF instead, because it is much more exciting and when you fall of you just get back up again and start all over again. Both events spanned over three days earned 10 CPD (Continuous Professional Development) Points for the clerk. A summary of the responses from the discussion groups has been circulated to the Council for information, this gives an indication of some of the issues covered at the event.

## **1363. PLANNING/DEVELOPMENT CONTROL:**

1363.1. Notification of Decisions/Information from Breckland Council:-

3PL/2008/0612/F Planning permission granted for front/rear extensions & detached garage. Iona, Bears Lane. Mr. & Mrs. T. Rowe.	3PL/2008/0727/F Planning permission granted for proposed conservatory. Plot 2, Meadow Way, Tumbler Hill. Mr. & Mrs. Ponsford.
--	---

3PL/2008/0630/F Planning permission granted for new gym & classroom wing & alterations to existing school block to	3PL/2008/0401/F Planning permission granted for erection of 3 no cottages and double garage for 19 Lynn Road. Chifchaff,
--	--

create a permanent new building.

19 Lynn Road. Mr. B. Ripper.

**Page 781**

Turbine Way Ecotech Business & Innovation Park. The Medemstede Education trust, Breckland Park School.

\*\*A letter of explanation received from Breckland Council explaining a decision contrary to the comments made by the Town Council.

3PL/2008/0345/F Planning permission granted for the demolition of redundant warehouse building & house for the erection of 51 dwellings. Bernard Matthews Hatchery, Castle Acre Road. Abel Homes Ltd.

3PL/2008/0731/F Planning permission granted for the erection of an extension to rear of house. 2 Rollesby Avenue. Mr. & Mrs. N. Bangay.

1363.2. Planning applications:-

<p>a) 3PL/2008/0669/F Rear extension. 40 Montagu Close. Mr. &amp; Mrs. A.P. Potter. <b>NO OBJECTION</b></p>	<p>b) 3PL/2008/0873/A Erection of illuminated shop sign (retrospective). Mr. A. Martin. <b>NO OBJECTION</b></p>
<p>c) 3PL/2008/0835/F Proposed single storey addition &amp; demolition of existing garage. 5 Adastral Place. Mr. B. Law. <b>NO OBJECTION</b></p> <p>Further to the information circulated it has been confirmed that the forms have been filled in correctly and the Council need to consider this application.</p>	<p>d) 3PL/2008/0924/F Alterations &amp; extension to dwelling. 24 Adastral Place. Mr. D. Tye. <b>NO OBJECTION</b></p>
<p>e) 3PL/2008/0979/F Conservatory to the rear of the property. 105 Southlands. Mr. John Illingworth. <b>NO OBJECTION</b></p>	<p>g) 3PL/2008/0964/F Installation of new mechanical plant to existing hard surface area at rear of store. Waitrose <b>NO OBJECTION</b></p>
<p>h) 3PL/2008/0638/LB &amp; 0639/F Conversion of stable block to residential development - 4 units and access drive <b>NO OBJECTION</b> provided Norfolk County Council are happy with the access and Breckland Council are happy with the tree survey.</p>	

1363.3. Notifications of planning enforcement & TPO's.

<p>ENF/2008/0178/PAR **Marlow, The Campingland, Conservation area, new structure. Permitted development rights exceeded.</p>	<p>ENF/2008/0155/PAR **Brake Hill (off Brandon Road), residential caravan. No application received for the caravan.</p>
--	---

**1363. FINANCE:**

1363.1. Accounts for Payments for July 2008.

An interim list of payments was circulated to the Council prior to the meeting; further updated list of payments was been circulated to the meeting.

**The accounts for Payment for July were unanimously agreed**

1363.2. A request has been received to provide a dog bin on grassed area of Haspalls Road/Globe Hill.

**It was agreed to supply a dog bin on the grassed area of Haspalls Road/Globe Hill subject to Norfolk County Council approval.**

1363.3. A request has been received to provide a litter bin outside the Public Toilets.

**It was agreed to provide a litter bin outside the public toilets subject to Norfolk County Council approval.**

1363.4. A request was received to ask Breckland to provide a cigarette bin outside the ladies public toilet and an additional one near the entrance to the hairdressers above Legends.

**It was agreed to ask Breckland to provide a cigarette bin outside the ladies public toilet and an additional one near the entrance to the hairdressers above Legends**

1363.5. Information from the Business & Retail; Forum relating to Christmas events on 6<sup>th</sup> & 7<sup>th</sup> December was circulated to Councillors. They have requested the financial support of the Market Committee of their planned Christmas event. Councillors congratulated the Business & Retail forum for organising this event, well done to them.

**It was agreed to put this request to the next Market committee, to circulate details of the event to the market traders.**

1363.6. Draft local Government Pension Scheme Policy Statement and copy of Employers Guide to Discretions. A draft policy was prepared by the Town Clerk for approval of the Council. The draft has been adopted from the model policy prepared by the NCAPTC in conjunction with the Norfolk Pension Fund.

**It was agreed to approve and adopt the Local Government Pension Scheme Policy Statement.**

1363.7. Report from Town Clerk relating to correspondence and estimate on the combined alarm system for the Town Hall and Museum; to give consideration to separating the system into two which would allow separate call outs. The alarm system has been managed better recently but there have been call outs happening. Cllr Wickerson and the Deputy Clerk have been working together to overcome the problems. This issue could be brought to the September meeting if problems are still occurring.

**It was agreed for the Clerk to get quotes to separate the system and to bring to the Council meeting in September.**

1363.8. Statement of Accounts and Annual Governance Statement for 2007/08. The new accounting system from RBS Accounting Solutions has been installed and there has been a days training. It is taking a bit of time to get everything put on to the computer, as a new data base had to be started from scratch. When it is all up and running the Council will start to see the benefit. At present time has to be invested to save time in the long term.

The Town Clerk as Responsible Finance Officer has circulated the Statement of Accounts and Annual Governance Statement at the meeting. This is with copies of the Balance Sheet, Income & Expenditure Account and Summary of Income and Expenditure. All these details can be debated at the Finance & General Purposes Committee meeting in two weeks time. It is necessary to approve Sections 1 and 2 of the annual return at the meeting.

**It was agreed to approve Sections 1 and 2 of the annual return for 2007/08.**

**1365. GENERAL CORRESPONDENCE:**

1365.1. A copy of an invitation to Town Clerk has been circulated to Councillors. The Clerk has been asked and has accepted to speak on behalf of the Council at the 2<sup>nd</sup> Business Breakfast for the Business & Retail Forum on Wednesday 17<sup>th</sup> September 2008 at 7.45am at the Legend Coffee Shop.

1365.2. A copy of a poem of thanks for the duck islands at Northwell Pool from D. M. B has been circulated to Councillors.

1365.3. A Guide to the Sustainable Communities Act & circular letter from Local Works has been circulated to Councillors.

1365.4. Correspondence with Mr. J. Bell regarding the public toilets has been circulated to Councillors. The correspondence highlights the recent problem of excrement graffiti in the gents toilets and states that in future it is intended to deal with such incidents quicker. But in this first instance the Council were being cautious and had to take proper advice.

1365.5. Correspondence from Ernie J. Heritage of the Royal Naval Association re: War Memorial Dedication has been received and circulated to Councillors. The Branch Chairman of the Royal Naval Association thanked the Council for their grant towards the new plaque, also the Town Clerk and his staff for helping organise the event.

1365.6. A letter of thanks has been received from Mr. B. Symonds in respect of the work being carried out at the Cemetery.

1365.7. A letter has been received and circulated to Councillors from the Business and Retail Forum regarding the Market. The Town Clerk has replied to issues raised in respect of a suggestion to hold specialist markets on as Saturday, providing entertainment at the Saturday Market and outlining the reasoning behind the Sunday themed markets. It was reported that the Italian Market will be coming to Swaffham on 2 Sunday's next year and are looking at a different day for this day also but it will not be a Saturday.

1365.8. A letter has been received and circulated to Councillors from Karl Dunbar relating to the War Memorial. The letter addressed to the Mayor was concerning the recent removal of a plaque donated and installed by RAF Marham carrying the names of those donors who gave either finances or in kind. The Council considered applying for retrospective planning permission for the plaque back in September last year, but decided against it, as it was thought that this should be a temporary recognition and not permanent. Permission was not given to place the signs in position at the outset. Notwithstanding this though it was recommended that a photograph is taken of the refurbished war memorial and framed, listing all those who contributed financially or in kind. The framed photograph could be kept in the Council Chamber.

**It was agreed that a photograph is taken of the refurbished war memorial and framed, listing all those who contributed financially or in kind. The framed photograph would then be kept in the Council Chamber.**

It was reported that some residue on the lettering left form when Kingdom had carried out some filming at the War Memorial. This is in hand and the office will be contacting them regarding this.

1365.9. Correspondence has been received from Mrs P. W. Adams and circulated to Councillors regarding vending machines and bench outside the old TIC office. A seat has been donated by Richard Wood; it has been purchased and is awaiting a contractor to install it. Previous delays had been awaiting a license and notification of whether Richard

Wood would employ his own contractor or use the Council's contractor. It was established only last week that the Council's contractor would be used. The seat will be installed

**Page 784**

either later this week or early next. The issue of the vending machines will be dealt with within the lease with Cool Cabs and the Town Council.

1365.10. Nomination of Evergreen Building Services for a category for the Master Builder of 2008 awards. Evergreen have completed two building contracts for the Council over the past two years. One was for the Museum renovation and the other for the Public Toilets. The category three; Federation of Master Builders Awards is for renovation projects between £50,000 and £250,000. The deadline is 31<sup>st</sup> July 2008 if the Council would like to nominate Evergreen.

**It was agreed not to nominate Evergreens for this award as there is still work outstanding on public toilet project.**

**1366. REPORTS FROM COMMITTEE CHAIRMEN/COUNCILLORS::**

<b>COMMITTEE</b>	<b>LAST meeting</b>	<b>NEXT meeting</b>	<b>Information to consider</b>
1366.1 Finance & General Purposes Committee	31 <sup>st</sup> Mar 08	30 <sup>th</sup> July 08	
1366.2 Open Spaces & Amenities Committee	28 <sup>th</sup> May 08	3 <sup>rd</sup> Sept 08	
1366.3 Planning	15 <sup>th</sup> May 08	21 <sup>st</sup> July 08	Next meeting is to discuss LDF Site Specific Policies & Proposals Document – all Councillors are encouraged to attend. N.B. THIS IS NOT A PUBLIC MEETING
1366.4 Recreation Ground Committee	9 <sup>th</sup> July 08	3 <sup>rd</sup> Sept 08	Notification has been received that the application for grant funding from WREN for a Community building has gone through stage one. With 120 applicants being reduced to 59. Each area will be tasked with reducing the number to two projects, looking at a maximum of four. At Stage 2 the Local Advisory Panels will assess the project.  The committee are researching the idea of having seating and climbing logs at the rec.  Contractors for the toddler/junior play area started work on Monday. The job will be completed by the 7 <sup>th</sup> August. The committee are will be organising an opening event week commencing the 18 <sup>th</sup> August.
1366.5 Town Group	16 <sup>th</sup> June 08		Four groups are now in process of finalising their reports and hope to

<b>Page 785</b>			<p>keep with original timescale of the end of the year.</p> <p>Town Heritage Initiative – There is a meeting tomorrow with Breckland and the Town Council on various issues relating to buildings of the town. It is essential that the Council give their support to this approach in principle.</p> <p><b>It was agreed that the Council support in principle the Town Heritage Initiative.</b></p>
1366.6 Personnel Committee	18 <sup>th</sup> Mar 08	14 <sup>th</sup> July 2008	<p>The Personnel Committee met earlier this week to discuss various staffing issues. These will be reported to the Council at 15.2</p>
1366.7 Market Committee	30 <sup>th</sup> June 08		<p>The Committee would like the Council to consider having a policy to allow traders to sell similar goods outside their premises to what they sell inside their premises.</p> <p><b>It was agreed to put in place a policy that allows traders to sell similar goods outside their premises to what they sell inside their premises.</b></p> <p>Consideration was also given to taking action in respect of illegal trading outside the White Hart Pub. Cllr Wickerson proposed and Cllr Wade seconded to get information from Norfolk County Council and to call a special meeting if necessary.</p> <p><b>It was agreed to get information from Norfolk County Council and to call a special meeting if necessary.</b></p>
1366.8 Youth Council	2 <sup>nd</sup> June 08	14 <sup>th</sup> July 2008	<p>The Youth Council are busy organising their Bingo evening on the 19<sup>th</sup> September. They will be approaching businesses to donate prizes and raffle prizes. If anyone has anything they wish to donate please contact the Deputy Clerk. Their next meeting is on 1<sup>st</sup> September 2008 where they can consider whether they wish to be involved with Breckland Youth Council – this is in late Breckland Correspondence at item 12.1. f – the Town Council are being asked if they support the idea of a Breckland Youth Council in principle).</p> <p><b>It was agreed to support the idea of a Breckland Youth Council</b></p>

**1367. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.**

1367.1. Congratulations were given to Icen Partnership who have been given a prestigious award for Partnership and Strategic Working by Action for Market Towns east. This was for partnership working with local groups to improve the community infrastructure in Swaffham & District. The judges were particularly interested with the number of drop in services available in the Community Centre. They were also impressed with the footfall of over 60,000 people visiting the Centre and the Assembly Rooms annually. The work with the Town Group was highlighted as a way partnerships should develop their local community. It should be noted that the Town Group as an integral part of the partnership is also a Town Council Committee lead by the Council's Project Officer Dave Bek, chaired by Cllr David Wickerson (who is also an Icen Director) with officer support from both the Town Clerk and Icen Partnership Manager Dennis Tallon. Icen Partnership has their AGM next Tuesday 22nd July at the Community Centre starting at 7.30pm.

1367.2. Cllr Darby – Horticultural Society

The Best Kept Garden and Allotment Competition entries have been submitted. This event has been organised the Horticultural Society and SCALGA.

1367.3. Cllr Butters – Swaffham Museum

Radio Norfolk covered the treasure trail organised by the Museum which was a great success.

1367.4. Cllr Lister – Friends of the Rec

The Friends are organising another Tea Dance which will take place on the 5<sup>th</sup> August in the Assembly Rooms. There will be a craft fair and car boot sale on the 10<sup>th</sup> August in the market square. The Friends are arranging the Open Day of the new Play Area. They are also looking at putting £1,500 into a project with the recreation ground committee.

1367.5. Cllr Wade – Swimming Pool Association

SPA are organising a quiz evening this Friday with a fish and chip supper in the Assembly Rooms at 7.30p.m.

1367.6. Cllr Matthews - Norfolk Association of Parish & Town Councils

The executive committee meet on Thursday and will be discussing the Unitary Status.

**1368. BRECKLAND COUNCIL.**

1368.1. A copy of the Breckland Council Local Code of Conduct Complaints Process & circular letter has been received and circulated to Councillors.

1368.2. A circular letter & information regarding litter picking equipment for Community Groups has been received and circulated to Councillors.

1368.3. A copy of permission to use the Market Place for a Beach Party for Icen Partnership has been received and circulated to Councillors.

1368.4. A copy of Information Booklet on Planning Matters & circular letter has been received and circulated to Councillors.

1368.5. A copy of the Breckland Environment Strategy 2008 – 2013 has been received and held on file at the Town Hall but can be accessed through the Breckland website.

1368.6. BRECKLAND YOUTH COUNCIL – details have just been received on the setting up of a Breckland Youth Council.

**It was agreed that the Deputy Town Clerk takes this information to the next Youth Council meeting on 1<sup>st</sup> September and that the Town Council supports the principle of a Breckland Youth Council.**

**Page 787**

1368.7. The Mayor and the Town Clerk signed the Land Registry Title TR1 form for the public toilet block this week. It was returned to the Town Council's solicitors and in turn this will go to Lloyd Gibson at Breckland. The balance of the money due to the Council of £145,000 + the interest will be transferred to the Council shortly.

1368.8. The Town Clerk gave a report on the Provisional Camera Locations for CCTV in Swaffham – Breckland review of CCTV. A copy of part of the Camera Location Plan relevant to Swaffham has been circulated to Councillors at the meeting. Initial reaction is one of disappointment as all three of the additional locations requested have been excluded. These were in London Street at the Whitecross Road junction, at the Recreation Ground and at Beach Close for the Community Centre.

**It was agreed that all three locations are again requested to be included in the CCTV scheme.**

1368.9. It was reported that the Local Development Framework is doing the rounds and it is hoped this will be lodged with the Secretary of State by Christmas

**1369. NORFOLK COUNTY COUNCIL.**

1369.1. A letter has been received from Mott MacDonald regarding Breckland Bus Stop Clearways – Brandon Road, Hammond's High School. The works are now scheduled to commence on 21<sup>st</sup> July and will take approximately two weeks.

1369.2. Details of reconstruction of footway with minor drainage works that will link the footway from Coronation Grove to Station Street footway scheme has been circulated to Councillors.

1369.3. Details of the construction of a footway between Northwell Pool and Tumbler Hill have been circulated to Councillors. The proposed footway construction will commence on 13<sup>th</sup> October.

1369.4. The Council are working on Unitary status but want to keep the status quo but will have to work hard on either of the other proposals. With regards to care for the elderly, County are trying to give money to the people so they can employ their own staff. There has just been an annual review on Children's Services and it is thought that County has come out fairly ok.

**1370. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-**

1370.1 Thursday 17<sup>th</sup> July 2008 at 7pm – meeting with BROWN & CO at the Town Hall.  
Public excluded

1370.2 Monday 21<sup>st</sup> July 2008 at 7pm – LDF meeting with David Spencer at the Town Hall. Public excluded

1370.3 Wed 23<sup>rd</sup> July 2008 at 7pm – RELIEF IN NEED annual meeting at the Town Hall.

1370.4 Wednesday 30<sup>th</sup> July 2008 – Finance & G.P. Committee – 7.00pm at the Town Hall.

1370.5 Monday 1<sup>st</sup> Sept 2008 – Youth Council – 6.30pm at the Town Hall.

1370.5 Wed 3<sup>rd</sup> Sept 2008 – Recreation Ground Committee – 6.30pm at the Town Hall.

1370.6 Wed 3<sup>rd</sup> September 2008 – Open Spaces Committee – 7.30pm at the Town Hall.

1370.7 Wednesday 10<sup>th</sup> September 2008 – Full Council – 6.45pm at the Town Hall.

**1371. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:**

1371.1. Report from the Town Clerk regarding the proposed sale of allotment land.

**It was agreed to give delegated authority to the Town Clerk to hold meetings with Brown & Co and to decide when/if meetings to be called.**

1372.2. Report from the Town Clerk regarding on-going personnel issues.

a) Out of contracted hours call outs for any issue to members of staff. **CALL OUTS (Emergency or otherwise)**

**It was agreed to pay the following: -**

**1) One hour at double time minimum for telephone call, fax, e-mail or letter to home or private address on Town Council business.**

**2) Additional one hour at double for attendance to a Town Council issue.**

**3) Employee to be paid out of pocket travel expenses from wherever the member of staff is called back from. This excludes a charge for any travel within a three mile radius of the land or property attended.**

**4) Cost of authorised personal telephone calls made on behalf of the Council from a home or mobile telephone.**

**It was agreed not to have a designated employee on call. Councillors to call the Mayor in an emergency who would then contact the Town Clerk.**

**It was agreed to pay emergency call outs during special periods at the rate of 2.5 x the standard hourly rate with a one hour minimum.**

b) Travel Expenses Policy

**It was agreed to make no change to the current policy but to pay existing claims made by one employee as a one off payment but deducting mileage within a three mile radius of Swaffham.**

c) Change of an employee working pattern.

**It was agreed to make no change to the Council agree policy. Personnel committee working to carry out Council's wishes as previously agreed.**

1372.3. Report regarding Museum Lease clause 8.1. A request has been made to allow the Museum to sub let rooms to outside organisations as the activities relate to the Museum.

**It was agreed to allow the Museum to sub let rooms to two separate organisations on the occasions and by the organisations stated in the report.**

Meeting Closed at 9.31p.m.

Chairman .....

**TOPICS FROM THE PUBLIC SESSION**

NO ISSUES DISCUSSED.