

**SWAFFHAM TOWN COUNCIL**

Minutes of the Annual Full Council meeting held on Wednesday 13<sup>th</sup> May 2009 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr S. Matthews (until item 1494.1)  
Mayor Cllr D. Harman (from item 1494.1)

Councillors: - Mrs C Baker, Mr D. Butters, Mr P. Darby, Mr C. Gunner, Mrs T Jennison,  
Mrs S Lister, Mr F. Sharpe, Mr I. Sherwood, Mrs J. Skinner,  
Mrs P. Wade, Mr D. Wickerson.

Town Clerk: - Mr R. Bishop  
Deputy Town Clerk: - Mrs M. Meyrick

Public: - 16

**PART ONE - ANNUAL MEETING & FULL COUNCIL**

The Mayor Cllr Shirley Matthews gave a welcome speech: -

*“Before beginning the agenda Cllr Matthews paid tribute to the late Col. John Boag, an Honorary Citizen of Swaffham, who died last week aged 99.”*

*“He came from London to farm in Fransham in 1933. On coming down from Cambridge, he was told by his father that he had an excellent education and was not just to settle down, marry and earn a living to support a family but was to use his education to support the community.”*

*“He joined the Norfolk Yeomanry in 1936 as he could see war was looming. He was evacuated from Dunkirk and went on to serve in the Western Desert where he was awarded the Military Cross for gallantry. There was demobilisation of the Yeomanry at the end of the war but the regiment was reborn in 1947 and he re-joined. His serving time with the Yeomanry was 20 years in total, 17 of which he held field rank.*

*He was awarded the OBE in 1952 and became a Deputy Lieutenant of the County in 1961. In his civilian life, he served as Chairman of the Swaffham Bench for 25 years, retiring in 1976 and was Chairman of the Governors of Hamond’s school for several years.”*

*“Col. Boag, was a softly spoken, gentle man who was indeed a gentleman and had a sense of humour. In his latter years, when he was frailer, he imposed on himself the duty of daily clearing up the litter in Swaffham Churchyard. He could not help but serve the community in whatever way was needed however menial the task. He certainly was a man who fulfilled his Father’s wishes and served his family, Queen and Country.”*

*The Mayor requested that everyone stand for a minute’s silence in honour of this great gentleman.*

**1490. APOLOGIES & REASONS FOR ABSENCE.**

1490.1. There were no apologies for absence.

**1491. DECLARATIONS OF INTEREST** – for items included on the Agenda.

1491.1. Cllr Darby declared a personal interest on items 1500.6, 1500.8 and 1500.11 as he is an allotment holder.

1491.2. Cllr Butters declared an interest an anything relating to the Museum as he is a trustee.

1491.3. Cllr Gunner declared an interest an anything relating to the Museum as he is a trustee and a personal interest an anything relating to a planning application 0153.

1491.4. Cllr Baker declared a personal interest on application 1498.2 plans 0153 and 0320.

1491.5. Cllr Sherwood declared an interest on item 1500.6 and 1500.11 as he is an allotment holder. He declared a personal interest on item 1500.8 as the correspondence relates to him. He declared an interest on item 1506.1d) as he is a member of the Breckland committee.

**1492. POLICE REPORT**

1492.1. A copy of the Policing Plan for 2009/12 was circulated to the Council for information and the Police welcomed any comments the Town Council wish to make on the content.

1492.2. The crimes for Swaffham since the 11<sup>th</sup> March were as follows:- 16 criminal damage, 18 theft from shops, 10 theft from motor vehicle, 17 criminal damage to motor vehicle. The police have arrested a man for stealing licence plates from vehicles. Most of the thefts were for alcohol stolen from McColls. There have been 17 Section 59 warnings given out for anti-social behaviour whilst driving or for being in a vehicle. After the 2<sup>nd</sup> warning the police will seize vehicles, 5 have been seized and a driver has been arrested for drink driving. Over the weekend there has been a spate of hand bag theft in the town centre. The police plan to do a number of street briefings to make people aware of this and let them know of precautions they can take.

1492.3. Cllr Butters enquired if PCSO Thurlow knew if the police have been consulted on the possibility of double yellow lines on Spinners Lane. PCSO Thurlow did not know of this but would e-mail Inspector Porter about it.

THE MEETING WAS ADJOURNED AT 6.51p.m.

THE MEETING RECONVENED AT 6.53p.m.

**PART TWO - ANNUAL MEETING**

**1493. RETIRING MAYORS' REPORT**

1493.1. The retiring Mayor Cllr Shirley Matthews will give a report on Civic Events attended over the past month and give her final address to the Council:-

*"We have moved forward on several fronts this last year some of which are evident and some of which will not be seen immediately as they are more long-term but there are three items of work I would like to highlight."*

*"First I am proud that we now have a Swaffham Youth Council and their performance at both our Town Assembly and the Mayor's Reception was appreciated by many people. Their confidence was outstanding. They are an outstanding bunch of youngsters and I wish them well in the future under the tutelage of Michelle, our Deputy Town Clerk and Sally Palmer, Youth Worker."*

*"Secondly, there is a very strong but small band of very hardworking people who have formed themselves into a group known as Friends of the Recreation Ground. It consists of councillors and non-councillors and they have raised awareness of what we are trying to do down there and have helped enormously by raising approximately £4000 toward the project but another by-product of their work is a social one in that there is now fixed in the diary of town events, a much appreciated Tea Dance every 1<sup>st</sup> Tuesday in the months. Many congratulations are due to them."*

*"The third item is again where members of the public have joined with councillors and this is to take part in researching various aspects of our town to contribute toward a Town Plan to guide us through the next few years. This venture by its very nature has taken a little time but now all the reports are ready to be amalgamated into one document and will be a huge help in the future. Here I would like to pay tribute to all who took part with an extra special thank you to David Wickerson for Chairing the over-all project."*

*"I feel it has been a good year's work, I hope you agree, and just as there is a good woman behind every successful man, so there is a good team here at the Town Hall servicing all these projects and many thanks are due to them too. Congratulations one and all."*

*"Cllr David Harman is a very diligent man who pays great attention to detail and I am sure the Council will be in good hands under his leadership. Cllr Matthews was delighted to hand over the outward and visible sign of the office of Mayor of Swaffham."*

**1494. ANNUAL APPOINTMENTS & POLICIES FOR 2009/10**

1494.1. Nominations for Mayor for 2009/10.

In accordance with Standing Order 12.a.ii. the Deputy Mayor Cllr David Harman was elected as Mayor for 2009/10.

1494.2. A brief address by the newly elected Mayor.

*"I thank Councillors for electing me as Mayor and both my wife, Shirley and I are very honoured and proud to be representing the town during the next year, as Mayor and Mayoress. During the past 4 ½ years that we have lived here, we have found Swaffham to be an extremely friendly town, as well as a very attractive town, set in wonderful surroundings. Whilst the present economic climate is not very good, I believe that we should try to be positive, and be thankful for all the good things that we have in Swaffham. I can assure the townsfolk that the Town Council will make decisions that it believes will be to the benefit of the town and its residents. I would like to say a very big 'Thank You' to our outgoing Mayor, Shirley Matthews both for her dedicated service as town Mayor over the last 3 years, and for the advice and support that she has given me during my year as her Deputy. Because of this, I feel that I am well prepared for my year in office, and am raring to go! An extremely important aspect of being Mayor is the support that one receives from your Town Clerk and his staff, and I must state how much I appreciate all the help that Richard Bishop has given me, and I know, will give me during my term in office. All his team, both in the office and the outside staff do a fantastic job and I look forward to working with you even closer over the next year. If I can borrow a few words from a well known lager advert, we probably have the best town hall staff in the County!"*

1494.3. Nominations for Deputy Mayor for 2009/10.

In accordance with Standing Order 12.e.i. the Council chose to elect Cllr Ian Sherwood as Deputy Mayor in the closed session of the full Council meeting in March 2009 this decision shall be binding on the Council and take effect from the Annual meeting in May.

1494.4. Committee Structure followed by nominations for Committees

i) Finance & General Purposes

Current Councillors: Mr. D. Butters, Mr. P. Darby, Mr. C. Gunner, Mr. F. Sharpe, Mr. I. Sherwood, Mr. D. Wickerson + Mayor (Mrs. S. Matthews CHAIR) & Deputy Mayor (Mr. D. Harman VICE CHAIR). All Councillors should be present at the budget meeting in December each year. The issue of cheque signatories was discussed and it was thought a good idea to add Cllr Sherwood to the list.

**It was agreed for committee members to remain the same as the previous year. It was also agreed to add Cllr Sherwood to the cheque signatory list.**

ii) Open Spaces & Amenities

Current Councillors: Mr. D. Butters, Mrs. S. Lister LEAD MEMBER, Mrs. T. Jennison, Mr. F. Sharpe, Mrs. J. Skinner + Mayor (Mrs. S. Matthews CHAIR) & Deputy Mayor (Mr. D. Harman VICE CHAIR). The current non-councillors are Mrs Polaine-Leonard with substitute Mrs Wright (SCALGA).

**It was agreed for Cllr Butters to be removed from the list and Cllr Baker added on. All the other committee members remain the same as the previous year.**

iii) Recreation Ground

Current Councillors: Mrs. C. Baker, Mrs. S. Lister VICE CHAIR, Mrs. T. Jennison, Mrs. J. Skinner, Mr. D. Wickerson + one vacancy. Current non-Councillors: Mrs. A. Greaves, Miss. V. Mason, Mrs. S. Palmer, Mr. J. Stockdale CHAIR, Mr. D. Tallon,

**It was agreed for the committee members to remain the same as the previous year and to add Cllr Gunner to the committee list.**

iv) Town Group

Current Councillors: Mr. P. Darby, Mr. C. Gunner, Mrs. S. Lister, Mrs. S. Matthews LEAD, Mrs. P. Wade, Mr. D. Wickerson CHAIR. Non-Councillors – Mrs. S. Palmer, Mrs. K. Gordon, Mr. D. Saunders, Mr. D. Bishop, Mr. S. Weaver.

**It was agreed for committee members to remain the same as the previous year.**

v) Market

Current Councillors:- Mr. D. Butters, Mrs. S. Lister, Mr. F. Sharpe + Mayor (Mrs. S. Matthews CHAIR) and Deputy Mayor (Mr. D. Harman VICE CHAIR). Non – Councillors – Mr. D. Hackett, Mr. C. Smith and Mr. M. Whitehair.

**It was agreed for Cllr Butters name to be removed from the committee and to add Cllr Sherwood as an ex-officio member (Deputy Mayor).**

vi) Planning

Current Councillors:- Mr. D. Butters CHAIR & LEAD, Mr. P. Darby, Mr. C. Gunner VICE CHAIR, Mr. D. Harman, Mrs. T. Jennison, Mrs. S. Matthews, Mrs. J. Skinner.

**It was agreed for the committee members to remain the same as the previous year. It was also agreed for Cllr Darby to assist Cllr Butters checking plans prior to council meetings.**

vii) Personnel (Mayor, Deputy Mayor, Past Mayor + one substitute)

Current Councillors:- Mrs. S. Matthews LEAD, Mr. D. Harman, Mr. D. Butters (+ Mr. C. Gunner as substitute member).

**It was agreed for the personnel committee to consist of Cllr Harman, Cllr Sherwood, Cllr Matthews and Cllr Butters as substitute member.**

1494.5. Nominations for representatives on outside bodies:-

- a) Icen Partnership – Directors are Cllrs Darby, Matthews & Lister. There is still 1 year remaining of a 3 year term.
- b) Swaffham Museum Ltd – Trustees are Cllrs Butters, Gunner & Matthews. There are 2 years remaining of a 4 year term.
- c) Relief in Need Charity – Trustees are Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor. There is 2 years remaining of a 4 year term.
- d) Swaffham First School – **It was agreed for Cllr Skinner to be the Council's representative.**
- e) Safer Neighbourhood Area Partnership SNAP – **It was agreed for Cllr Wickerson to be the Council's representative.**
- f) Local Area Group LAG - **It was agreed for Cllr Matthews to be the Council's representative.**
- g) Swaffham Town Estate - **It was agreed for Cllr Butters and Cllr Darby to be the Council's representative.**
- h) Swaffham & District Tourism Association - **It was agreed for Cllr Wickerson to be the Council's representative.**
- i) Crime Prevention Panel this group has been disbanded
- j) Olive Tree Project - **It was agreed for Cllr Skinner to be the Council's representative.**
- k) Horticultural Society **It was agreed for Cllr Lister to be the Council's representative.**
- l) Swimming Pool Association - **It was agreed for Cllr Wade to be the Council's representative with Cllr Gunner as substitute.**
- m) Garden Science Trust - **It was agreed for Cllr Wade to be the Council's representative.**
- n) Health Forum - **It was agreed for Cllr Wade to be the Council's representative.**
- o) Breckland CCTV Group - **It was agreed for the Town Clerk to be the Council's representative.**
- p) Swaffham Community Transport - **It was agreed for Cllr Gunner to be the Council's representative.**
- q) Learning Partnership – **It was agreed more information is needed before a representative is put forward.**
- r) Norfolk Association of Local Councils - The representative is Cllr Matthews – There are 2 years remaining of her term.

1494.6. Appointment of Internal Auditor for the forthcoming year 2009/10

Mr Tony Lawlor appointed to replace Brian Clements who retired in November to complete the year 2008/09.

**It was agreed to re-appoint Mr. Tony Lawlor as Internal Auditor for 2009/10.**

1494.7. Draft changes for Financial Regulations.

It is recommended by the Finance Committee to adopt the Financial Regulations as circulated with amendments highlighted in Red.

**It was agreed to adopt changes to the financial regulations as recommended by the Finance Committee.**

1494.8. Requests for review of Standing Orders and Council Policies.

It is recommended to review the standing orders over the next three months. One change needs to be made in respect of how a County or Breckland Councillor participates in the meeting if they are not a member of the Town Council. Cllr Sherwood proposed for the Finance & General Purposes Committee look at the Standing Orders for recommendation to Full Council at a later date.

**It was agreed for the Finance Committee to review the Standing Orders and make recommendations to Full Council.**

PART THREE - FULL COUNCIL

**1495. MAYOR'S REPORT**

1495.1. There were no items of urgent business to be considered.

**1496. MINUTES**

1496.1. The Minutes of Wednesday 8<sup>th</sup> April 2009 were agreed by the Council and signed as a true record by the Chairman.

**1497. REPORT FROM THE TOWN HALL**

1497.1. The Town Clerk and Deputy Town Clerk attended the Power of Well Being Training day on 30<sup>th</sup> April here at the Town Hall. They are both currently doing the module which will allow the Council to give consideration to using the power later in the year.

1497.2. The Town Clerk attended a public speaking course yesterday at EERA's offices at Flempton near Bury St. Edmunds.

1497.3. The new Mayor and the Town Clerk hosted a meeting with various Breckland officers to discuss issues relating to the Play Area at Merryweather Road which will be transferred to the Town Council shortly. The purpose of the meeting was to ensure that everything is in order and certain issues addressed prior to the transfer taking place. The Recreation Ground Committee will be asked to look more closely at these issues in the coming weeks.

**1498. PLANNING/DEVELOPMENT CONTROL:**

1498.1. Notification of Decisions/Information from Breckland Council:-

<b>3PL/2009/0201/F</b> Planning permission granted for the demolition of porch and erection of conservatory. The Meadows, New Sporle Road. Mr. Bingham.	<b>3PL/2009/0111/F</b> Planning permission granted for the demolition of existing conservatory and erection of a rear extension. 42 Montague Close. Mr. A. Tennant.
<b>3PL/2009/0179/A</b> Consent to display advertisements granted for various new and replacement signs in line with refurbishment of restaurant. McDonalds Restaurants Ltd.	<b>3PL/2009/0178/F</b> Planning permission granted for refurbishment of restaurant & new patio area, small ext, drive thru booth blocked up, change to elevations. McDonalds Restaurants Ltd.
<b>3PL/2009/0176/A</b> Consent to display advertisements granted for the erection of 1 double sided non illuminated projecting sign. 5a Market Place. Nationwide.	

1498.2. Planning applications:-

Cllr David Butters has prepared supporting papers overseen by the Town Clerk:

<p><b>a) 3PL/2009/0153/F</b> Erection of garden shed/summer house. Conkers, 34a Ash Close. Mr. David Ledger. (**Letter of objection Susan Ingleby)  <b>OBJECTION</b> – on the grounds that it affects the visual amenity of neighbours (ENV9) and that it does not reflect local styles, character and materials and is not sympathetic to this particular location (ENV26)  <b>5 Votes to object, 2 against &amp; 2 abstentions.</b></p>	<p><b>b) 3PL/2009/0177/F</b> Conversion of barn to create separate dwelling. Lime Kiln Cottage, Lynn Road. Mr. Brian Baxter.  <b>OBJECTION</b> - on the grounds of disturbance to bats and also no attempt has been made to attract a business user to the barn.   <b>9 votes to object, 2 against and 1 abstention.</b></p>
<p><b>c) 3PL/2009/0233/F</b> Redevelop garden area for erection of 2 bungalows with separate garages and new driveway. 61 Coronation Grove. Mr. David Wall.  <b>OBJECTION</b> - on the grounds of overdevelopment. <b>8 votes to object, 3 against &amp; 1 abstention</b>                   There was a vote to suspend standing orders to allow the applicant to speak but the vote was lost.</p>	<p><b>d) 3PL/2009/0283/F</b> Remodelling &amp; extension to existing store to provide office and associated ancillary accommodation including entrance lobby WC and kitchenette. Existing Caretaker’s Store, Carter Close. Feilden &amp; Mawson.  <b>NO OBJECTION</b> – Agreed with 1 abstention</p>
<p><b>e) 3PL/2009/0314/LB</b> Replace 3 windows – third floor front. 91 Market Place. Mr. A. Martin.  <b>NO OBJECTION</b> – Agreed with 1 abstention</p>	<p><b>f) 3PL/2009/0315/LB</b> To partially remove wall between kitchen &amp; dining room. 15 Station Street. Mr. B. Aldiss.  <b>NO OBJECTION</b> – Agreed with 1 abstention</p>
<p><b>g) 3PL/2009/0320/F</b> Erection of two satellite antennae (900mm and 600mm) and one television aerial. 44 Market Place. SCC International.  <b>NO OBJECTION</b> – Agreed with 1 abstention</p>	<p><b>h) 3PL/2009/0331/F</b> Retirement village comprising care home, cottages, access &amp; parking. Stanfield House, Lynn Road. Pelorus Planning &amp; Property Ltd.  <b>NO OBJECTION</b> – Agreed with 1 abstention</p>
<p><b>i) 3PL/2009/0335/D</b> Demolish bungalow &amp; erect 5 single storey dwellings &amp; garages. 45 Watton Road. Oakwood Property Services.  <b>NO OBJECTION</b> – Agreed with 1 abstention</p>	<p><b>j) 3PL/2009/0370/D</b> Erection of single storey dwelling (plot 6). 45 Watton Road. Oakwood Property Services.  <b>NO OBJECTION</b> – Agreed with 1 abstention</p>

1498.3. Late planning applications:-

<p><b>3PL/2009/0229/D</b> Erection of single storey dwelling with rooms in roof. Land adj. to 101 Southlands. P.G. Bailey &amp; Sons Ltd.  <b>NO OBJECTION</b> – 5 votes to object, 1 against &amp; 5 abstentions.</p>	
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1498.4. Planning correspondence, or notifications of planning enforcement & TPO’s.

<p>a) **Revocation notice of Tree Preservation Order No. 5 – Whitsands Road.</p>	<p>b) **Change from Sycamore to Field Maple of Tree Preservation Order No. 6 - 1 Captains Close.</p>
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1498.5. Breckland Local Development Framework Core Strategy DPD Examination & Development Control Policies. This information has been circulated to Councillors. The public hearing sessions will commence on 30<sup>th</sup> June 2009, the pre-hearing meeting will take place on 19<sup>th</sup> May 2009 to discuss the management of the hearings. The document in question is relating to Policy not the Site Specific document. The only contention for Swaffham is whether they accept the housing allocation, if they wish to make representations to the hearing then they will need more information or evidence to support their case for an increase. The Town Clerk has received more information today, if any councillors have any comments and/or evidence to make changes then to get them to him by the end of the month.

**1499. FINANCE:**

1499.1. \_Accounts for Payments for May 2009.

A preliminary list of payments has been circulated prior to the meeting, this has been superseded by an updated list circulated at the meeting.

**The accounts for May were agreed for payment.**

1499.2. Correspondence with British Gas relating to the electricity supply for the public toilets with a view to referring this matter to Offgem.

The main argument is over the charges which were in place for the first year of the Town Council taking responsibility for the public toilets. The Town Clerk is pursuing the line that a reduction in the Standing Charge of 93p per day to 26p per day should be applied retrospectively back to 1<sup>st</sup> January 2008. Similarly day unit from 20p to 12p and night unit from 20p to 7.22p should apply retrospectively. There is no reason or explanation for charging the higher rate.

**It was agreed that if the latest correspondence fails to gain the credit from British Gas that this matter should be referred to Offgem who are the regulators for the electricity utility companies.**

1499.3. Management alternatives and maintenance costs for the Public Toilets.

This issue was discussed briefly at the March 2009 full Council meeting where a request was made to place this on a future agenda for a full discussion. This centre's around whether it is sustainable to pay for public toilets in the longer term or whether it is more cost effective to pay a service level agreement fee to a number of premises in the town to deliver public toilets.

Cllr Sherwood expressed concern about the costs of providing public toilets in Swaffham. In recent months there have been growing costs to providing this service. The Council has to look at what the alternatives might be. The Council could encourage businesses in the town to open their toilets to the public with signs around the town showing where they are. The Town Council could pay a sum of money to them for the service. This could be a way of supporting businesses and in some cases enabling them to survive. If this service was available it might be a cheaper, cleaner and better facility for them. While we continue to plough money into the toilets it will become a larger burden to the tax payer. The block could bring in money to the town. Cllr Sherwood proposed and Cllr Wickerson seconded for the Town Clerk to look at the option of seeing if businesses would be interested and what revenue could be made from the rest of the building. Accessibility for disabled, also length of opening times is important.

**It was agreed with 11 votes for and 1 against for the Town Clerk to look at the options of toilet provision, to see if any businesses would be interested in opening their toilets to the public for a fee. It was also agreed to look at potential revenue that could be forthcoming by hiring out the toilet block as commercial space.**

1499.4. Estimates relating to splitting the electricity supply

This issue may be dependant on the outcome of 1499.3. The cost of splitting the electricity supply is as follows:-

The cost from EDF for the amended supply would be £675.00 + Vat

The cost for a trench to and through the building would be £2,693.10 from Evergreen Builders or £2,700.00 E.A.S. (Plant Hire) Ltd, both figures + Vat.

The additional cost of re-surfacing the remainder of the Shambles would be £5,701.30 from Evergreen Builders or £3,800.00 from E.A.S. (Plant Hire) Ltd both figures + Vat.

**It was agreed to look at this once the issue on item 1499.3 has been resolved.**

1499.5. Offer for 'Coffin Carrier' from G & J House Clearances.

An offer has been made by Mr. G. Austin of G & J House Clearances of £580.00 for the Coffin Carrier. It is recommended to accept the offer.

**It was agreed with 11 votes for, 1 against and 1 abstention to sell the coffin carrier to G & J House Clearances for £580.**

1499.6. Report from the Town Clerk regarding the proposed changes to the newsletter.

The Town Clerk and Project Officer met with Mrs Elaine Bird last week to resolve the financial side of an arrangement to produce a newsletter for the Town. The Town Council approved this proposal in principle at their April meeting pending the finer details as follows:-

- The editorial would be controlled by Elaine Bird as Editor of the newsletter. Mrs. Bird has pledged to edit the English but not the content. The only exception to this is that no offensive content would be allowed.
- The 'Swaffham Newsletter' would be the new title with 'In Touch with Your Town' preserved for the Town Council section inside. The Swaffham Newsletter would be very community orientated, with free editorial offered to all community groups in the town. The newsletter would be reliant on advertising revenue from local businesses.
- The Town Council would take approximately two pages of editorial space each month or up to a total of 30 pages free of charge in any one year to also accommodate the annual report in April.
- There would be no actual cost for producing the newsletter to the Town Council, as there is a trade off of time and assistance given to Mrs. Bird in preparing the diary of events and general liaison with the town; in return for one page each month of advertising space.
- It is planned to produce one more edition of the 'In Touch' in house version in July to inform the town of the changeover and then go monthly from September onwards.
- The Town Clerk intends to host a meeting with all the volunteers who deliver the newsletters, to discuss the proposed changes and overcome any difficulties. A joint letter of invitation would be signed by the Town Clerk and Peter Harris who co-ordinates the volunteers.
- There will be a contract between Mrs. Elaine Bird and the Town Council to reflect all of the above. The contract will be drafted by the Town Clerk to protect the interests of the town and recognise that the newsletter would be a business enterprise for Mrs. Bird.

Concern was shown relating to advertising and what if the advertising space could not be sold, would the Town Council be liable. The Town Clerk responded that this is Mrs Bird's business; the council would not be liable. The starting point will be September where there will be a 24 page newsletter produced and she is confident that she can sell the space. Community groups are in favour of a monthly newsletter as long as Mrs Bird is confident she can sell the space. There was also concern on the design of the newsletter and whether the council would have any say on it. Community groups would be encouraged to put articles in. The Town Clerk advised the council that the group of volunteers who deliver the newsletter may not wish to carry this out on a monthly basis. A worst case scenario would be that the council would have to pay for deliveries.

**It was unanimously agreed to proceed with the proposed changes to a community newsletter produced by Mrs Elaine Bird from September 2009. The Town Clerk is instructed to co-ordinate the change over period, to fully consult with the team of volunteers and conclude the contract details which should include some sort of control of the design of the newsletter**

1499.7. Installing a public seat at Globe Hill.

Cllr Shirley Matthews reported that she has had a number of people speak to her on this issue. Photographs of the area have been circulated to the Council. Cllr Sharpe reported that this area becomes a meeting place for undesirable elements from 4.30 in the morning and is being used by drunks, the telephone box becomes a urinal. The issues Cllr Sharpe has described are a police matter and should be reported to them to deal with. There are many people who would need the relief to sit down on the journey to and from the town centre. Cllr Matthews proposed for the council to provide a bench.

**It was agreed with 11 votes for and 1 against to provide a bench on the corner of Globe Hill/Haspalls Road near the telephone box.**

**1500. GENERAL CORRESPONDENCE:**

1500.1. A circular letter has been received and circulated to Councillors from the Equality and Human Rights Commission regarding 'Public Sector Duties' in relation to the forthcoming Equality Bill in preparation for changes coming in force in the latter part of 2011. The duties referred to in this correspondence are about delivering public policy and services that meet the need of the communities you serve, leading to an improved targeting of resources and better, more efficient public services.

1500.2. E-mailed correspondence with Country Grounds Maintenance regarding misuse of toilet paper at the public toilets has been circulated to Councillors. The toilet paper in this instance was spread over the floor of the public toilets; a photograph shows that the individual responsible had gone to great trouble to extract separate sheets from the toilet cubicle to achieve this.

1500.3. A letter of thanks from Norfolk Accident Rescue Service for the section 137 grant has been received and circulated to Councillors.

1500.4. A copy of Norfolk Link newsletter for the Norfolk Association of Local Councils has been received circulated for information.

1500.5. Details of a funding workshop at Dereham by Norfolk RCC on 21<sup>st</sup> May 2009 has been circulated for information purposes only.

1500.6. Correspondence with Sue-Polaine Leonard regarding the number of vacant allotments, half allotments and notification of giving up one allotment has been received. There have been two letters received and responded to by the Town Clerk. One relates to information requested by SCALGA on the number of vacant sites, this has been given to them. The other is notification of giving up one her current allotments.

1500.7. Information from the Norfolk RCC for their photo competition, closing date 12<sup>th</sup> June 2009 has been received. The RCC photo competition has five themes: 1) Affordable housing – desirable, comfortable, affordable? 2) Services, Access – are you being served? 3) Rural isolation – idyllic or isolated? 4) Many people, One community. 5) Healthy Environment, Healthy community. 6) Live local, shop local.

1500.8. Correspondence with allotment holder Mrs. K. Mears has been received and circulated to Councillors. The correspondence asks for the Council to give consideration to a recommendation from the Town Clerk for a notification policy in respect of poultry, bees or any other extraordinary use of allotment sites, also to amend the allotment application form for the applicant to notify if any allergies or medical condition are apparent. There was a lengthy discussion on this issue. Cllr Wickerson proposed for the Council to have a policy of supplying a map detailing which allotments have poultry, bees and any other extraordinary use for the public.

**It was agreed for the council to have a policy of supplying a map to all allotment holders detailing allotments that have poultry, bees and any other extraordinary uses.**

1500.9. Correspondence with the Rotary Club of Swaffham regarding the day to day management of the notice board adjacent to the Assembly Rooms has been received and circulated to Councillors. The Rotary Club complained that a notice was actually taken down from the notice board a week before their recent event, thus losing the impact. The issue of other organisations having a key to the notice board so the Town Council cannot be held solely responsible if notices go missing. To avoid such situations arising in the future the Council may wish to be exclusive key holders, as they currently insure and maintain this notice board?

**It was agreed that as the Town Council have the responsibility to insure and maintain the notice board then they should be the only ones that have access to the notice board.**

1500.10. A circular letter from Tim Lidstone-Scott of the Peddars Way & Norfolk Coast Path (National Trail) which introduces 'A framework for development 2008 to 2013' has been received and circulated. Mr Lidstone-Scott has offered to attend an informal meeting re- the Peddars Way.

**It was agreed to have an informal meeting with Mr Lidstone-Scott concerning the Peddars Way & Norfolk Coast Path**

1500.11. Correspondence with Mr. Tony Davies regarding his explanation of commercial activity on various allotments has been received and circulated. This correspondence came in late for the previous meeting. Mr. Davies confirms that since receiving the new contract in Sept/Oct 08 he confirms that no commercial activities have taken place. He intends to adhere to the tenancy terms and conditions. He concludes by stating that should there be an over production of any crops evident, he plans to donate these to local charitable organisations / hospital. Cllr Sherwood proposed for this issue to be looked at by the Open Spaces Committee to establish how many allotments one person can have. In the meantime he will be allowed to proceed as proposed in his letter.

**It was agreed for the Open Spaces Committee to look at a policy of how many allotments one person can have and bring a recommendation to Full Council. In the meantime Mr Davies can proceed as proposed in his letter**

**1501. REPORTS FROM COMMITTEE CHAIRMEN/COUNCILLORS:**

<b>COMMITTEE</b>	<b>LAST meeting</b>	<b>NEXT meeting</b>	<b>Information to consider</b>
<b>1501.1 Finance &amp; General Purposes Committee</b>	29 <sup>th</sup> April 09	29 <sup>th</sup> July 09	
<b>1501.2 Open Spaces &amp; Amenities Committee</b>	1 <sup>st</sup> April 09	14 <sup>th</sup> July 09	
<b>1501.3 Planning</b>	5 <sup>th</sup> Feb 09		
<b>1501.4 Recreation Ground Committee</b>	25 <sup>th</sup> Feb 09	14 <sup>th</sup> July 09	
<b>1501.5 Town Group</b>	6 <sup>th</sup> Nov 08		Draft town plan is available, only received a small number of comments but will now be put forward to the town group meeting which has a suggested date 28 <sup>th</sup> May – then moving it forward to another draft for the town council to consider
<b>1501.6 Personnel Committee</b>	27 <sup>th</sup> Jan 09	11 <sup>th</sup> May 09	The Personnel Committee met earlier this week, these issues will feature at item 17.1
<b>1501.7 Market Committee</b>	30 <sup>th</sup> Mar 09	29 <sup>th</sup> Jun 09	An Italian Market will be visiting Swaffham on Sunday 31 <sup>st</sup> May 2009.  The Making Markets Matter Event on 6 <sup>th</sup> June 2009 will highlight the market to

			<p>Swaffham and the surrounding areas. There will be a number of things going on during the day such as, Chef demonstration, a prize vault &amp; stall and face painting.</p> <p>It has come to light the McDonalds are holding a monthly farmers market on their premises. There is a poster on the drive thru window advertising that the 1<sup>st</sup> one took place last Friday, 8<sup>th</sup> May. They should have gained permission from the Council as they are within our market rights limit which is 6 2/3 mile radius. How do Councillors feel about this, do you want any action taken? Cllr Sherwood proposed for the Town Clerk write to MacDonald's.</p> <p><b>It was unanimously agreed for the Town Clerk to check the market charter, if it is in order then the Town Clerk must write to MacDonald's informing them they are in breach of the market charter.</b></p>
<p><b>1501. 8 Youth Council</b></p>	<p>11<sup>th</sup> May 09</p>	<p>22<sup>nd</sup> Jun 09</p>	<p>A copy of the Town Clerks letter to the Youth Council following the Annual Town assembly was circulated.</p> <p>The Youth Council attended the Town Assembly and the Mayors Reception recently. They have been invited by MP Christopher Fraser to visit the House of Commons as his guest which they are really excited about. Issues that they have been dealing with: -</p> <ul style="list-style-type: none"> <li>• 'Mosquitos' which is a device that omits a high pitch sound which only young people can hear. They are carrying out research into the legality of this device and human rights issue.</li> <li>• Image of young people – there is a national campaign to encourage the media to show the positive things that young people do rather than just reporting the negative aspects of a few.</li> <li>• Rock Night – the organisation of this is ongoing.</li> <li>• AGM – This will take place on the 22<sup>nd</sup> June and are currently in the process of advertising it to encourage new members.</li> <li>• They have recently had a presentation by the Twinning Association and will be looking at this in more detail in the future.</li> </ul>

**1502. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.**

1502.1. Icen Partnership (Cllrs Darby, Matthews & Lister)

No report given.

1502.2 Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews)

No report given.

1502.3 Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)

No report given.

1502.4 Swaffham First School (Cllr Lister)

No report given.

1502.5 Safer Neighbourhood Area Partnership SNAP (Cllr David Wickerson)

The SNAP team have 3 priorities for anti social behaviour. The next meeting will take place on the 16<sup>th</sup> May in the Assembly Rooms.

1502.6 Local Area Group LAG (Cllr Shirley Matthews)

No report given.

1502.7 Swaffham Town Estate (Cllrs Butters and Darby)

No report given.

1502.8 Swaffham & District Tourism Association (Cllr Wickerson)

Cllr Wickerson will be meeting with the Chairman of the SDTA on the 21<sup>st</sup> May.

1502.9 Crime Prevention Panel (Cllr Skinner)

No report given.

1502.10 \*\*Olive Tree Project – (Cllr Skinner)

No report given.

1502.11 Horticultural Society (Cllr Lister)

No report given.

1502.12 Swimming Pool association (Cllr Wade) Cllr Gunner as substitute

SPA has had its AGM whereby Marion Clements was voted as Chairman. There are new members elected which are detailed as follows: -

Stuart Clapton – Vice Chairman

Michael Wilcox – Rep for RAF Marham and Narborough

Monica Reiger-Ridd – Secretary

Nigel Reiger-Ridd – Treasurer

Ruth Saunders – Membership Secretary`

Pam Buxton – Minute Secretary

Pippa Wade – Swaffham Town Council Rep

Brian Elliott – Editor Newsletter & website

Peter Harris - Committee member

Jennifer Edwards - Committee member

Geoff Saunders – Committee member

Jean Wilcox - Committee member

Robert Parfitt - Committee member

1502.13 Garden Science Trust (Cllr Darby)

No report given.

1502.14 Health Forum (Cllr Wade)

No report given.

1502.15 Breckland CCTV Group (Town Clerk)

No report given.

1502.16 Swaffham Community Transport (Cllr Gunner)  
No report given.

1502.17 Learning Partnership

1502.18 Norfolk Association of Local Councils (Cllr Matthews)

**1503. BRECKLAND COUNCIL.**

1503.1. A circular letter and copy of 'Town & Parish Council newsletter' from Breckland Council's Standard's Committee has been received and circulated. It outlines all Standards Committee issues and sets out the meeting dates for the forthcoming year.

1503.2. The Town and Parish Council Forum April Newsletter has been received and circulated.

1503.3. Information relating to the externalisation of Breckland Council's Planning & Building Control Services to Capita has been received and circulated.

1503.4. Notification of the Breckland Council Housing Strategy Day on 18<sup>th</sup> May 2009 at Barnham Broom has been received and circulated.

1503.5. Cllr Frank Sharpe requested for this item to be placed on the agenda. It relates to a Jobs Fair for Swaffham and whether the Town Council would like one. This is in reaction to business closures Swaffham. The towns that have had Job Fair previously are where the Job Centres are located. Breckland can organise a Job Fair in Swaffham if it is wanted and can justified. To set up the Job Fair takes a lot of work and costs a minimum of £500 and officer time. It will depend on the number of unemployed and how many businesses they could encourage to come. There is no guarantee and it will be up to Breckland and Job Centre plus.

**It was agreed for the Town Clerk to Economic Development team to inform them that Swaffham Town Council would like a Job Fair in Swaffham if it can be arranged.**

1503.6. Breckland Councillor reports.

A grant of £500 that is open to new businesses of 10 employees or less has been extended by a year due to its popularity.

**1504. NORFOLK COUNTY COUNCIL.**

1504.1. Correspondence has been received and circulated with W.F. Smith regarding skips on pavements. W.F. Smith were referred to Norfolk County Council to gain the necessary permission.

1504.2. County Councillor report.

The money that County normally receives from government has been re-adjusted. It is referred to as the damping effect which is the formula for the grant that every local authority receives. County has been informed that their grant has been reduced by £24,285,000. This was equivalent to an 8% council tax figure and so it was felt Norfolk had done well to keep the increase of council tax to an under-inflation figure and at the same time being a 4 star authority. A lot of London counties are having a lot of money – Sutton gained £9.5million for a virtual reality street which has drug dealers and paedophiles etc.

1504.3. Cllr Sherwood took this opportunity to thank Cllr Matthews for all her years of service as a County Councillor.

**1505. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-**

**1505.1** Monday 18<sup>th</sup> May 2009 – **Relief in Need Charity** – 7pm at the Town Hall.

**1505.2** Monday 1<sup>st</sup> June 2009 – **Council Training Evening** - 7pm at the Town Hall.

**1505.3** Wednesday 10<sup>th</sup> June 2009 – **Full Council** – 6.45pm at the Town Hall.

**1505.4** Monday 22<sup>nd</sup> June 2009 – **Youth Council** – 6.30pm at the Town Hall.

**1505.5** Monday 29<sup>th</sup> June 2009 – **Annual Market Traders Meeting** – 7pm at the Town Hall.

An additional meeting has been arranged since the agenda was circulated, this is for the Town Group on Thursday 28<sup>th</sup> May at 7pm

**1506. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:**

1506.1. Report from the Town Clerk on staffing matters.

The Town Clerk gave a confidential report to the Council for consideration relating to discussions that were ion-going with the Market Superintendent. These issues had been discussed with the Personnel Committee on 11<sup>th</sup> May.

**It was agreed for the Town Clerk to continue discussions with the Market Superintendent, guidance was given to give the Town Clerk boundaries to achieve a satisfactory conclusion. With a view to a satisfactory three month trial period.**

b) A confidential report was given by the Town Clerk and discussed by the Council in relation to the possibility of obtaining continuation funding for the Project Officers post a further 12 months.

- 1) It was agreed with 1 abstention to a match funding grant of £6,000 spread over two financial years to support the funding bid to Breckland Council. This money would only be available should match funding be forthcoming from Breckland Council to provide continuation funding for the Project Officer and deliver some actions from the Town Plan.**
- 2) It was agreed with 1 abstention to re-allocate the Northwell Pool budget of £2,500 and Town Plan budget of £1,500 to support the bid to Breckland Council. To also agree to provide in-kind contributions as outlined by the Town Clerk to the value of £5,000.**
- 3) It was agreed with 1 abstention to give the Town Clerk discretion to amend these figures within reason to establish and finalise the funding bid with the Project Officer by the 20<sup>th</sup> May 2009 deadline. A full report and copy of the bid to be provided to the Council at the June meeting.**
- 4) It was agreed with 1 abstention to give the Town Clerk delegated power to work with the Project Officer to negotiate with Breckland Council in the coming months over the detail of the bid to a satisfactory conclusion. This is on the proviso that a report is given to the Council at the earliest opportunity of the progress and any significant changes.**
- 5) It was unanimously agreed that the Town Group shall be known in future as the 'Town Group Partnership Committee'. This new name acknowledges and embraces the fact that it is a true partnership between Icenis and the Town Council. It is legally a Town Council Committee and an essential part of Icenis Partnership. This arrangement is unique, innovative and it works, the new name helps the public perception problem.**
- 6) It was agreed unanimously that the job title to be changed from Project Grant Support Officer to Project Officer. The Town Clerk to prepare a draft Job Description to submit with the bid and this shall be ultimately approved by both the Town Council and Icenis Partnership. The Project Officer is allocated to the Committee employed by the Council under the instruction of the Town Clerk.**
- 7) It was agreed unanimously that the Town Clerk shall prepare draft terms of reference for the Town Group and for the Working Groups. These documents shall be part of the Council's Standing Orders ultimately approved by both the Town Council and Icenis Partnership.**

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c) The Town Clerk gave a confidential report regarding potential salary increases for all staff other than the three Clerks who are tied to the SLCC/NALC liaison Committee recommendations each year. This is currently under negotiation nationally. There followed a discussion regarding the Retail Price Index and the Consumer Price Index.

**It was proposed by Cllr I. Sherwood and seconded by Cllr S. Lister to increase all salaries other than the three Clerks from 1<sup>st</sup> April 2009 by 1%.**

d) The Town Clerk gave a confidential report relating to a leaflet circulated within the Town by a Councillor. There were two issues that were raised with the Personnel Committee on 11th May 2009 that were of concern. There followed a discussion by the Council.

**Cllr F. Sharpe agreed to take these issues to Breckland standards committee for assessment.**

1506.2. Report from the Town Clerk and correspondence regarding the proposed sale of allotment land.

**It was unanimously agreed to defer this item to the June agenda to receive a full report from the Town Clerk**

Meeting Closed at 9.56p.m.

Chairman .....

**Appendix 1**

**TOPICS FROM THE PUBLIC SESSION**

Planning - Ash Close planning application 0153 – There was concern voiced by a neighbour of the property in question. There was concern relating to the size, location and style. Location is in the south west corner of the front garden, 2 metres from neighbour’s fence. The style of the development was out of place in a conservation area and the surrounding cottages. It would affect charm and character of the other properties in the area.