

**SWAFFHAM TOWN COUNCIL**

Minutes of the Full Council meeting held on Wednesday 10<sup>th</sup> March 2010 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr D. Harman

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

Deputy Town Clerk: - Mrs M Meyrick

Assistant Town Clerk: - Mrs R Noble

Police: - PCSO Hazel Tampin  
PCSO Dave Ready

Public: - 10

**1642. APOLOGIES & REASONS FOR ABSENCE.**

1642.1. Cllr Carol Baker – Health reasons.

**1643. DECLARATIONS OF INTEREST** – for items included on the Agenda.

1643.1. Cllr. Sherwood declared a personal interest on 8.3 as he is a member of the Twinning Association.

1643.2. Cllr. Matthews declared a personal interest on 8.3 as he is a member of the Twinning Association.

1643.3. Cllr. Darby declared a personal interest on 8.3 as he is a member of the Twinning Association.

1643.4. Cllr. C Gunner declared a pecuniary interest on 8.3 as he is a member of the Twinning Association.

THE MEETING WAS ADJOURNED AT 6.46 p.m.

THE MEETING RECONVENED AT 6.47 p.m.

**1644. REPORTS: police, principal authority etc**

1644.1. **POLICE** - PCSO Ready reported there has been 40 crimes during the last month including criminal damage, theft and violence which is undergoing investigation, there have been a few arrests at McColls for shoplifting. It was reported the 3 priorities are:

Theatre Street car park for anti social behaviour, since there have been increased patrols there have been no further reports.

Poultry Market off Lynn Road, tickets have been issued for on road parking.

Queen Street, Damage to vehicles, since increased patrols there has been no further reports.

The STARS project – on 2<sup>nd</sup> April there will be a litter pick in the Churchyard and around the Community Centre and on the 9<sup>th</sup> April a visit will be made to Weasenham Extreme for the evening. The next LAG meeting is on 30<sup>th</sup> March and there will be more street briefings.

Comparison figures for 2009/2010 on crime were requested again, they were requested 2 meetings ago. PCSO Ready said he would deal with this.

It was reported that motor cycles are using the Orford Road playfield, PCSO Ready asked for anyone seeing them to get the index number and the colour of the helmet.

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An e-mail from the Clerk to PCSO Michelle Thurlow regarding the article in the EDP relating the STARS project was circulated to all Councillors. Since the email was sent the Deputy Clerk has spoken to PCSO Michelle Thurlow who telephoned in response to the e-mail. She reported that the police were not happy with the article and have contacted the EDP with their concerns. There were a number of inaccuracies in the article which the EDP are taking seriously and are taking the relevant steps to rectify the problem.

**The Town Council will be adding to the Police insert in the paper in April.**

A copy of an e-mail from Inspector Porter was circulated to all Councillors regarding an issue that was brought up at a recent meeting relating to excrement graffiti in the public toilets, this is for information only at this point.

### **1644.2. Clean Neighbourhood Enforcement Officer Keith Fuller from Breckland Council -**

Keith Fuller gave a brief report regarding the Clean Neighbourhood initiative, he stated he had been in this post since July 2009 and is responsible for removing fly tip waste, but not on farmland, during the last 6 months 20 fixed penalties have been issued all of which have been paid, the cost of a fixed penalty is £80 reduced by £60 if paid within 10 days. Keith Fuller stated his team has the power to ensure premises are cleared, they work with other agencies, there have been 2 court cases, another one coming up, there has been 6 successful convictions. He urged everyone not to use rogue traders because they will dump the rubbish anywhere which can be traced back and the person fined for flytipping.

### **1644.3. Mark Keddie and Janet Howell re: Northwell Pool Community Orchard & Park -**

Mark Keddie apologised that Janice Howell was unable to attend, he gave a brief report concerning this scheme. A written report was circulated to all Councillors and a number of Councillors have recently visited the proposed Orchard site. At this stage the Mark asked if the Council Would agree in principle to this project, as this will help them when they apply to grant funders. Cllr. Wickerson proposed and Cllr. Darby seconded in principle for the Northwell Pool Community Orchard and Park to go ahead.

**It was agreed with 11 votes for and 1 abstention to agree in principle for the Northwell Pool Community Orchard and Park to go ahead.**

### **1644.4. COUNTY COUNCILLOR report from Cllr Ann Steward –**

Cllr. Steward reported the Norfolk County Council budget is the lowest ever set. There will be more consultations relating to the street lights which are to be switched off; the Town Council will be invited to comment. NCC are working closer with other agencies on shared services. There are 2 petitions relating to Broadband Norfolk on the internet, Cllr. Steward asked everyone to register their demand. They are looking at a better train service from Norwich to London, at regional conferences Norfolk are not shouting loud enough to get better services. NCC are looking at funding for pot holes.

### **1644.5. BRECKLAND COUNCILLOR report from Cllr. Frank Sharpe –**

All vacant social housing will be on-line, the public will be able to access what is available in the Library or at the Town Hall. Breckland will not allow the scheme to go ahead if they are not 100% satisfied with the software.

## **1645. MAYORS' REPORT**

1645.1. Civic Events attended by the Mayor.

13<sup>th</sup> Feb – Official Opening of Kings Lynn Mart.

19<sup>th</sup> Feb – Launch of “STARS” project by Swaffham Safer Neighbourhood Team.

22<sup>nd</sup> Feb – Swaffham Rotary Club Open Evening.

24<sup>th</sup> – Breckland Council Forum at the EcoTech Centre.

5<sup>th</sup> March – Attleborough Mayer's Civic Reception.

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### **1646. MINUTES:**

1646.1. Amendment – Page 996 – last paragraph should read – to not accept recommendation 1 but to accept recommendation 2 and 3 but with the exception of the reference to recommendation 1 in the first sentence of recommendation 3.

Subject to the amendment the Minutes were agreed and signed as a true record by the Chairman.

### **1647. Report from the TOWN HALL by the Deputy Clerk:-**

1647.1. The SLCC Practitioners Conference at Stoke – was attended by the Town Clerk on Friday 26<sup>th</sup> and Saturday 27<sup>th</sup> February. This was an excellent training event, possibly the best in the conference programme. There were sessions on Preparation of Business Plans, Section 106 Planning deals, Policy documents – the definitive list, Surviving the Downturn and Public Sector Cuts, Risk Management & Internal Controls, How to Fund your Project, All things legal, Reviewing the effectiveness of Internal Audit, Charitable Trusts/the role of Charity Trustees, Effective Planning observations and Engaging young people. There were also plenary sessions on Leading your Community to take action on climate change, How do Parish/Community/Town Councils work within Unitary Local Government areas and finally Looking ahead to the General Election – the impact on the Parish/Community Sector. The Town Clerk will be bringing any relevant issues to the attention of the Council in the coming months.

The Larger Councils meeting of Norfolk ALC was held at Aylsham Town Hall yesterday 9<sup>th</sup> March attended by the Town Clerk, the Mayor and Cllr S. Matthews. The main speakers at this event were Daniel Cox Leader of Norfolk County Council and Chris Walton, Head of Democratic Services Norfolk County Council. The topic was Norfolk County Council working locally. There was a healthy debate around devolved services and the changing face of the County Council in the future irrespective of whether the Norwich Unitary Authority comes into play or not. One stop shops, cluster councils, decriminalisation of car parking, turning off street lights, community asset transfer and how to offer practical support to Parishes and Towns were all covered extensively.

Quality Council reaccreditation is being considered by the Norfolk accreditation panel towards the end of March. The Council received a visit recently from Sarita Pressland Norfolk ALC Parish Liaison Officer recently who has given her advice in respect of the Portfolio to be submitted. The Assistant Town Clerk Rosie Noble has prepared most of the portfolio which is evidence to demonstrate how and what the Council does as a Local Authority. If successful the accreditation would last a further four years.

LDF Task & Finish Group meeting – the Town Clerk and Cllr F. Sharpe attended this meeting at Breckland Council offices on 25<sup>th</sup> February. This was to agree amended development boundaries for Swaffham. There was no provision within the amended boundaries to accommodate the 250 additional homes previously agreed back in October. The officers and committee gave assurances that when it is finally agreed where the 250 homes will go, then the boundaries will be amended again to take account of these changes. The next stage of the LDF Task & Finish Group is to consider further consultation on the split allocation between the option of having development at New Sporle Road and Brandon Road; and the option of having all the development at Brandon Road.

War Memorial Trust Conference – The Clerk and Deputy Clerk attended this event on the 4<sup>th</sup> March. This conference was a free event and provided some very useful information. It covered subjects such as:

- Who the War Memorial Trust are
- Role of custodians

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- Maintenance
- The law and planning
- Projects
- Conservation
- Cleaning
- Adding Names
- Security

It highlighted the fact that the Council does not have a policy in place to deal with the maintenance of the War Memorial for the future. It was suggested this be something that the Open Spaces Committee look at.

**It was agreed for the Open Spaces to look at having a policy on the War Memorial.**

1647.2. A Training Statement of Intent policy was circulated to all Councillors for consideration which is a new requirement of the Quality Council Status application renewal. The Council's application has to be submitted by 22<sup>nd</sup> March.

**It was unanimously agreed to accept the Training Statement of Intent Policy.**

1647.3. It was reported that vandalism in the public toilets was done to the glass panel on the door to the gents toilet. The glass was replaced yesterday at a cost of £38.00 plus VAT.

1647.4. Information received from NALC was circulated to all Councillors regarding the new publication of Standing Orders for Local Councils. It does not show where the changes have been made from the previous one. The changes will be highlighted for the Council to review the Standing Orders at the May meeting along with all your other policies.

**It was agreed for changes to be highlighted for the Council to review the Standing Orders at the May meeting along with all the other policies.**

### **1648. PLANNING/DEVELOPMENT CONTROL:**

1648.1 Notification of Decisions/Information from Breckland Council:-

3TL/2009/0002/TL – Planning Permission Granted – Mrs P Eller, Mill House, Swaffham – Extension of time limit on pp 3PL/2006/1592/F	3PL/20009/1198/F – Planning Permission Granted – Mr Mick Harris, 5 Queen Street, Swaffham – Erection of porch & rear single storey extension
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1648.2. Consider the following planning applications:-

3PL/2010/0120/F – SAS Vehicle Hire, 53 Station Street, Swaffham – Standing of vehicles for hire (inc. wash & maintenance), standing of portakabin & 19 containers <b>NO OBJECTION – comment restrict number of portacabins.</b>	3PL/2010/0085/A – SAS Vehicle Hire, 53 Station Street, Swaffham – Erection of two signs for car wash (retrospective) <b>NO OBJECTION</b>
3PL/1010/0074/F – St John Ambulance Norfolk, St John Hall, St John Court, London Road, Swaffham – New galvanised steel framed car port with one side cladded to provide undercover storage of new ambulance. <b>NO OBJECTION</b>	

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1648.3. Late applications received at the Mayor's discretion.

3PL/2010/0136/F – Abel Homes Ltd, Castle Acre Road, Swaffham – Variation of condition 2 on pp 3PL/2008/0345/F <b>NO OBJECTION</b>	
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1648.4. There were no planning correspondence, or notifications of planning enforcement & TPO's.

### **1649. FINANCE:**

1649.1. The Council were circulated a list of accounts for payment for March 2010.

**The accounts for payment for March 2010 were unanimously agreed.**

**It was agreed for the Clerk to let Cllr. Lister have information relating to the £500 for the Plastic Bag Free Project.**

1649.2. A request has been received to place a Dog Bin in the area between Filby Road and Wolferton Drive. There is a dog bin on Filby Road but it is located at the Brandon Road end which is a considerable distance away. Cllr. Sharpe proposed and Cllr. Jennison seconded to place a dog bin in the area between Filby Road and Wolferton Drive.

The Deputy Town Clerk informed the Council the amount left in the current financial year is £180, the cost of purchase and installation of a new dog bin is £180. You could purchase the dog bin requested on Filby Road out of the budget in the current financial year.

**It was agreed with 10 votes for and 1 against to place a dog bin in the area between Filby Road and Wolferton Drive out of the current year budget.**

The budget for the next financial year for street furniture is £1800. The Council has already committed the supply and installation of 3 litter bins and 1 dog bin. 1 dog bin has already been purchased out of the current financial year. The approx total budget that has already been allocated is £1500.

1649.3. A request was circulated to all Councillors from the Twinning Assoc re: Contribution of £500 towards Twinning Cabinet Grant. The Twinning Association are applying for a grant to produce a Memorabilia Cabinet in the Town Hall to house all the memorabilia given to the Council over the years. The cost of the project is £1393 which is for all the materials that are needed as the labour will be covered by volunteers. The Town Council are being asked for a contribution of a third (£465), the Twinning Association will put in a third and the rest will be covered by the grant if successful. If the grant is unsuccessful then the Twinning Association may request £750.

Cllrs. Sherwood, Matthews, Darby and Gunner left the room.

**Cllr. Jennison proposed and Cllr. Wickerson seconded for a contribution of £500 towards the Memorabilia Cabinet in the Town Hall, but should the grant be unsuccessful to come back to the Council for the further £250 to be considered.**

Cllrs. Sherwood, Matthews, Darby and Gunner rejoined the meeting.

### **1650. GENERAL CORRESPONDENCE:**

1650.1. Correspondence from Mr Nick Ford re: Indoor Market and Swaffham Market and the Clerk's response was circulated to all Councillors for information only.

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1650.2. The Council received notification of receipt of the Norfolk Link newsletter at the Town Hall.

1650.3. The Council received notification of receipt of the Playing Field Assoc. newsletter at the Town Hall.

1650.4. A circular re: NSPCC campaign was circulated to all Councillors for information only.

1650.5. Action for Market Town's competition. The deadline for the application is the 20<sup>th</sup> April 2010. This award scheme aim is to give recognition to the dedication and hard work that is showing results across England and encourages others to follow these examples. Applications are invited from each of the following awards categories:

- Environment & Culture
- Social & Community
- Business & Economy
- Partnership & Strategic Working

Cllr. Wickerson volunteered to complete the application for the Town Council.

<b>It was unanimously agreed for Cllr. Wickerson to complete the application for Action for Market Town's Competition.</b>
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1650.6. Norfolk RCC Board of Trustees. This is advance notice of the NRCC meeting on the 27<sup>th</sup> April. An agenda will be sent out nearer the time but they are asking for any nominations for Chair, Treasurer or Trustee are put forward. Councillors were asked to let Town Hall know if they want to put forward nominations.

1650.7. Gypsy & Traveller Conference on the 22<sup>nd</sup> March 2010. If any Councillors wish to attend to please inform the office by 12<sup>th</sup> March.

1650.8. NPTP Initial Training for Clerks & Councillors – 25<sup>th</sup> March 2010. If any Councillors wish to attend to please inform the office by the 18<sup>th</sup> March.

1650.9. NPTP Chairmanship & Engagement Training. The training for this will take place at Downham Market on the 18<sup>th</sup> March. If any Councillors wish to attend to let the Deputy Clerk know after the meeting. Subject to dates of the training Cllr. Jennison would like to attend the Chairmanship and Engagement Training.

1650.10. NPTP Employment Matters Training on the 31<sup>st</sup> March 2010. If any Councillors wish to attend to please inform the office by the 23<sup>rd</sup> March

1650.11. Nomination of Councillors to the Executive Committee of NALC. The Norfolk Association of Local Councils are asking for nominations from the Breckland district for members to join their Executive Committee.

### **1651. COMMITTEE reports: (by Chair/Lead Member or Officer)**

<b>COMMITTEE</b>	<b>LAST meeting</b>	<b>NEXT meeting</b>	<b>Information to consider</b>
<b>1651.1 FINANCE &amp; GENERAL</b>	2 <sup>nd</sup> December 09	21 <sup>st</sup> April 10	

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<b>PURPOSES Committee</b>			
<b>1651.2 OPEN SPACES &amp; AMENITIES Committee</b>	3 <sup>rd</sup> Feb 10	7 <sup>th</sup> April 10	<p>a) A copy of response from the RSPCA re: chicken issue on the allotments, was circulated to all Councillors for information only</p> <p>b) Correspondence from Mr Richmond re: rat traps on the allotments. One of our allotment holders is a qualified warrener and he was asked to take a look at the photographs of the traps in question. He has reported back that the trap is legal and is set in the required manner. It was recommended that the Open Spaces Committee look at a policy and guidance for having legal traps on the allotments.</p> <p><b>It was unanimously agreed for the Open Spaces Committee to look at a policy for having legal traps on the allotments.</b></p>
<b>1651.3 PLANNING Committee</b>	13 <sup>th</sup> Aug 09		
<b>1651.4 RECREATION GROUND Committee</b>	3 <sup>rd</sup> Feb 10	7 <sup>th</sup> Apr 10	
<b>1651.5 TOWN PARTNERSHIP Committee</b>	16 <sup>th</sup> Feb 09	13 <sup>th</sup> Apr 10	<p>It was reported the 'quick wins' are moving ahead, information boards around the town are being costed, planters on the approach to the town are going ahead through discussions with Jason Glasspoole.</p> <p>Looking at external funding for use of the Corn Hall, still in contact with the Library who may be interested.</p> <p>It was stated it is tough going without Dave Bek. The Town Clerk and Dennis Tallon are meeting with Breckalnd with regards to funding for this position. The volunteers are doing a fantastic job.</p>
<b>1651.6 PERSONNEL</b>	25 <sup>th</sup> Jan 10		
<b>1651.7 MARKET</b>	25 <sup>th</sup> Jan 10	29 <sup>th</sup> Mar 10	<p>a) A copy of an e-mail to Icenl re: Market for information only was circulated to all Councillors.</p> <p>b) Information re: Radio Norfolk &amp; gardeners question time, was circulated to all Councillors for information only.</p>

<b>Page 1007</b>			<p>c) Cllr Gunner requested a stall on the market to promote Swaffham In Bloom.</p> <p><b>It was agreed for Cllr. Gunner to have a stall on the Market to promote Swaffham in Bloom</b></p>
<b>1651.8 Youth Council</b>	1 <sup>st</sup> Mar 10	26 <sup>th</sup> Apr 10	The Youth Council are planning another Rock Night and involvement in the Twinning Weekend.
1651.9 Twinning Liaison Committee	8 <sup>th</sup> Mar 10	5 <sup>th</sup> July 10	<p>Plans for the Civic visit over the weekend of 11<sup>th</sup>/12<sup>th</sup> September are progressing well. 5 Councillors, 7 Twinning association members and the Town Clerk met on Monday of this week to move matters forward.</p> <p>The programme for the weekend includes events organised by the Town Council and the Twinning Association, with involvement from the Youth Council in respect of providing entertainment for the Civic function on the Saturday evening at the Assembly Rooms. There will be an official meeting on the Saturday morning at the Town Hall and the Twinning Association lunchtime event on the Sunday at Eco-Tech.</p> <p>There will be an opportunity to link a Trade Fair with this weekend of events being organised as part of the Market Traditions funding bid at the Eco-Tech on the Saturday by Icen Partnership.</p> <p>Accommodation for guests is being organised by the Twinning association who are making good progress. Two thirds of the guests are already catered for but if anyone wishes to participate in the weekend by hosting either French or German guest please let the Town Clerk or the Chairman of the Twinning Association Stan Sole know as soon as possible.</p> <p>Official letters of invitation will go out very soon to encourage all organisations in the town to participate in the weekend. A commemorate booklet is being planned and all activities for the weekend will be within the agreed budget of £4,500.</p> <p>A grant application has been submitted to the EU for 5000 Euros, if successful it would be divided equally between the Twinning Association and the Town Council. The</p>

**1652. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.**

1652.1. Icen Partnership (Cllrs Darby, Matthews & Lister) - At the Icen Meeting last night Swaffham was chosen for Action for market Towns.

1652.2 Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews) – The Museum has been successful in a bid to have an 18-24 year old working in the Museum fully funded for 6 months for 25 hours per week at no cost to the Council.

1652.3 Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)

1652.4 Swaffham Infant School (Cllr Skinner)

1652.5 Swaffham Town Estate (Cllrs Butters and Darby)

1652.6 Swaffham & District Tourism Association (Cllr Wickerson)

1652.7 Olive Tree Project (Cllr Skinner)

1652.8 Swimming Pool Association (Cllr Wade) Cllr Gunner as substitute – The A.G.M. is on 19<sup>th</sup> April in the Assembly Rooms.

1652.9 Garden Science Trust (Cllr Wade)

1652.10 Health Forum (Cllr Wade)

1652.11 Breckland CCTV Group (Town Clerk)

The Town Clerk met with Grahame Green from Breckland Council and an engineer from the CCTV contractors on 3<sup>rd</sup> February to establish where the five additional sites are required for either temporary or permanent use. A report with estimated costs will be brought to the Council for consideration in due course. There will be no improvements to the current system unless there is a financial commitment shown by the Town Council and sufficient crime data to back up their case. A request to use one of the existing re-deployable cameras at a suitable location at Merryweather Road has been agreed. This is pending confirmation that a signal is available at that location. There are two suitable existing lighting columns already on site at this location. Other sites visited were at the Haspall's Road Recreation Ground, Northwell Pool Road, London Road adjacent to the mini-roundabout and at the Community Centre overlooking Campingland.

1652.12 Swaffham Community Transport (Cllr Gunner) – It was reported there is a training day tomorrow.

1652.13 Learning Partnership (no representative)

1652.14 Norfolk Association of Local Councils (Cllr Matthews) – Travellers conference is coming up, there is an allotment walk in September, Cromer Crabs in August.

**1653. BRECKLAND COUNCIL.**

1653.1. A decision from the Licensing Sub Committee re: Application for Variation of Premises Licence – The White Hart, London St, Swaffham was circulated to all Councillors for information only.

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1653.2. An invitation to attend a Funding Fair on the 18<sup>th</sup> May 2010 at Ecotech. If any Councillors wish to attend to please inform the office as soon as possible.

**Cllr. Darby would like to attend.**

**1654. NORFOLK COUNTY COUNCIL.**

1654.1. Information re: Street Lighting – Implementation of part night lighting was circulated to all Councillors for information only.

Some streets don't have enough of the lighting types that are suitable for turning off or they are in town centres, which are not affected. NCC has consulted the police and others on reasons why streets should be exempt from part night lighting. These are streets with 24 hour operational emergency services, CCTV cameras, lights which have been put in specifically to prevent accidents, high security premises eg. Banks, jewellers etc. The police will also advise on exemptions for areas where crime could be increased as a result of lights going off, or where reducing crime will be affected. (source Norfolk county council website)

Three months before any work is due to be carried out in the area, NCC will write to the Town Council with details of the roads that will be affected. Specific local issues can be raised at this point. NCC will also send letters to households in affected areas at least four weeks before any work is due.

1654.2. Information re: New care company for the provision of Care Homes in the County was circulated to all Councillors for information only.

**1654. Notification of the DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-**

1654.1. Market Committee – 29<sup>th</sup> March – 7.00pm in the Council Chamber.

1654.2. Recreation Ground Committee – 7<sup>th</sup> April – 6.30pm in the Council Chamber.

1654.3. OPEN SPACES Committee – 7<sup>th</sup> April – 7.30pm in the Council Chamber

1654.4. TOWN PARTNERSHIP Committee – 13<sup>th</sup> April – 7.00pm in the Council Chamber.

1654.5. Full Council – 14<sup>th</sup> April – 6.45pm in the Council Chamber.

**1655. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:**

1655.1. The Deputy Town Clerk read out a report written by the Town Clerk relating to the external audit by Mazars. Following a short discussion relating to the audit Cllr. Darby proposed and Cllr. Sherwood seconded for a meeting to be arranged with the Town Clerk.

**It was unanimously agreed for a meeting to be arranged with the Town Clerk relating to the external audit.**

1655.2. A discussion took place relating to the Deputy Mayor for 2010/11.

The meeting closed at 8.45 p.m. Chairman .....

Appendix 1

A question was asked relating to Key Select Housing, Cllr. Sharpe stated this would be addressed during his report as a Breckland Councillor.