

SWAFFHAM TOWN COUNCIL

Minutes of the Annual Meeting of the Full Council held on Wednesday 12th May 2010 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr D. Harman (in the Chair until item 1671.1.)
Mayor Cllr I. Sherwood (in the Chair from item 1671.2.)

Councillors: - Mrs C Baker, 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.

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

Police: - PCSO Dave Ready

Public: - 11

1671. ANNUAL APPOINTMENT & POLICIES FOR 2010/11

1671.1. Nominations for Mayor for 2010/11.

In accordance with Standing Order 12.a.ii the Deputy Mayor Cllr Ian Sherwood shall be elected Mayor.

The outgoing Mayor Cllr Harman presented the newly elected Mayor Cllr Sherwood with the Chain of Office.

1671.2. Address from the newly elected Mayor.

Cllr Ian Sherwood sincerely thanked Cllr Harman and his wife Shirley for all the work they carried out during his term of office. It has been a privilege to serve as a councillor and as your deputy during your time as Mayor. Cllr Sherwood said that he has been lucky to be Mayor for Swaffham once before and it is an honour to serve once again. It is very much a role to represent the town of Swaffham and the people of Swaffham in a non political role. One of Cllr Sherwood's hobbies is bee keeping, as part of the National Week of the Honey Bee Cllr Sherwood will be pleased to show anyone who is interested in viewing the inside of a hive of bees. There is a serious problem with the bee population and to highlight this he will open his hive on the 29th May to interested parties.

1671.3. Nominations for Deputy Mayor for 2010/11.

At the April meeting of the Council the minutes for 10th March 2010 were signed and agreed as a true record. Unfortunately there was an omission of a proposal and a decision box recording from the minutes. The then Mayor Cllr David Harman mentioned this to the Town Clerk in his agenda briefing for the April meeting, but the omission was not reported to the Council.

'Following a short discussion, it was proposed by Cllr I. Sherwood seconded by Cllr P. Darby that Cllr T. Jennison would become Deputy Mayor for the forthcoming year 2010/11 from 12th May 2010.'

It was agreed by 7 votes for, 0 against and 2 abstentions that Cllr T. Jennison would become Deputy Mayor for the forthcoming year 2010/11 from 12th May 2010.
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Subsequent to agreeing that this omission is recorded in the minutes of this meeting, it is in accordance with Standing Order 12.e.i the Council chose to elect Cllr T. Jennison as Deputy Mayor in the closed session of the full Council meeting on 10th March 2010. This decision shall be binding on the Council and take effect from the Annual meeting in May.

It was unanimously agreed to accept Cllr Jennison as Deputy Mayor for 2010/2011 and to accept the omission in the April minutes as a true record.

The Mayor Cllr Sherwood presented the newly elected Deputy Mayor Cllr Jennison with the Chain of Office.

1672. Apologies and reasons for absence.

1672.1. There were no apologies received in advance.

1673. Declarations of interest.

1673.1. There were no declarations of interest.

1674. Report on Civic Events attended & final address from the retiring Mayor Cllr Harman.

1674.1. As I previously stated in my "Mayor's Parlour" article in May's Swaffham newsletter, my wife Shirley and I have thoroughly enjoyed our year representing the town as it's Mayor and Mayoress. It has been an honour and a privilege to do so. Not only has it been a lovely way to get to know many of the wonderful people in the town who carry out such great work in their various charities and organisations but it has also been a pleasure to meet so many of my fellow Mayors and Chairmen from all over Norfolk. I sincerely believe that this has really helped to foster a spirit of friendship between the various towns in the area; particularly the 5 towns of Breckland and this can only be a benefit to all of us. All my fellow "Chain-Gang" members feel that it is such a shame that many of us may not meet again, having made such good friends of one another. I must also thank our Air Force friends at Marham, the Americans at Lakenheath and Mildenhall who have been so friendly and hospitable. We must continue to give full support to them all for the great work that they are doing on our behalf.

It has been a most enjoyable, interesting and informative year working so closely with Richard, our Town Clerk and his great team at the Town Hall. Having been a Town Councillor for only two years when I took office, it has certainly given me an insight into how local government at our level works behind the scenes. This is an aspect of my term that I have really found most rewarding. I wish a very warm welcome to our new Project and Admin Support Officer, Kate Frances and to Kevan Hill.

1674.2. Report from the Town Clerk regarding Committee Structure Review followed by nominations for Committees at present or as amended. The original idea of reviewing the Council's Committee Structure was to bring a recommendation to the Annual meeting for implementation. The Open Spaces & Amenities Committee were unable to complete the review at their last meeting and are not scheduled to meet again until 21st July. It may be sensible to bring forward this meeting by three weeks to 30th June to enable the Council to receive the report at their July full Council meeting. The review is necessary to take account of the emergence of the Town Partnership Committee and its Working Groups; to ensure that there is no duplication with other Council committees, to increase accountability through the terms of reference to also give the committees sufficient delegated authority to act. The aim would be to take the pressure off the full Council agenda.

It was agreed to bring forward the Open Spaces Committee to the 30th June to enable them to review the Committee Structure.

a) Finance & General Purposes

Current Councillors: Mr. D. Butters, Mr. P. Darby, Mr. C. Gunner, Mr. D. Harman, Cllr Jennison (VICE CHAIR), Mrs. S. Matthews, Mr. F. Sharpe, Cllr Sherwood (CHAIR & LEAD), and Mr. D. Wickerson.

It was agreed for committee members to remain the same as the previous year with Cllr Harman remaining on the Committee.

Current Cheque Signatories:

Cllr Butters, Cllr Gunner, Cllr Harman, and Cllr Matthews

It was agreed to add Cllr Sherwood to the cheque signatories list.

Budget Working Group:

The Finance Committee recommended, from this year onwards, in addition to the Finance Committee that there is a 'budget working group' who can assist in the preparation of the budget. They can be a part of the process of data collection, of nudging committees with their budget requirements, initiating and costing out new budgets or financing capital projects. They can proof read reports, be sounding boards for draft recommendations and present parts of the budget itself.

It was agreed that the Council form a Budget Working Group and that Cllr Darby, Cllr Gunner, Cllr Sherwood and Cllr Wickerson are the members.

b) Open Spaces & Amenities

Current Councillors:- Cllr Harman, Cllr Jennison (VICE CHAIR), Cllr Lister (LEAD), Cllr Matthews, Cllr Sharpe, Cllr Skinner and Cllr Sherwood (CHAIR). New member: Cllr Gunner.

The SCALGA representative who is a non-Councillor Mr. H. Marshall

It was agreed for committee members to remain the same as the previous year with the addition of Cllr Gunner.

c) Recreation Ground

Current Councillors: Cllr Baker, Cllr Gunner, Cllr Lister (VICE CHAIR & LEAD), Cllr Skinner, Cllr Wickerson + one vacancy

Non-Councillors – Mrs. A. Greaves, Miss V. Mason, Mrs. S. Palmer, Mr. J. Stockdale (CHAIR), Mr. D. Tallon

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

d) Town Partnership Committee

Current Councillors:- Cllr Darby, Cllr Gunner, Cllr Lister, Cllr Matthews, Cllr Wade, Cllr Wickerson (CHAIR & LEAD)

Non-Councillors Mrs. S. Chittock, Mrs. K. Gordon, Mr. D. Saunders, Mr. D. Bishop and Mr. S. Weaver.

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

e) Market

Current Councillors:- Cllr Lister, Cllr Jennison (VICE CHAIR), Cllr Harman, Cllr Matthews, Cllr Sharpe, Cllr Sherwood (CHAIR). New Member: Cllr Darby.

Non-Councillors – Mr. C. Smith, Mr. K. McAllister + one vacancy

It was agreed for committee members to remain the same as the previous year with the addition of Cllr Darby.

f) Planning

Current Councillors:- Mr. D. Butters (CHAIR), Mr. P. Darby (LEAD), Mr. C. Gunner (VICE CHAIR), Mr. D. Harman, Mrs. T. Jennison, Mrs. S. Matthews and Mrs. J. Skinner. Cllr Butters proposed for Cllr Darby to be Chairman and Lead Councillor for this Committee. Cllr Gunner requested to be taken off this committee.

It was agreed for the committee members to remain the same except for Cllr Gunner. It was also agreed for Cllr Darby to be the Chairman and lead Councillor for this committee.

(g) Personnel (Mayor, Deputy Mayor, Past Mayor + one substitute).

It was agreed for the Mayor Cllr Sherwood, the Deputy Mayor Cllr Jennison and the immediate past Mayor Cllr Harman to be on the Personnel Committee with Cllr Matthews to act as substitute.

(h) Youth Council – Cllr Matthews is currently the Town Council representative on the Youth Council and she wishes to remain so.

It was agreed for Cllr Matthews to remain as the Town Council representative on the Youth Council.

1675. Nominations for representatives on outside bodies

1675.1 Icen Partnership (Cllrs Darby, Matthews & Lister)

There are three representatives who were originally chosen to serve as Directors of Icen Partnership from the six Council representatives on the Town Partnership Committee for a period of three years. The appointment in 2010 is for a further three year period.

Cllr Skinner showed an interest in becoming a Director but the criteria is that you have to be a member of the Town Partnership Committee to be a Council representative.

1675.2 Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews)

The three representatives as Directors of Swaffham Museum Ltd were chosen three years ago and there is one more year in the four year term.

1675.3 Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)

The Town Council appoint six trustees, three of which are Councillors; the non-councillors are Mr. D. Cannon (the current Chairman, Mrs. A. Greaves (the current Vice Chairman) and Mr. P. Ison. In addition to the six appointed trustees, Mayor & Deputy Mayor; the trustees can co-opt three further trustees. (Mrs. P. Buxton, Mrs. S. Matthews, Mr. D. Harman and one further possibility as Cllr T. Jennison is an appointed trustee and qualifies as of right as Deputy Mayor). The trustees are at the end of their third year of a four year term.

1675.4 Swaffham Infant School (Cllr Skinner)

Cllr Skinner will remain the Council representative.

1675.5 Swaffham Town Estate (Cllrs Butters and Darby)

Cllr Butters and Darby will remain the Council representatives.

1675.6 Swaffham & District Tourism Association (Cllr Wickerson)

Cllr Wickerson will remain the Council representative.

1675.7 Olive Tree Project (Cllr Skinner)

Cllr Skinner will remain the Council representative.

1675.8 Swimming Pool Association (Cllr Wade) Cllr Gunner as substitute

Cllr Wade will remain the Council representative with Cllr Gunner as substitute.

1675.9 Garden Science Trust (Cllr Wade)

Cllr Wade will remain the Council representative.

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1675.10 Health Forum (Cllr Wade)

Cllr Wade will remain the Council representative.

1675.11 Breckland CCTV Group (Town Clerk)

The Town Clerk will remain the Council representative.

1675.12 Swaffham Community Transport (Cllr Gunner)

Cllr Gunner will remain the Council representative.

1675.13 Learning Partnership (no representative)

It was agreed for the Clerk finds out more information on this role and bring to a future meeting.

1675.14 Norfolk Association of Local Councils (Cllr Matthews)

Cllr Matthews will remain the Council representative as she is in the 3rd year of a 4 year term.

Cllr Butters asked about the Hamonds Trust and Myers Playing Field, whether there should be a Council representative on these organisations.

It was agreed for the Clerk to find out if Hamonds Trust and Myers Playing Field Trust would like a Council representative on their committee.

1676. Internal Auditor for the forthcoming year 2010/11.

It was agreed that Mr Tony Lawler is appointed as the Council's internal Auditor for the forthcoming year 2010/11.

1677. Draft report on Policy review programme including Finance Regulations and new model Standing Orders.

A number of the Council's policies have not been reviewed for four years and over the coming months the Town Clerk will examine each document and report to the Council with any recommended changes. This process is envisaged to be completed by the September full Council meeting. With regard to the Finance Regulations these will be reviewed by the Finance Committee in July and any amendments subsequently to full Council. The new Model Standing Orders have to take account of the changes to any terms of reference following the review of the committee structure; it is aimed to do this by the July full Council meeting.

1678. The published annual Report for 2009/10 in the May edition of the Swaffham Newsletter. The Annual Report is contained within the May 'Swaffham Newsletter' and all Councillors have received a copy either through their door or at the meeting.

1679. Raising awareness of the Local Council Elections to be held in May 2011

As the Council enters its final year of a four year term, it is time to look ahead to meeting the electoral requirements of 'quality council' status. The Council must have 80% of councillors elected or offer themselves for election (11 out of the 13 councillors). To date Swaffham Town Council have always had enough candidates to have an election. In the six months leading into the last local council elections there were three roadshow events to raise awareness of the work of a councillor and the Town Council.

It was agreed two Roadshows are organised. It was also agreed that the events are staged in a workshop format to engage and inform potential candidates.

The Annual Meeting of the Council finished at 7.30p.m. Chairman.....

The Public Open Forum took place at this stage of the evening. See notes at the end of these minutes.

Swaffham Town Council

Minutes of the Full Council meeting held on Wednesday 12th May 2010 at 7.32p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr I. Sherwood (in the Chair from item 1671.2.)

Councillors: - Mrs C Baker, 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.

Town Clerk: - Mr R Bishop

Deputy Town Clerk: - Mrs M Meyrick

Police: - PCSO Dave Ready

Public: - 11

1680. APOLOGIES & REASONS FOR ABSENCE.

1680.1. There were no apologies for absence.

1681. DECLARATIONS OF INTEREST – for items included on the Agenda.

1681.1. Cllr Baker declared a personal interest on item 1686.2.b.

1681.2. Cllr Lister declared a personal interest on item 1686.2.b.

1682. REPORTS: police, principal authority etc

1682.1 It was reported that there has been 29 crimes in the Swaffham area, 7 of those have been detected. The crimes involve criminal damage which has been sporadic, not in one particular place, violence against people. There was a Street Briefing outside the Assembly Rooms on the 1st May which was very well attended. The priorities are aimed at anti-social behaviour in North Pickenham, Denny Walk in Narborough and Hills Close in Sporle.

Breckland has re-launched a Business Watch and Homewatch has been re-launched. There has been a lot of work undertaken to get these groups going.

Cllr Skinner asked if PCSO Ready could expand on the crimes that were related to violence.

PCSO Ready replied that he can only tell you that it is varied around the town; there have been 8 in the last month.

Couhe Close and Northwell Pool are areas that have been targeted, as well as Orford Road - the Police are aware of this. Cllr Darby reported that this is also spreading to the car park area near Plowright Place.

Cllr Skinner reported that people have been throwing heavy objects at the Swan in Northwell Pool.

1682.2 .Request from PCSO Dave Ready to have a monthly stall on the market.

It was unanimously agreed to allow the Police to have a monthly stall at the Market.

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Cllr Lister invited the police to come along to the opening event on the 5th June at the Recreation Ground.

(b) Report of vandalism at Couhe Close and Northwell Pool Road.

It was agreed to pass the details of these reports of vandalism to the police, they are already aware of the problems in these areas.

1682.3 COUNTY COUNCILLOR report from Cllr Ann Steward.
Cllr Steward was not in attendance at this meeting.

1682.4 BRECKLAND COUNCILLOR report.
There was no additional information since the Town Assembly the week before.

1683. MAYORS' REPORT

1683.1. The Mayor reported that it has been a great honour to be your mayor for the past hour.

1684. MINUTES:

1684.1. Minutes for the Full Council meeting of Wednesday 14th April 2010 – amendment, page 1016, item 1665.5 Advance Swaffham report, the decision should read - It was agreed in principle all new projects from the Town Council Committees should be raised as part of 'Advance Swaffham' the Town Plan and as such be added as a general policy to the terms of reference for each Committee – subject to the amendment the minutes were agreed and signed as a true record by the Chairman.

1684.2. Minutes of the Extraordinary meeting of the Full Council on Wednesday 24th March 2010 were agreed and signed as a true record by the Chairman.

1685. Report from the TOWN HALL by the Town Clerk:-

1685.1. Annual Town Assembly

It was a disappointing turnout from members of the public with just 17 present, plus 5 speakers, 2 members of staff and 11 councillors. In assessing the attendance levels over the past five years, the average is approximately 35. The Town Council accommodated 72 members of the public plus 2 staff and 13 councillors at a public meeting in the Town Hall earlier this year in January to deal with a contentious issue about public toilets. There were approximately 20 seats spare, so the Town Hall can adequately cope with the Town Assembly and other public meetings in future years.

It was unanimously agreed to hold the next Town Assembly in the Town Hall.

1685.2. Quality Council

The Council's re-accreditation is being dealt with during either late June or early July. There has been a slight delay whilst copies of the annual return have been awaited from the external auditor, these are now imminent, so the application can now proceed.

1685.3. Merryweather Play Area/ Kestrel Close – Summer Fun Day

This will be held on Friday 4th June from 2.30pm – 5pm. The event has come from the police co-ordinated liaison meetings attended by the Town Clerk. The agencies involved are Breckland Council, the Police, Icen Partnership, Family Action and Flagship Housing. The idea is to raise awareness of the work of the agencies including the Town Council to combat the anti-social behaviour in that area. The event is much localised, it is not a town event. The main objective is to get the three large communities on adjoining estates to work with each other. It is all about breaking down barriers.

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1685.4. Meeting with Jason Glasspoole on 19th May

If Councillors have any outstanding highway issues they wish to draw to the attention of the County Council please let the Town Clerk know prior to his quarterly meeting with Highway Engineer Jason Glasspoole next week.

1685.5. Toilet Working Group

This group met on 27th April and their next meeting will be on Tuesday 25th May at 5pm in the Town Clerks office. The aim is complete their research/data collection and give a full report with recommendations to the June full Council meeting.

1685.6. Ellis Whitham

The Town Clerk and Deputy Clerk have had the first meeting with a representative from Ellis Whitham who will be taking on all health & safety issues for the Council from now onwards. The initial cover is for a two year period. There will be a further visit shortly to start the process of policy review and carrying out an assessment of the Council's needs. A report will subsequently come to the Council to consider.

1685.7. Staff –

The Council's new trainee Town Gardener & Handyman Kevan Hill will be getting to grips with the town centre furniture and the Pedlar sign. Our new Project & Admin Support Officer Kate Francis is beginning to get up to speed with all the on-going projects. With other staff now returning to work from leave or a period off sick we are beginning to move forward once more. We have also had major issues such as public toilets, market traditions, the audit and the year end to deal with. There are other important issues in the coming months that will mean we cannot go forward as quickly as we would like, but at least after this difficult period we are moving in the right direction. The Clerk thanked the public and the councillors for their patience.

1685.8. Councillors questions relating to on-going business.

The Clerk was asked the cost of the service provided by Ellis Whitham – This is approx £2500 which is just under budget and is spread over the health and safety budgets.

Cllr Gunner requested the Clerk pass on his thanks to the staff who painted the Town Sign and the street furniture; they have done a good job.

1686. PLANNING/DEVELOPMENT CONTROL:

1686.1 To receive notification of Decisions/Information from Breckland Council:-

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

1686.2 To receive and consider the following planning applications:-

All applications have been examined by Cllr P. Darby who gave a report to the Council.

a) 3PL/2010/0332/F Demo. Of old timber garage & construction of new block & rendered pitched roof garage. Hillview, 15 Norwich Road, Mr. G. Maskell. NO OBJECTION	b) 3TL/2010/0014/TL Extension of time limit on pp 3PL/207/0594/O Erection of single story dwelling. Site adjacent to 1 Spinners Lane. Mr. M. Grief. NO OBJECTION
c) 3PL/2010/0286/F Conversion of existing garage into annexe & erection of new double garage. Stoneycroft House, Sporle Road. Mr. & Mrs. D. Stone. NO OBJECTION	d) 3PL/2010/0379/F Replacement conservatory to the north western elevation. Mr. Deayton. Mill Farm Nurseries NO OBJECTION
e) 3PL/2010/0409/F Extension of rear of garage with a pitched roof. 43 Cley Road. Mr. F. Nicholls. NO OBJECTION	

1686.3 Late applications received at the Mayor's discretion. There are no late applications to consider.

1686.4. Notification of final published Breckland Core Strategy and Development Control Policies Plan Document. The full document in the office (all 162 pages) or there is a CD Rom available or the document can be viewed on the Breckland Council web site. The final document will be referred to in the years to come as it is now LDF policy.

1687. FINANCE:

1687.1 Accounts for Payments for May 2010.

A draft list of payments was circulated to Councillors in advance of the meeting with an updated report supplied at the meeting this evening.

A question was asked relating to the street light bill, what was the total of the first bill? It was £16696. It was reported that Cllr Sherwood has done some work to find out what the admin charge is. Norfolk County Council charge an admin fee and it appears so does Breckland. There could be a possibility that there could be some savings if the Council deal either direct with County or with the company The Clerk reported that the other market towns in our area are aware of this and have themselves carried out some research.

It was agreed for the Clerk to do more research to ascertain if any savings can be made if the Council deals directly with County or with the electric company.
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A question was asked relating the fee of £1300 paid to APG. This is for the cctv upgrade to digital.

It was asked if the new bench for the Recreation Ground is to be paid out of the grant received. The answer to this is yes.

1687.2. A request has been received for an additional litter bin on the entrance of south side of the Sports Centre/Greenhoe School in Brandon Road.

This request was from Mr. S. Sole, this needs to be assessed in terms of need and suitability of location etc, but the current budget for street furniture has been expended. The reason for this is that a number of requests were granted in the previous financial year and as a result the expenditure has been incurred or in the process of being incurred. There followed a lengthy discussion where it was thought a good idea to try and get community groups to adopt a particular part of the town including a community litter pick up scheme. It was thought this could be something the Environment Group would like to get involved with. Cllr Wade suggested that the Council writes to the junior school and Hamonds High suggesting they take

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this idea forward, the junior school is looking at becoming an Eco Group. Cllr Wickerson proposed and Cllr Lister seconded to send a letter and form a group of litter pickers in the area.

It was agreed not to grant Mr Sole request to place a litter bin near the sports centre as there is no budget left in this financial year to pay for it.

It was agreed for the Clerk to write to the junior school and Hamonds High with a suggestion that they look at a scheme to adopt a part of town as their litter pick area.

1687.3 E-mailed correspondence relating to the proposed transfer of play areas and receive an updated report from the Town Clerk was circulated to the Council. No formal response had been received to the issues raised in respect of the proposed transfer when this agenda went out. The Clerk received a very brief e-mail today stating that Breckland have been unable to respond to the Council's request due to resource issues. Cllr Sherwood reported that he had a meeting with the Chief Executive of Breckland today and he was informed that there is a vacancy and a half in the department which has not been filled yet. They have not been able to answer all the questions of all the towns in the Breckland district yet.

Cllr Butters reported that Orford Road recreation ground is a trust and within its agreement it is stipulated that it should remain as a playground. It should not be sold or changed, if it is, it should be offered back to the previous owner. The Clerk reported that he has asked for clarification on this and all the points raised at previous meetings.

1688. GENERAL CORRESPONDENCE:

1688.1.

a) E-mailed correspondence with Mr. G. Love regarding dog bin at Filby Road/Upton Drive was received and circulated to Councillors. This request has already been granted and is programmed to be installed soon.

b) An invitation from Holmwood House Care Centre to their summer Fete on Saturday 21st August 12noon – 4pm was received and circulated to Councillors.

c) Receipt of Norfolk ALC newsletter for April 2010 'Norfolk Link'. The journal 'Norfolk Link' has been received; a request has gone to Norfolk ALC to see if in addition to the one hard copy that an electronic version could be sent so that Councillors on e-mail can receive this at no cost.

d) Late correspondence for information only.
There was no late correspondence.

1688.2 Attendance of Norfolk ALC event 'Allotments – A growing Pastime at Sprowston 10am – 12.30pm Monday 28th June 2010. It was reported that both the Deputy and Assistant Clerks will be attending this event. Cllr Sherwood would also like to attend this event.

1688.3 Attendance of Norfolk ALC event 'Open for Business' how parish councils can encourage and support rural enterprise 9.30am – 12 noon at Cromer on 24th June 2010. Cllr Wickerson would like to attend this event.

1688.4 Consider attendance of Norfolk Training Partnership events 'Initial Training for Clerks and Councillors' 15th & 22nd June at South Wootton, 10th and 17th June at Mattishall, 16th and 23rd June at County Hall, Norwich and 1st July at Southrepps. If any councillors are interested in any of these basic courses, let the Clerk or his staff know so that bookings can be made in good time.

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1688.5 Details of 'Norfolk Clerk of the Year 2010'.

The Town Clerk cannot be nominated by the Council as he won the award in 2006 (a five year period has to elapse).

It was agreed that the Council nominate the Deputy Clerk for the Norfolk Clerk of the Year 2010.

1688.6 Norfolk ALC AGM 2010 – Resolutions for debate by 20th July 2010.

If there are any resolutions the Council would like to put forward for Norfolk ALC AGM then they have until the 20th July to put these forward.

1689. COMMITTEE reports: (by Chair/Lead Member or Officer)

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
1689.1 FINANCE & GENERAL PURPOSES Committee	2 nd December 09	21 st April 10	
1689.2 OPEN SPACES & AMENITIES Committee	3 rd Feb 10	7 th April 10	a) A request has been made to clear Days Field old allotment site of scrap metal. All the relevant documentation has been received and is satisfactory; this was also checked by Keith Fuller at Breckland Council. Permission has subsequently been granted.
1689.3 PLANNING Committee	13 th Aug 09		
1689.4 RECREATION GROUND Committee	3 rd Feb 10	7 th Apr 10	a) Dog fouling on the Recreation Ground and the possibility of a by-law. This was placed on the agenda for discussion at the request of two councillors. It was reported that an incident was witnessed of a group of dogs that were off their leads running around, causing a nuisance and fouling the rec. A lengthy discussion took place regarding this. There were reasons for and against this issue. People should be able to exercise their dogs off their leads; laws should not be made so that everyone else suffers. The question was raised how would a byelaw be enforced? It was also reported that it would take 12-18 months to put a byelaw through and could cost around £2000. It would be a byelaw the council would have to police and prosecute, there is already a law there, if information can be passed to the dog warden then he will follow it up. Cllr Lister proposed and Cllr Jennison seconded for the issue of more prominent signage, to check the insurance liabilities aspect. It was agreed for the Rec Committee to

<p><u>Page 1031</u></p>			<p>look at prominent signage, to check the fine issue with the district council and the insurance liabilities aspect which would influence the signage.</p> <hr/> <p>b) The Deputy Clerk reported on the opening event for the rec project. Grand Opening Fitness For All FunDay Recreation Ground Saturday 5th June 10am-2pm</p> <p>There will be many attractions on the day including: -</p> <ul style="list-style-type: none"> • trained fitness instructors who will be on hand to show you how to use the new equipment properly • competitions • mini races • games • food and refreshments • Many more other attractions <p>Swaffham is the first place to have this type of equipment installed in the Breckland district. The outdoor gym equipment is for people aged over 18. The range of equipment is aimed at using different parts of the body and enables groups or individuals the use of gym equipment as and when they visit the Rec for an informal workout.</p>
<p>1689.5 TOWN PARTNERSHIP Committee</p>	<p>16th Feb 09</p>	<p>13th Apr 10</p>	<p>a) E-mailed correspondence with the Transport Group following an issue debated at the Town Assembly was circulated to Councillors. This was in respect of a possible link from Watton Road through to the proposed new roundabout adjacent to the Redland site.</p> <p>b) Cllr Wickerson confirmed as requested by the Council that the Advance Swaffham has been submitted in the Action for Market Towns scheme and the Norfolk Pride in the Community Awards.</p> <p>c) Cornhall – Norfolk County Councillor Anne Steward and Cllr Wickerson will be having a meeting with N.C.C. The Transport Group chaired a meeting with Jason Glasspoole which was very successful and helpful.</p>

Page 1032			d) This was a reminder that the plastic bag free launch is the 29 th May in the Assembly Rooms which will be the beginning of family week.
1689.6 PERSONNEL	25 th Jan 10		
1689.7 MARKET	25 th Jan 10	29 th Mar 10	a) Market Working Group. A very constructive first meeting of the Market Traditions Working Group was held on 21 st April; the next meeting will be on 19 th May after which a report will be circulated to the Council. The Market AGM will take place on Monday 24 th May at 7.00pm
1689.8 Council	Youth 1 st Mar 10	26 th Apr 10	The Swaffham Youth Council AGM will be on Monday 7 th June in the Town Hall from 6.30pm-8.00pm. Anyone interested in finding out what the youth council does please come along on the 7 th June. The Rock Night plans are still going strong for the 17 th July in the Assembly Rooms. Any bands out there who would like to play please contact michelle@swaffhamtowncouncil.gov.uk
1689.9 Twinning Liaison Committee	8 th Mar 10	5 th July 10	a)Confirmation has been received that 30 guests will be coming from Couhe and 26 from Hemmoor. b)The design of the memorabilia cabinet has been agreed and work should commence shortly.

1690. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1690.1. Icen Partnership (Cllrs Darby, Matthews & Lister) - At the Icen Meeting last night Swaffham was chosen for Action for market Towns.

Family week already reported on.

1690.2 Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews)

Cllr Butters reported that the Museum is now custodians of the original charity charter and transcript of Hamonds.

1690.3 Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)

No report

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1690.4 Swaffham Infant School (Cllr Skinner)

No report

1690.5 Swaffham Town Estate (Cllrs Butters and Darby)

No report

1690.6 Swaffham & District Tourism Association (Cllr Wickerson)

No report

1690.7 Olive Tree Project (Cllr Skinner)

No report

1690.8 Swimming Pool Association (Cllr Wade) Cllr Gunner as substitute – The A.G.M. is on 19th April in the Assembly Rooms.

A copy of SPA AGM Minutes has been distributed to Councillors at the meeting for information.

1690.9 Garden Science Trust (Cllr Wade)

No report

1690.10 Health Forum (Cllr Wade)

A copy of the minutes of the last Health Forum meeting has been distributed to Councillors at the meeting for information. Funding has been reduced from Well Family. The Family Action Service which the Chairman Don Saunders and his funding has now gone. He has done wonderful work for the town but it is hoped that he will continue on a voluntary basis to a certain degree. The meetings will take place every 3 months instead of two.

1690.11 Breckland CCTV Group (Town Clerk)

The Clerk reported that he is still waiting for the report on the 5 sites put forward as temporary sites.

1690.12 Swaffham Community Transport (Cllr Gunner)

A written report has been distributed to Councillors prior to the meeting.

1690.13 Learning Partnership (no representative)

No report

1690.14 Norfolk Association of Local Councils (Cllr Matthews)

No report

1691. BRECKLAND COUNCIL.

1691.1.

a) Press releases relating to 'Join the Big Lunch 2010', 'Need funding for your Community project?' and 'Free IS IT LEGAL? Training for community groups' was circulated to Councillors.

b) Information relating to 'Breckland Business Watch'

Cllr D. Wickerson attended an event in relation to the 'Breckland Business Watch'.

c) Late Breckland correspondence for information only.

There was no late information to be considered.

1691.2 A copy of e-mailed correspondence between Mr. R. McKee and Sue Hammond Environmental Health Officer at Breckland relating to designated areas in Breckland for flying model aircraft was circulated to Councillors. The Council made no comment on this issue.

1692. NORFOLK COUNTY COUNCIL.

1692.1.

a) A Traffic Regulation Order relating to a new gas connection at the Shouldham Lane from the junction with Whitsands Road northwards 58m to the junction with Lynn Road was received and circulated to Councillors. The restriction could run from 18th May 2010 for a period of up to

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18 months. The traffic order gives a period of 18 months for works but the actual work carried out looks like being in much shorter periods of a few days at a time.

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

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

d) A copy of e-mailed correspondence with Mr. Barry Rowe regarding Highway issues was circulated to Councillors. Mr. Rowe was steered in the direction of Highways regarding his issue with the railings at the traffic lights and he had contacted Breckland Council in respect of security at the Eco-Tech business park.

e) Late County Council correspondence for information only. There was no late correspondence for consideration.

1693. Notification of the DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-

1693.1. Relief in Need Charity – Monday 17th May 2010 at 7pm in the Council Chamber

1693.2. Toilet Working Group Tuesday 20th May 2010 at 5pm in the Town Clerks Office. This date is incorrect it should be Tuesday 25th May.

1693.3. Annual Market Traders meeting Monday 28th May 2010 at 7pm in the Council Chamber. This date is incorrect it should be Monday 24th May.

1693.4. Youth Council Monday 7th June 2010 at 6.30pm in the Council Chamber.

1693.5. Full Council – Wednesday 9th June 2010 at 6.45pm in the Council Chamber.

1694. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1694.1. Updated report from Mazars.

The Clerk gave a confidential report to the Council regarding Mazars and answered questions from Councillors in relation to the external audit. A full report will be given to the Council in July. There will be important issues to discuss relating to the options open to the Council regarding the possibility of re-paying of loans. There is also an issue of separate bank accounts for capital and revenue balances to be considered.

1694.2 The Clerk gave confidential correspondence relating to the LDF to the Council.

The meeting closed at 9.07 p.m.

Chairman

Notes from Public Session

Tony Dickens – He stated that he is interested in the budget working group. For many years he has attended the budget meeting but you get no insight into what went on to get to that point. Would the working party be accessible to the public? The public don't get to hear about how those decisions are reached.

Town Clerk – The discussion will take place at the finance meetings. Early budget considerations will be discussed there. The main purpose of the working group is to spread the load and get away from the perception that it is the Clerk's budget and not the Council's. We want to get away from that, it is not to keep things from the public. The working party will try and get the key issues to be debated at the finance meeting.

Cllr Sherwood – Anything discussed by the working group will be brought up at the finance committee.