

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 9th June 2010 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr I. Sherwood

Councillors: - Mrs C. Baker, Mr D. Butters, Mr P. Darby, Mr C Gunner, Mr D. Harman, 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

Public: - 9

1693. APOLOGIES & REASONS FOR ABSENCE

1693.1. There were no apologies for absence.

1694. DECLARATIONS OF INTEREST

1694.1. Cllr Sherwood declared a personal interest on item 1702.2b as he is an allotment holder of 4 Acres Field.

1694.2. Cllr Sharpe declared a personal interest on planning application 1699.2 application 0554/F as he has an adjacent business and knows the applicant.

1694.3. Cllr Matthews declared a personal interest on item 1700.4 as she is a Twinning Club member.

1694.4. Cllr Jennison declared a personal interest on item 1700.7.

1694.5. Cllr Butters declared a personal interest on item 1698.6 as he is a resident in Spinners Lane.

The meeting was adjourned for the public session at 6.46p.m.

The meeting was reconvened at 6.48p.m.

1695. REPORTS: police, principal authority etc

1695.1. POLICE – The crime statistics for April were received and circulated to Councillors. There was no police attendance at the meeting due to an operational incident.

1695.2. COUNTY COUNCILLOR report from Cllr Ann Steward.

Cllr Ann Steward was not in attendance.

1695.3. BRECKLAND COUNCILLOR REPORT

Cllr Sharp report

Information that Breckland Councillors would normally be given to the council is now being included in the meeting pack. In future questions will be answered in relation to the information in the pack. It was reported in the press recently that Breckland wanted to form a type of 'marriage' with South Norfolk District Council but for reasons that are not know yet, South Norfolk has decided not to join with Breckland. Breckland are obliged to do what it can to reduce costs. The partnership is not totally dead, Breckland are still pursuing South Norfolk to see if it could be salvaged. If the partnership is successful £9.5 million could be saved over the first 4 years. If South Norfolk is determined not to join with Breckland then talks will be made with other councils.

Cllr Matthews Report

The Audit Commission has put Breckland up from grade 2 to grade 3. On an average Breckland has received 25% more ticks, they do not publish report, it is up to Breckland to inform the public.

1696. MAYORS' REPORT

1696.1. Civic Events attended by the Mayor.

29 th May 2010	Swaffham goes plastic bag free.
29 th May 2010	Day of the Honey Bee
4 th June 2010	Summer Reception RAF Lakenheath
5 th June 2010	Fitness For All Funday

The Deputy Mayor attended the Samaritans AGM.

1696.2. There were no urgent reports.

1697. MINUTES

1697.1. The minutes of the Annual meeting and the Full Council meeting on Wednesday 12th May 2010 were agreed and signed as a true record by the Chairman.

1698. TOWN CLERK REPORT

1698.1. Meeting with Jason Glasspoole on 19th May – issues discussed are as follows:-

- Parking Spaces outside London Street store – parking restrictions will be looked with a view to reducing the waiting time and promoting enforcement.
- Mill Lane – an estimate has been received for Janet Webb to install a gully.
- Litter under the tree grates – these were looked at and Jason has agreed to refill the shingle, as the level has dropped.
- Progress on entrance signage and planters. The planters can be placed in position in advance of the design work for the signs. The licence needs to be in place once the locations are agreed. A cheque for £250 will trigger off the start of the design work, this will be arranged shortly. There is no funding available for signage changes.
- Poultry auction – parking and access problems. Parking limits in front of ex-servicemen's club currently 23 hours. If this was brought in line with the remainder of the town it could help matters. Jason to check ownership, but is pretty sure that it is Breckland Council owned.
- Spinners Lane – Jason asked to look at how the additional double yellow lines is working, as reports have come in suggesting the area has become more dangerous. The double yellow lines do not go far enough into Spinners Lane to be effective – Jason will report back.
- Heathlands – cars parking indiscriminately so that it is difficult to get in and out of private drives. Excessive speed within the housing estate. Jason stated that regardless of signage all estates have a 30 mph limit on them, the problem would be enforcement. Jason had met Mr. Teale previously and had given advice on what can and can't be done.
- Mrs. Bowhay – parking area adjacent to her house on the Sandringham Way estate – this is being looked at with a view to possible re-arrangement to improve access.
- The grit bins and winter maintenance discussions are on-going and Jason will give more information at the next meeting.
- Vegetation overgrowing on Heathlands estate overhanging detached footway – land owners has been made aware of the problems.
- Illegal signs in Lynn Road – signs have been removed and have been put back up again. This is a complicated issue as there needs to be a consistent approach for signage around the town. This is on-going.
- Re-organisation of Highways areas is in progress, Norfolk going from five area offices to four. Jason will advise in due course.

1698.2. Merryweather Road event – Friday 4th June 2010

This event could have been the handover from Breckland Council to the Town Council of the play area and open space but the answers to legal queries have not been received. A copy of an e-mail from Zoe Footer, Land Management Officer at Breckland Council has been circulated

for information, stating a letter to all Town Councils is to follow by the end of June 2010, this follows a cabinet meeting held on 24th May. Receipt of this letter will allow the Council discussion at the July meeting. Lack of the handover did not detract from the success of the event organised by the agencies including the Town Council, led by PCSO Michelle Thurlow and the Police. The aim was to try and bring the three distinct communities together with a funday and having officers of the agencies available to answer any questions local residents might have. There were approximately 90 - 100 children and 30 - 40 adults present on a glorious sunny afternoon. There were one or two dissenting voices from the Residents Association who stated that they were unaware of the event being organised and questioned why it was held at the Merryweather estate. There was a clear misunderstanding as they believed there was to be a meeting not an event. The agencies have been dealing with the highest area of reported anti-social behaviour crime in the town. There are a number of measures that are in progress such as CCTV, but all agree that unless the three communities make an effort to communicate with each other and show mutual respect, then whatever measures are put in place will be less effective. The crime figures have dropped recently and surveys have proved that there is a higher rate of perceived crime than actual crime. A further meeting of the agencies is planned in the coming weeks to see where we go from here.

1698.3. Toilet Working Group –

The working group is planning to present their report for consideration at the July full Council meeting. They next meet on 29th June.

1698.4. Accounts/RBS

RBS visited the Town Hall on the 2nd June. As reported at item 8.3 on the agenda considerable progress has been made on the accounts as the year end is complete. The purpose of having RBS out again was to resolve all the glitches in the accounting system and correct input errors. Some of the input errors were compounded by making an error in the way they were corrected, thus throwing the balances even further out. The RBS training will benefit both the Town Clerk and the Deputy Town Clerk; there will be further training towards the end of July and in the autumn as we want to keep things in order. Next year training on the system will be very limited and targeted to the year end only.

1698.5. Advance Swaffham

At the April meeting it was agreed to amend the terms of reference for all committees to take account of our Town Plan 'Advance Swaffham' and to use the logo whenever possible, particularly when delivering part of the action plan. The detail of the terms of reference will be discussed by the Open Spaces Committee on 30th June and subsequently come to the full Council in July for approval. There is a misconception regarding what 'Advance Swaffham' stands for, it is simply our Town Plan, any organisation delivering part of it should be proud to use the logo to say "look at what we have done". Advance Swaffham does not represent a group of people, a corporate body, a charity, an organisation or the Town Council. It is a document giving guidelines for the town over the next 10 years which has come from Swaffham people. Using the logo gives credit to whoever is delivering a project not to anyone else.

1698.6. Councillors questions relating to on-going business.

Cllr Gunner complimented the Town Clerk on the progress made to the signage but is distressed at having to wait for finance from County Council. Cllr Gunner hoped that the new planters would be in place by the 21st July. It was reported that the planters would need to be ordered before the weekend as there is a 3-4 week delivery timescale.

Cllr Sharpe asked what were the illegal signs in Lynn Road and what to they refer to? They relate to the Car Wash signage.

Cllr Matthews – Complaints have been received about the surface water floods all over the town. Janet Webb of Mill Lane has gone round all the residents in Mill Lane and asked them if they would be willing to contribute a sum of money to get the gully sorted out.

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Cllr Butters – Double Yellow Lines – the problem is a 2 car gap which forces the vehicles onto the wrong side of the road. The Town Clerk reported that the other issue is that they did not go quite round the corner which makes it dangerous. As reported earlier Jason Glasspoole from Highways is looking into this.

Cllr Harman – Town Sign Planters – Lynn Road has two signs, the one nearest the town is too close to the edge and the first one is too far out of town. The Town Clerk responded that the nearest location was preferred as it had a wide verge but as yet no decision has been made.

1699. PLANNING/DEVELOPMENT CONTROL:

1699.1. Notification of Decisions/Information from Breckland Council:-

3PL/2010/0136/F Planning permission granted for residential development. Castle Acre Road. Abel Homes Ltd.	3TL/2010/0006/TL Planning permission granted for extension of time limit on pp 3PL/2007/0234/F (Erection of 2 flats)
3PL/2010/0268/F – Planning permission granted for proposed side and rear extension with internal alterations. 52 Mill Farm Nurseries. Mr. A. Gilmour.	3PL/2010/0320/O Outline Planning permission granted for the erection of new single detached dwelling and access works. 4 North Pickenham Road. Mr. Jamie Wright.
3PL/2010/0014/TL – Planning permission granted for the extension of time limit on 3PL/2007/0594/O – erection of single storey dwelling. Site adjacent to 1 Spinners Lane. Mr. M. Grief.	

1699.2. Planning applications:-

3PL/2010/0554/F Proposed erection of new dwelling. 100 London Street. Mrs. M. Routledge. NO OBJECTION	3PL/2010/043/LB and 3PL/2009/0975/F - Alterations & extensions to existing flat & shop premises. 63 Market Place. Dipple & Conway (Norwich) Ltd. Listed Building - OBJECTION – the changes detracts from the fabric of the building. Full Application – NO OBJECTION
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1699.3. Late applications received at the Mayor’s discretion.

3PL/2010/0578/F Remove existing shop front & replace with brick & rendered plinth & traditional timber moulded shop front. Just Hair, 7 Station Street. Mrs. G. Creed. NO OBJECTION	3PL/2010/0572/F Single storey extension. 2 Oaks Drive. P. Walker. NO OBJECTION
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1699.4. The Site Specific Policies & Preferred Options Consultation Document has been received. The start of consultation period starts from 16th June to 30th July 2010 including a drop-in event on 16th June at Breckland Offices, Dereham. The Town Clerk will be collecting all the consultation documents from Dereham next Wednesday.

1699.5 Planning correspondence, or notifications of planning enforcement & TPO’s. There is no planning correspondence or notifications of planning enforcement & TPO’s to consider.

1700. FINANCE:

1700.1. The Council were circulated a list of payments for June 2010 at the meeting.

The payments for June were unanimously approved.

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1700.2 Auditor report for completion of accounts for years ending 31st March 2008 and 2009. The report from external auditors Mazars informs of a charge of £750 for dealing with matters arising out of the two audits. The Town Clerk has regularly updated the Council on the progress of the audits which are now concluded. The audit centred on the Council's use of Capital and Revenue Reserves. The agreed carry forward balances leave the Council with a substantial amount of Capital Reserves, but Revenue Reserves not at an adequate level.

The Council must ensure that:

- a) Revenue reserves are returned to a level which it deems adequate to meet its requirements.
- b) There is a clear audit trail to explain and support movements in capital and revenue funds going forward.

In order to take into account of other minor matters drawn to the attention of the Council under Section 3 of the annual return – the external auditor's certificate and opinion. The Town Clerk will report in full with his recommendations to the July Council meeting; with some of the actions being delegated to the Finance Committee who also meet later that month.

It was agreed to accept the auditors report as read.

1700.3. Accounts for the year ended 31st March 2010

The Council were given copies of Section 1 and 2 of the annual return which are offered for approval. Copies of the Income and Expenditure, Balance Sheet, Working Detail for Reserves Reconciliation, Bank and Cash Investment Reconciliation, a Trial Balance and a detailed Income and Expenditure account had also been circulated. The Town Clerk read out questions 1-9 of the return.

It was unanimously agreed to accept section 1 of the statement of accounts. Questions 1-9 of section 2 answers were agreed. It was also agreed to give approval to authorise the Town Clerk and the Chairman to sign the documents on the Council's behalf.

1700.4. European Union grant application for the twinning visit.

The grant application to the EU for the Twinning weekend was not successful. Councillors were given a copy of the literature received from the EU.

1700.5. A request has been received from the Royal British Legion Swaffham Branch for the Town Council to consider a parade to honour the RAF squadron unit returning from Afghanistan in the autumn. Cllr Charles Gunner put forward this request on behalf of the Legion. The issues to consider are timings, cost and manpower required; if a budget is agreed. Cllr Sherwood reported that the Mayor normally has a reception and the civic service budget. He would be more than happy to move the civic service budget to this. Breckland Council and the Legion could be approached for extra funding. Cllr Sherwood proposed for the civic service budget be put towards the cost of the parade.

It was unanimously agreed to move the Civic Service budget to help with the cost of a RAF Marham parade. It was also agreed to write to RAF Marham to see if they are interested and arrange a meeting with representatives of the Legion to discuss matters in more detail.

1700.6. Upgrade of Alarm Panel at the Town Hall.

A problem has been identified by the Intruder Alarm engineers for the alarm panel which they state is very obscure. They advise replacing the system for a more common place and mainstream panel. The cost would be £1,566.21 + Vat. It is recommended to give serious consideration to changing this panel. There was concern expressed that this situation was not known from the beginning. There followed a detailed discussion. Cllr Wickerson proposed and Cllr Butters seconded to ask APG for a more economic solution to the problem and to ask why this was not highlighted before contracts were signed.

It was agreed to go ahead with the installation but to ask APG for a more economic solution to the problem and to ask why this was not highlighted before contracts were signed.

1700.7. A request has been received for funding from Sophie Willis and Amy Head as part of the New Futures Volunteer Project. They are planning a trip as part of a group of 9 young people to the New Futures Orphanage in Cambodia in 2011. Under Section 137 of the Local Government Act a Council may spend every year up to a specified limit on anything which in the opinion of the Council is in the interests of the parish, or any part of it, or is in the interests of all or some of its inhabitants. Councillors felt this is a very worthwhile cause and they would like to offer their support to the two young people from Swaffham who are volunteering their time. Cllr Darby proposed and Cllr Wickerson seconded to give £100.

It was agreed to make a Section 137 grant of £100 in support of the New Future Volunteer Project for Amy Head and Sophie Willis.

1701. GENERAL CORRESPONDENCE:

1701.1. Correspondence for information only:-

(a) Correspondence granting permission for Swaffham Players to have a bric-a-brac stall outside the Methodist Church on Saturday 12th June 2010 was circulated to councillors.

(b) E-mailed correspondence with Thea Beckhelling regarding permission granted to erect a small marquee on Campinglands for a 'Wet Nose Day' event on 5th June was circulated to councillors.

(c) A copy of a letter sent to David Cameron from the Rural Services Network was circulated to councillors.

(d) A copy of e-mailed correspondence with Mr. L. Blake and Netto Foodstore regarding the general poor condition of their car park was circulated to councillors. There has been no response to date from the Netto store.

(e) Details of 'Norfolk Village Games' at Watton Sports Centre on 19th Sept 2010. The village games include different sports including archery, football, carpet bowls, netball, table-tennis, rounders, badminton, tug of war etc. The games are being delivered by 'Active Norfolk' and 'Breckland Council' as part of a £577,000 successful funding bid from Sport England.

(f) Late correspondence.

A letter has been received from Hamond's High School in respect of previous correspondence exchanged relating to stones being thrown over the wall and into the Cemetery. The caretaker has removed stones from the North playground to prevent students from throwing stones into the Cemetery. The Deputy Clerk reported that a meeting took place recently at Hamonds with herself, the cemetery grounds men and the caretakers of the school. It seems the problem has arisen since the building work to the school has been completed. It appears the builders had buried the excess stones and rubble underneath mounds of earth in the playground adjacent to the cemetery. Over a period of time these stones work their way up to the surface which they provides missiles for anyone in the playground. Cllr Harman reported that there is a CCTV camera and at a recent governors meeting he brought to the attention of the Headteacher. The Headteacher at the time did not know anything about it would look into it.

1701.2. A request has been received for a Tai Chi lesson at the Campingland on 25th July at 11am in aid of Breakthrough breast cancer research.

It was agreed to grant permission for a Tai Chi Lesson at the Campingland on 25th July in aid of Breakthrough breast cancer research.

1701.3. The Larger Councils Meeting at Costessey on Wednesday 23rd June 2010. The Town Clerk will be attending the event at Costessey which has the two main topics as 'Reviewing the Effectiveness of Internal Audit' and 'Developing a 21st Century Community Building'. The

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Mayor and Deputy Mayor are unable to attend. Cllr Darby might be able to go but is not sure at the moment, he will notify the office by Friday.

1701.4. E-mailed correspondence was and circulated to Councillors from Mr. Ashley Greef regarding King's Lynn SOS bus Project Safe Haven. This organisation can provide immediate assistance to clients at risk:- e.g. first aid help or other needs such as drugs and alcohol related, emotional distress, social isolation caused by aggressive behaviour, lack of immediate finance, relationship breakdown, homeless etc. Does the Council wish to arrange a meeting to find out if the organisation can be of benefit to Swaffham?

It was agreed to pass this information onto the police.

1701.5. Potential bird problem at the Cemetery – from Mrs. D. Ellis.

Mrs. Ellis informs the Council that her husband's grave resides under a tree at the Cemetery on Brandon Road. She identifies the unpleasant task of removing bird mess and droppings from his gravestone. She makes the point that this is a health hazard and demoralizing for a 75 year old widow. She requests that the Council consider coppicing the trees so that it would discourage the birds or incorporating gravestone cleaning as part of the job description for those employed to manage the cemetery? There followed a lengthy discussion. It was proposed by Cllr Wickerson that at this time the council are unable to assist in this matter.

It was agreed that the Council are unable to assist in this matter. It is the responsibility of grave owners to maintain the graves and headstones.

1701.6. Information relating to Health & Safety Services provided by Ellis Whitham. The information circulated to Councillors details the services carried out by Ellis Whitham in a 3 year contract for an annual fee of £2,450.00 + Vat

1701.7. Correspondence was received and circulated to councillors relating to the litter picking initiative suggested to the schools in town. The only response to the three litter picking initiative letters sent to three schools in Swaffham has come from Hamonds School via the acting Head Teacher Mr. S. Bailey. He suggested raising the matter with the Youth Council (which the Deputy Town Clerk is doing) and identified a course study for Year 9 students which may be appropriate. This is being done with their teacher Trudy Welham who has based it around a project on improving the environment, green travel and recycling.

1702. COMMITTEE reports: (by Chair/Lead Member or Officer)

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
1702.1. FINANCE & GENERAL PURPOSES Committee	2 nd December 09		
1702.2. OPEN SPACES & AMENITIES Committee	4 th Nov 09	3 rd Feb 10	Notification has been received for the judging of the Anglia in Bloom Competition 2010 – Swaffham will be judged on the 21 st July at 9.30am and is the last town to be judged. A copy of a press release from Cllr Gunner was circulated to councillors for information. (a) Issues identified at recent allotment inspection – i.e. the amount of cockerels which tenants are now keeping on the allotment. The allotments were inspected back on 14 th April

and again recently following up on issues where it was necessary to write to tenants. This is where there were no work being carried out on the allotment, rubbish i.e. wood, broken poly tunnels, broken glass and carpets left in heaps; excessive amounts of chickens/ cockerels and turkeys.

One issue the Council need to deal with is the amount of cockerels which tenants are now keeping on the allotments.

It was agreed that the Town Clerk research how this matter is dealt with on other allotment sites and delegate to the Open Spaces Committee to amend the allotment rules and regulations as appropriate.

b) Correspondence with SCALGA relating to allotment roadways and other improvements to the allotments was circulated to Councillors. SCALGA has raised the issue of the poor condition of the access roadway into the Four Acres Allotments and have identified the area on a plan as requested.

It was agreed to inspect the area and fill pot holes as necessary within the maintenance budget.

SCALGA also raised the issue of whether there are other improvements to the allotments planned now that the Shoulder of Mutton sale has been completed. The Town Clerk has responded by saying that there are no immediate plans for further improvements in advance of the proposed sale of Days Field allotments. The Clerk reported that we could look at filling some of the potholes with the current maintenance budget.

(c) Correspondence with St. Peter & St. Paul PCC regarding the Churchyard:

This correspondence is timely as efforts to arrange a meeting between the PCC and Town Council involving the Churchwardens had been frustrated since the Open Spaces Committee agreed such a meeting should take place back at their February meeting. The letter highlights issues the PCC have with the posts erected at the Churchyard on health & safety grounds to keep cars off the grass. The Town Clerk has now set up a meeting on Tuesday 22nd June at 7pm in the Town Hall. There is an extensive agenda as various issues need to be discussed with the PCC. The Council will be represented by the Mayor, Deputy Mayor and three Councillors; also the Town Clerk and Deputy Town Clerk. The PCC will have three members, the Vicar, Church Wardens and their husbands; also in attendance would be

Page 1043			<p>one or possibly two representatives from the Norwich Diocese.</p> <hr/> <p>It was agreed for Cllr Butters, Matthews, Sherwood and Jennison along with the Town Clerk and Deputy Clerk to attend the meeting.</p> <hr/>
1702.3. PLANNING Committee	13 th Aug 09		
1702.4. RECREATION GROUND Committee	4 th Nov 09	3 rd Feb 10	<p>The Rec has now had 10 separate pieces of outdoor fitness equipment installed. There was an opening event last Saturday which proved to be a fantastic day, the weather was lovely and fun was had by all. The Deputy Clerk gave a special thank you to the Friends of the Rec for all their hard work in making the day successful. There is a black cloud over this new addition though as we have experienced 2 separate incidents of vandalism. Within a week of the equipment being installed 1 of the pieces was vandalised beyond repair. We had to replace it completely at a cost of around £1000, on this occasion we are able to claim against our insurance policy but the excess is £350. The second incident occurred after the opening event. We had two portable toilets for the event and sometime over the weekend they were vandalised and rolled around the Rec. It is going to cost £230 to repair the damage.</p> <p>The Friends of the Rec had a proposal to put to the Council re: Reward for information that leads to a successful prosecution. Cllr Lister reported that this is something the Friends feel strongly about and would like to include Crimestoppers in gaining information.</p> <hr/> <p>It was agreed to endorse the idea of the Friends of the Rec to offer a reward in collaboration with Crimestoppers for a successful prosecution.</p> <hr/> <p>Cllr Matthews thanked Cllr Lister and the Friends on behalf of the Council for all their hard work.</p>
1702.5. TOWN PARTNERSHIP Committee	9 th Oct 09	16 th Dec 09	<p>Details of Advance Swaffham the winner of the Partnership & Strategic Working Category of the East of England Market Towns Awards. An invitation to all Councillors was distributed at the meeting. Councillors were asked to let the Town Clerk know whether they will be attending this event.</p> <hr/> <p>It was agreed for Cllr Wade, Darby, Jennison and the Town Clerk to attend this event.</p> <hr/>
1702.6. PERSONNEL	16 th Oct 09		

<p>Page 1044 1702.7. MARKET</p>	<p>21st Sept 09</p>	<p>25th Jan 10</p>	<p>(a) Recommendation from Market Committee: This is in respect of reducing Casual Trader rate and removing the six week rule after which casual traders have to apply for a permanent licence. The Market Committee are recommending a reduction for the Casual Trader rate of £24 to £16 (for a maximum of 16 feet and £1 per foot over 16 feet. The idea is to try and encourage more casual trade to fill up the market. (N.B. Casual traders brought in an income of £2,150 in the year to 31st March 2010 the reduction in the fee would mean that Casual trade would have to be increased by 25% to achieve the same income in the current year 2010/11.)</p> <p>The Committee also recommend the removal of the six week rule after which casual traders have to apply for a permanent licence.</p> <p>It was recommended to amend this to take account of those traders who wish to trade casually on a more regular basis i.e. more than once a month. To deal with both issues the amendment would be to replace the six week rule with a 12 week rule after which time casual traders would be required to apply for a licence. Casual traders who come to the market no more than once a month (12 times a year) would not need a permanent licence if they paid for six months in advance. Casual traders who come to the market more than once a month (i.e. once a fortnight) need to have a special licence which states when they are trading. The Market Committee can consider casual traders discounts providing they are in proportion to the current discount structure. Licensed traders giving up their market pitch to become a casual trader must give required notice i.e. one month and not be in arrears.</p> <p>It was agreed to accept the recommendation as detailed above.</p> <p>(b) A copy of e-mailed correspondence from MP Elizabeth Truss in response to information requested from a constituent relating to the Market. The constituent concerned is in fact a Market Trader who has misunderstood what is going on with regards to the 'Market Traditions Working Group' and Licensing. A detailed response has been sent to Elizabeth Truss to give her the background to the discussions.</p>
<p>1702.8. Youth Council</p>	<p>23rd Nov 09</p>	<p>14th Dec 09</p>	<p>The Youth Council took part in the launch of Swaffham being a plastic bag free town. They helped giving bags out and working with young people to make their own bags. This was a really good day, very busy.</p> <p>They also helped out at a number of stalls for the opening event at the Rec on Saturday.</p>

Page 1045			<p>They had their AGM on Monday where they elected Lewis Hanrahan as their Chairperson and Sophie Willis as their Vice-Chair. They had 3 new members join which is great. They also appointed treasurers and a media group.</p> <p>They are still working hard on the Rock Night to make this a successful event. At their next meeting they want to discuss campaigns they want to get involved with. They feel they should deal more with things that effect young people, they still want to put on events but want to do more campaigning.</p> <p>They are working with the Economic group of the Town Partnership. They will be distributing letters and a questionnaire to all the businesses in the Town Centre to see what they think about Christmas Lights. The Youth Council decided they want to help Swaffham get a group together to try and bring lights to Swaffham.</p>
1702.9. Twinning Liaison Committee	1 st March 09		

1703. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1703.1.1. Icen Partnership (Cllrs Darby, Matthews & Lister)

There have been no meetings since the last Town Council meeting.

1703.1.2. Swaffham Museum Ltd (Cllrs Matthews)

No report received

1703.1.3. Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)

No report received

1703.1.4. Swaffham Infant School (Cllr Skinner)

No report received

1703.1.5. Swaffham Town Estate (Cllrs Butters and Darby)

No report – Cllr Darby has asked the chairman when the next meeting will take place

1703.1.6. Swaffham & District Tourism Association (Cllr Wickerson)

No report received

1703.1.7. Olive Tree Project (Cllr Skinner)

No report received

1703.1.8. Swimming Pool association (Cllr Wade) Cllr Gunner as substitute

No report given

1703.1.9. Garden Science Trust (Cllr Wade)

No report received

1703.1.10. Health Forum (Cllr Wade)

No report received

1703.1.11. Breckland CCTV Group (Town Clerk)

No report received

1703.1.12. Swaffham Community Transport (Cllr Gunner)

A copy of e-mailed correspondence has been circulated to the councillors. This relates to the site meeting and various estimates requested for budgetary purposes. It also relates to the request for a re-deployable camera at Merryweather Road. The Town Clerk will forward the e-mail to Breckland councillors and they will raise it at Breckland.

1703.1.13. Learning Partnership (no representative)

No report received

1703.1.14. Norfolk Association of Local Councils (Cllr Matthews)

There is an Allotment training meeting 28th June at Sprowston.

1704. BRECKLAND COUNCIL.

1704.1. (a) A copy of a press release 'New look for Breckland Cabinet' was received.

The new Breckland Cabinet are as follows:-

William Nunn (Leader of the Council and External Affairs and Communication)

Adrian Stasiak (Deputy Leader of the Council and Communities and Place Shaping)

Stephen Askew (Governance and Corporate Resources)

Lady Kay Fisher (Environment and Recycling)

Mark Kiddle-Morris (Economic and Commercial Services)

Paul Claussen (Planning and Housing)

William Smith (Transformation)

(b) A copy of circular e-mail relating to 'Breckland Business Watch' was received.

The circular e-mail has been circulated to all businesses signed up to the business watch scheme and potential businesses who Breckland hope to bring on board. The information contained in the e-mail explains the benefits of the scheme with businesses collectively. The alleyway from Market Place to Whitsands Road and the security was brought up as a priority by the police. There followed a discussion.

It was agreed for the Town Clerk to contact the police to find out if the gate should be up the alleyway towards Whitsands Road end.

(c) E-mailed correspondence with Pride of Breckland Officer Richard Wills regarding an Alley Way in Swaffham was circulated to Councillors. Pride of Breckland Officer Richard Wills has initiated some actions in relation to the alley way linking Market Place to Whitsands Road.

(d) Late Breckland correspondence for information only.

There is no late correspondence to consider.

1705. NORFOLK COUNTY COUNCIL.

1705.1. Late County Council correspondence for information only.

There is no late County Council correspondence.

1705.2. Notification of Swaffham's entry in the EDP Pride of Norfolk has been short listed for a visit by the judging team for the 'Over 5000 population award'. The visit has been scheduled for Monday 5th July at 10am team of 3-4 judges who would like to speak to some Swaffham community and then walk around the town.

1706. DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-

1706.1. Market Committee – Monday 14th June at 7pm – Council Chamber

1706.2. Town Partnership – Tuesday 15th June – 6pm – Council Chamber

1706.3. Market Working Group – Monday 21st June – 7pm – Council Chamber

1706.4. Open Spaces & Amenities – Wednesday 30th June – 7pm – Council Chamber

1706.5. Twinning Liaison – Monday 5th July – 7pm – Council Chamber

1706.6. Recreation Ground Committee – Monday 12th July – 5pm – Council Chamber

1706.7. Full Council – Wednesday 14th July – 6.45pm in the Council Chamber

1707. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1707.1. To receive report on staffing issues from the Town Clerk.

a) The Clerk reported the new works manager post, this will be reviewed in 3 months but so far it is going well.

b) Staff Appraisals will be conducted during July, a full report will be at the September meeting.

c) Presentation at the Action for Market Towns meeting on the 17th June.

It was agreed for the Project support & admin officer to take part in the presentation with Dave Bek if time allows, subject to the discretion of the Town Clerk.

The meeting closed at 8.46p.m.

Chairman

Notes from the public session

Travellers' – There was concern expressed relating to the travellers that have settled at Tower Meadows in Swaffham. There is a worry over the rubbish that is mounting and a gas canister on site that could be unsafe. Breckland Council has been receiving complaints, the situation is causing a lot of annoyance to the residents in the area. Residents have had rubbish chucked into their gardens.

The land is owned by Breckland – Environmental Health have been notified. Swaffham Town Council and District Councillors will raise this with both Breckland and the Police.