

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council Meeting held on Wednesday 9th February 2011 at 1845hrs in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr I Sherwood.

Councillors: Mr P Darby, Mr C Gunner, Mrs S Matthews,
Mr F Sharpe, Mrs J Skinner, Mrs P Wade.

Town Clerk: Mr R Bishop.

Deputy Town Clerk: Mrs D Turner.

PCSO: Hazel Tampin.

Invited Guests: Mr Roy Fowler (War Memorial Trust), Mr George Harris (Chairman of Swaffham Royal British Legion), Dr Malcolm Skinner (Far East Prisoner Of War, FEPOW).

Public: 14.

1821 APOLOGIES & REASONS FOR ABSENCE.

1821.1 Cllr C Baker – work commitments.

1821.2 Cllr D Harman – health reasons.

1821.3 Cllr T Jennison – health reasons.

1821.4 Cllr S Lister – health reasons.

1821.5 Cllr D Wickerson – work commitments.

1821.6 County Cllr A Steward – who has to attend another Parish Council meeting.

1822 DECLARATIONS OF INTEREST.

1822.1 Cllr P Darby declared an interest on item 3.4

1822.2 Cllr C Gunner declared an interest on item 3.4

1822.3 Cllr J Skinner declared an interest on item 3.4

The meeting was adjourned at 1847hrs for public participation.

The meeting reconvened at 1848hrs.

1823 REPORTS: police, principal authority etc.

1823.1 PCSO Tampin reported the crime figures from 12th January 2011 – 9th February 2011 were: Burglary dwelling 1, Burglary non-dwelling 3, Criminal damage 4, Fraud and Forgery 1, Theft from motor vehicles 5, Theft of motor vehicles including Taking Without Consent 1, Theft other 6, Violence against person 4 Crime other 5. Total of 30 crimes. A comparison was also given for the same period last year. The Council raised the issue of late notification of SNAP meetings with the Police representative and Cllr S Matthews informed the council the SNAP meetings are held on the last Tuesday of every second month.

PCSO Tampin left the meeting at 1852hrs

1824 COUNTY COUNCILLOR report from Cllr Ann Steward. – no report given as apologies received.

1825 BRECKLAND COUNCILLOR report from Cllrs Shirley Matthews, Frank Sharpe and Ian Sherwood.

1825.1 Cllr Matthews reported on the LSP meeting held last week. The Future Jobs Fund is a government initiative which enabled 12 young people aged 19-25 years to be employed, 6 within the private sector and 6 within County Council, of the 12 people 6 have successfully gained continued employment. This is a much needed service and has been very successful.

PAGE 1110

1825.2 It was reported that the Sustainable Communities Team has been chosen out of over 100 entries to be in the final for a government Award for their work.

1825.3 The Breckland Operational Partnership Team from Crime and Disorder Reduction Partnership (CDRP) has been awarded £11666. A further £6000 is available to be bid for in order to be used for community projects, the final has yet to take place.

1825.4 A residents grandson has been awarded £500 grant from the Gifted and Talented Fund to enable him to buy a new bicycle. He has become the fastest Cycling Time Trialist for his age category in the country winning the 2010 GHS Championship Trophy.

1826.1 To receive and consider information/correspondence relating to the WAR MEMORIAL and additional plaque (representatives will be present from the Swaffham Branch of the Royal British Legion and the Swaffham War Memorial Trust).

Invited guests Mr Roy Fowler (War Memorial Trust), Mr George Harris (Chairman of Swaffham Royal British Legion), Dr Malcolm Skinner (Far East Prisoner Of War, FEPOW) commented on the council's decision in November where the Council received and approved a request from the Far East Prisoner of War & Dependants Association (FEPOW) to erect a red granite angled tablet to be placed on the base of the north side of the War Memorial. This would be similar to the existing tablet but half the size. The cost would be met by a local benefactor with FEPOW raising the remaining cost, in total £1,500. The initiative was being arranged through the new War Memorial Trust and one of their members Mr. Roy Fowler was acting as liaison.

1826.2 The Council have received correspondence from the Swaffham Branch of the Royal British Legion who have raised their concerns with regard to the erection of the tablet following their branch meeting in January. The Legion believe that consideration should be given to putting this new plaque at the Church rather than at the War Memorial, as this might be more appropriate. The Legion are also concerned that this may set a precedent for further requests which would be difficult to turn down and in time could downgrade the town's cenotaph. A letter of clarification has also been received from Mr. Roy Fowler in respect of the proposed addition to the War Memorial.

1826.3 Councillors are reminded that as the decision was taken in November that the six month rule applies as listed in Standing Order 35(see below):

Extract from the Council's Standing Orders:-

35. RESCISSION OF PREVIOUS RESOLUTION

- a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least (five) members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

1826.4 Mr Fowler, Mr Harris and Dr Skinner each put their case to the council and answered questions from councillors. Following a brief discussion the Mayor stated that due to the sensitivity of this issue further discussion should be below the line in the private session.

It was agreed to discuss the War Memorial below the line.

1827 MAYORS' REPORT

1827.1 no Civic events were attended by the Mayor.

1827.2 Urgent reports at the Mayor's discretion – The Mayor requested that councillors note additional items on the agenda at 15.6, 15.7 and 15.8

1828 MINUTES

1828.1 The minutes of Wednesday 12th January 2011 Full Council were agreed by the Council and signed as a true record by the Mayor.

1829 Report from the TOWN HALL by the Town Clerk:-

1829.1 The Town Clerk informed the council that he has completed 10 years as Swaffham Town Clerk and also welcomed Debbie Turner as the new Deputy Town Clerk.

1829.2 Councillors discussed whether there would be a need to invite Mr Mike Knights to a future meeting to speak on the Kings Lynn incinerator. It was proposed by Cllr F Sharpe and seconded by Cllr C Gunner not to invite Mr Knights to address the council at a further meeting.

It was agreed not to invite Mr Knights to attend a further meeting.

1829.3 The Town Clerk will attend a meeting with Zoe Footer Breckland Council (play areas) on 10th February 2011 to try to resolve the twelve outstanding issues in respect of the potential transfer of the play areas and a recommendation will be given to full Council on 9th March.

1829.4 A meeting has been arranged between the Town Clerk, Mayor and Heygate Farms on 14th February 2011 to discuss their proposal or proposals in respect of the future of the Antingham's. The outcome will be conveyed to the Council at their next meeting on 9th March 2011.

1830 PLANNING/DEVELOPMENT CONTROL:

1830.1 Decisions/Information received from Breckland Council:-

3PL/2010/1225/A – Consent to display advertisements for internally illuminated glazing signage, timber letter sign & externally illuminated timber projecting sign. 7 Market Place. Dee's Group	3PL/2010/1273/CU – Planning permission granted for the change of use from motor cycle sales & repairs to Chinese takeaway (A5). 21 Lynn Street. Mr. G. Page.
3PL/2010/1285/F – Planning Permission Granted for proposed extension & alterations to bungalow to create two storey dwelling. 8 Haspalls Road. Mr. Caleb Deayton.	3PL/2010/1050/F – Planning Permission granted for minor material amendment to 3PL/2009/0920F in respect of garages to plots 32D, 57B, 58B, 59B and 61B.
3TL/2010/1208LB – Listed building consent granted for alterations works to include re-roofing. White Hart Inn PH. 2 London Street. Wellington Pub Co.	3PL/2010/1234/F – Planning permission granted for removal of condition 16 on 3PL/2007/1867/F re demolition of outbuilding. Eversley House, 8 – 10 Station Street. Mr. R. Clarke & Mrs. B. Clarke.
3PL/2010/1087/O – Outline Planning permission granted for residential development. Land off New Sporle Road. Mrs. M. Timmins.	3PL/2010/1173/F – Planning permission and Listed building consent 3PL/2010/1174/LB granted for conversion of site to 3 residential units and alterations for 2 shops. Kings Arms, 21 Market Place. Carstowe Properties Ltd.
3PL/2010/1226/F – Planning Permission and Listed building consent 3PL/2010/1227/F Granted for part exchange of use of one side of the existing building from A2 to A1/A3 & various signage.	3PL/2010/1143/F – Planning permission granted

1830.2 consider the following planning applications:-

3PL/2010/0023/F – Demolish existing conservatory & erection of single storey garden room. 19 & 21 London Street. Mr. K. Burke No Objections	
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1830.3 late applications received - **There were no late planning applications to consider.**

PAGE 1112

1830.4 To receive any planning correspondence, or notifications of planning enforcement & TPO's.

(a) Local Development Framework – Site Specific Policies and Proposals Development Plan and Proposals Maps - Publication of the Proposed Submission Document – representations can be made from 7th February to 21st March 2011.

It was agreed that the Planning Committee should meet formally to discuss this document and recommend whether any further comment should be made to the full Council at their meeting on 9th March.

(b) Members of the Planning Committee and the Town Clerk are to meet with Geoff Armstrong and Nicky Parsons of the DPP representing Gladedale Homes on Tuesday 8th March at 1300hrs. Following this a short presentation will then be made by Geoff Armstrong at the Council meeting on 13th April when the remainder of the Council will have their opportunity of asking questions relating to the amended plans.

1831 FINANCE:

1831.1 A list of Accounts for Payments for February 2011 circulated to all councillors at the meeting.

The Accounts for payments were agreed.

1831.2 NALC Financial update – Draft Accounts & Audit Regulation document from the NALC Audit & accounts Advisor. To record receipt of e-mailed copy of consultation document for the Revision and consolidation of the accounts and audit Regulations 2003 (SI 2003 No 533) as amended (deadline 4th March 2011). The new regulations will be introduced on 31st March 2011 and apply to the current financial year ending on the same date – noted.

1831.3 The Town Clerk reported that the Tax Base for Swaffham in 2011/12 is £2,506.7 up from £2,472.63 this has resulted in the increase in Precept being reduced to 2.87% instead of 4%.

It was agreed for the Town Clerk to write to Breckland to formally request receipt of the tax base prior to budget discussions in December each year.

1832 GENERAL CORRESPONDENCE:

1832.1 The monthly report from Elizabeth Truss MP was circulated to all councillors for information.

1832.2 RAF Marham reply from Ministry of Defence for information.

1832.3 RAF Marham reply from RAF Headquarters Air Command for information.

1832.4 Update reported on the 'First round of completion of the Sustainable Communities Act for information.

1832.5 A letter has been received from Home Hospice Support Swaffham & Litcham for information.

1832.6 To receive any late correspondence for information only - There were no late correspondence to consider.

1832.7 Cllr Shirley Matthews, the Town Clerk & Deputy Town Clerk will be attending the Larger Councils meeting at Holt on Thursday February 17th at 1000hrs (topics Localism bill, War Memorials and Litter) – noted.

1832.8 A letter has been received from Ward Gethin representing Mr. Davies in respect of allotments 95, 97 and 103 Magazine Field.

It was agreed for Councillors to defer to item 15.8 below the line.

1832.9 A letter has been received from Mr. B.W. Jolly in respect of street lighting changes in Cygnet Walk.

It was agreed for the Town Clerk to write to Mr Jolly to notify him that this is the responsibility for Highways.

1832.10 letter addressed to the Mayor received from Paul Ison in respect of parking issues and various observations relating to maintenance of certain areas within the town centre.

It was agreed to write a response to Mr Ison updating him on his issues.

1832.11 Information relating to 'the Queen Elizabeth II Fields Challenge' and the aim of protecting 2012 outdoor recreational sites by the year 2012 has been received by the Town Council.

It was agreed for the Recreation Committee to discuss the information received.

It was agreed to forward the information to the Community Orchard.

1833 COMMITTEE reports: (by Chair/Lead Member or Officer)

1833.1 COMMITTEES - Lead Officer – Town Clerk (under review)

N.B. There is an internal review of officer allocation to various Committees in progress. This will be concluded at the end of July to coincide with the Deputy Town Clerk completing her initial six month period.

a) FINANCE & GENERAL PURPOSES Committee (Last meeting 1st Dec – next meeting 23rd Feb)

The council agreed to change the time of the next meeting to 1800-1930hrs on 23rd February 2011 - noted

b) TOWN PARTNERSHIP Committee (& thematic Working Groups) (Last meeting 14th Dec – next meeting 15th Feb)

A hard copy of the 1st Annual Report has been circulated to all Councillors for information only – noted
Councillors recommended to alter the structure of the Town Partnership committee and also to alter the Town Council's representation to be a non voting member. It was proposed by Mayor I Sherwood and seconded by Cllr S Matthews to disband the Town Partnership committee and to alter the councils representation.

Councillors formally agreed to disband the Town Partnership committee.

It was agreed to choose a 'Councillor Representative' at the next meeting in March.

c) PLANNING Committee (Last meeting 11th Aug – next meeting t.b.a.)

The Planning Committee are requested to attend a meeting with Gladedale Homes at 1pm on Tuesday 8th March - noted

d) PERSONNEL Committee (Last meeting 1st Dec – next meeting t.b.a.)

1833.2 COMMITTEES - Lead Officer – Deputy Town Clerk (under review)

a) RECREATION GROUND Committee (Last meeting 8th Nov – next meeting t.b.a)

It was agreed to arrange a meeting to discuss the installation of the equipment.

b) MARKET Committee (Last meeting 23rd Nov – next meeting 21st Feb)

c) YOUTH COUNCIL (Last meeting 24th Jan – next meeting 15th Mar)

The Youth Council have requested to meet with the Finance Committee as part of their current review.

It was agreed for the Youth Council to meet with the Finance committee.

1834 WORKING GROUPS - Lead Officer – Town Clerk

a) Budget Working Group (Last meeting 2nd Nov – next meeting t.b.a.)

b) Toilet Working Group (Last meeting 25th May – next meeting t.b.a.)

It was agreed for the Town Clerk to complete the draft report by 28th February and circulate to the Working Group members.

Tuesday 8th March at 1700hrs – Working Group meets to consider and amend the draft report and to finalise further proposed meetings: Tuesday 22nd March – Working Group either meet OR to hold an extraordinary meeting of the Council to consider the report and act on the recommendations OR - Wednesday 13th April at 1845hrs – Full Council to consider the report and act on the recommendations.

c) Market Traditions Working Group (Last meeting 17th Jan next meeting)

d) Twinning Liaison (Last meeting 5th July – next meeting t.b.a.)

Monday 28th March is recommended date to meet with the Twinning Association to resolve issues relating to the future of the Civic Twinning over the next six year period - noted

1835 REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1835.1 Swimming Pool Association Cllr Wade reported that a letter will be sent to all members to disband the association and this will be brought forward at their AGM 18th April 2011. Any assets will be kept by the Trustees for future use – noted.

1835.2 Max Muller Trust has approached Mayor I Sherwood with regards to amalgamating the income with Hammonds School Trust.

It was decided to agree to the amalgamation of the trust funds with Hammonds School.

1836 BRECKLAND COUNCIL.

a) Minutes received of the Parking Task & Finish Group for the meeting held in Swaffham on 25th January 2011.

b) E-mail correspondence received from Richard Wills of Pride of Breckland regarding using the Buttercross on Saturday 14th May to launch guide walks initiative and promoting a Swaffham booklet.

c) Notification of the next Parish Council Forum has been received – Monday 14th March at 1730hrs at Anglia Room, Breckland House, Dereham.

1837 District & Parish Election timetable and an event on Wednesday 2nd March 2011 received – noted.

Timetable for District and Parish Elections - May 2011

Nomination Papers can be obtained from Electoral Services from March 2nd 2011. Please telephone 01362 656870 or email elections@breckland.gov.uk

Notice of Election Friday 25 March 2011

Close of Nominations Monday 4 April (noon)

Statement of Persons Nominated Wednesday 6 April (noon)

Withdrawals of Candidature Thursday 7 April (noon)

Deadline for appointment of Election Agents Thursday 7 April (noon)

PAGE 1115

Notice of Poll Friday 8 April

Situation of Polling Stations Friday 8 April

Deadline for applications for Postal votes and amendments to absent votes Thursday 14 April
(1700hrs)

Deadline for applications to Register to vote Thursday 14 April

Deadline for applications for Proxy votes Thursday 21 April (1700hrs)

Deadline for appointment of Polling and Counting Agents Tuesday 26 April

POLLING DAY THURSDAY 5 MAY (07:00 - 22:00)

1838 NORFOLK COUNTY COUNCIL.

a) E-mail correspondence received from a new resident in Castle Acre Road Carol Henderson with Paul Groom Highway Engineer for information.

b) Information received confirming the completion of consultation for part night lighting in Swaffham for information.

c) late County Council correspondence for information – none received

1839 Information received relating to Grit Bins located around the town (e-mailed correspondence with Paul Groom and further request for a grit bin from Charles Gunner in respect of Oakleigh Drive.

It has been agreed to devise a map showing the location of the towns dog bins, litter bins and grit bins.

It has been agreed to add this to the next Full Council agenda.

1840 To notify of the DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-

1840.1 Town Partnership Committee – Tuesday 15th Feb – 1800hrs – Council Chamber

1840.2 Market Committee – Monday 21st Feb – 7pm – Council Chamber

1840.3 Finance & G.P. Committee – Wednesday 23rd Feb – 1900hrs – Council Chamber.

1840.4 Full Council Wednesday 9th March – 1845hrs – Council Chamber

1840.5 Youth Council Tuesday 15th March – 1930hrs – Community Centre

1840.6 Councillor Roadshow – ‘Do you want to be a Town Councillor?’ Wed 16th March: 1900hrs – 2100hrs – Council Chamber

1841 ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

Exclusion of the public and press at 2013hrs.

Meeting re-convened 2016hrs.

1841.1 To receive and consider nomination for Honorary Citizen.

Nomination received for Honorary Citizen – noted.

It was agreed to issue a Press release to inform members of the public that nominations can be received up to 30th June 2011 and considered by the newly elected council in July 2011.

PAGE 1116

1841.2 e-mailed correspondence received from Elaine Bird Swaffham Newsletter Editor in respect of the current dispute regarding the outstanding bill for printing the Town Council's Annual Report. The Town Council understood the annual report would be included as part of the editorial and not subject to a further charge. The Town Clerk and the Mayor reported that the dispute is ongoing with no evidence that this will be resolved via communication prior to payment made by Swaffham Town Council. This matter was discussed by the council and concluded that an agreement was not possible.

It was agreed to not pay the bill and prepare for the possibility of defending County Court Action.

It was further agreed to seek alternatives in respect of the Newsletter.

1841.3 Councillors discussed a proposed staff TUPE transfer proposal and subsequent budgetary implications for 2011/12.

It was agreed for the staff transfer of Project and Administration Officer Kate Francis to be completed by 31st March 2011 to Icen Partnership. Formal written notification is to be made to the staff member and Icen Partnership notifying them of the Councils decision.

It was agreed to contribute £3000 towards this post in 2011/12 and formally consider each year at the Budget in December.

1841.4 The Town Clerk reported with the respect of writing off long standing debts relating to former Market Traders who no longer trade within Swaffham. The debts mounted as the traders concerned left the market without notice. The Council have since changed their policy to tighten up on bad debts of this type. The amount written off is mainly for rent due after the trader has left the market.

It was agreed to write-off all outstanding debts following the receipt of a detailed report being approved by the Finance and G.P. Committee.

1841.5 Following the success of Age Concern obtaining a Big Lottery grant of £115424 to secure a part time employee to run the Befriending Scheme the council were asked to run the payroll for Age Concern in return for an agency fee.

It was agreed to run the payroll for this employee and was agreed the Council would not incur any additional related costs and written agreement clarifying all employment rights are with Age Concern and not the Town Council

1841.6 To conclude any outstanding issues in relation to item 3.4 on the agenda in relation to FEPOW plaque on the Town War Memorial. The council were asked to consider recommendations by Mr Roy Fowler (War Memorial Trust), Mr George Harris (Chairman of Swaffham Royal British Legion), Dr Malcolm Skinner (Far East Prisoner Of War, FEPOW) regarding the possible location of the plaque.

It was agreed unanimously by councillors that the council had no grounds to re-open the agenda item and concluded the original decision would stand in favour of the plaque at the War Memorial.

1841.7 A request has been received from Funeral Director Paul Littleproud in respect of Exclusive Rights of Burial fee. The Town Clerk reported that the costs had been forwarded on to a resident incorrectly from the Funeral Director themselves therefore no consideration will be made in crediting any monies paid. Full payment has now been received from Funeral Director Paul Littleproud – noted. Mr Littleproud claimed the error was on the Councils part and claimed a 50% refund.

It was agreed to write to Paul Littleproud to confirm the councils decision not to credit any monies.

PAGE 1117

1841.8 To conclude matters from item 9.3 with a confidential report from the Town Clerk and letter from Ward Gethin in respect of allotment holder Mr. Davies re- 95, 97 and 103 Magazine Field, Swaffham. No meeting has taken place at the Town Clerks request between Mr Davies and himself.

It was agreed for the Town Clerk to write a full response to Ward Gethin including all correspondence with Mr Davies. The council stand by their original decision to allow Mr Davies to continue with one allotment.

Meeting closed at 2055hrs

Chairman