

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council Meeting held on Wednesday 13th April 2011 at 6.45pm in the Council Chamber, Town Hall, Swaffham

Present: Mayor I. Sherwood (in the Chair)

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 D Turner.

PCSO: Paul Bailey.

Public: 9

1862. APOLOGIES & REASONS FOR ABSENCE.

None.

1863. DECLARATIONS OF INTEREST.

1863.1 Cllr C Gunner declared a personal interest on item **1874.4** as he is related to Miss Robyn Gunner.

1863.2 Cllrs P Darby, C Gunner, D Harman all declared a personal and prejudicial interest on item 1875.2 FEPOW Dedication of the Granite Wedge.

1863.3 Cllr S Matthews declared a personal interest on item **1876.3 d)** Twinning as she is a member of the Twinning Liaison Group.

The meeting was adjourned at 6.46pm for public participation, see Appendix 1.

The meeting reconvened at 6.50pm.

1864. REPORTS: police, principal authority etc

1864.1 PCSO Bailey reported the crime figures from 10th March 2011 – 13th February 2011 were: Burglary dwelling 1, Burglary non-dwelling 3, Criminal damage 9, Theft from motor vehicles 4, Theft of motor vehicles including Taking Without Consent 1, Theft other 10, Violence against person 8, Crime other 23. Total of 59 crimes. A comparison was also given for the same period last year.

PCSO Bailey left the meeting at 6.53pm.

1865. COUNTY COUNCILLOR report from Cllr Ann Steward.

1865.1 Cllr Ann Steward reported on the bid for Broadband for Norfolk and attended a meeting in London to ascertain the best way forward to achieve the bid. Cllr Steward also reported on the Hethel Business Park which supports start-up businesses and business development as they have recently won the prestigious Economic and Regeneration Award.

1866. BRECKLAND COUNCILLOR report from Cllrs Shirley Matthews, Frank Sharpe and Ian Sherwood.

1866.1 Cllr S Matthews reported on the Food Standards Agency report for 2009/10 for the Breckland area. Inspections were carried out on 1359 premises and recorded the highest number in Norfolk that are compliant with food hygiene requirements. The national average is 87.8%, Norfolk average is 90.1% and Breckland average is 94.5%.

1866.2 Cllr S Matthews reported on the New Homes Bonus Scheme which allows Breckland District Council to receive match funding for the Council Tax paid for each house they have in stock for the next six years and £350 per annum for affordable homes. This will ensure economic benefits of housing growth being more visible in the local community.

1866.3 Cllr F Sharpe commented on Gladedale Homes Section 106 where discussion will take place mid to late May following the elections.

1867. MAYORS' REPORT

1867.1 The following Civic Events were attended by the Mayor:

18th March – Pride in Breckland Awards – RAF Marham.

1st April – Swaffham Town Council Mayors Reception.

9th April – Macmillan Cancer Care Sponsored Walk – Wroxham.

1867.2 The Mayor thanked all councillors who serve the town especially giving thanks to Councillor's C Baker, D Butters, D Harman and F Sharpe who are not standing for election this coming year. The Mayor added that they will be missed by everyone and his best wishes go to them all.

1868. Urgent reports at the Mayor's discretion:

There were no urgent reports to consider.

1869. MINUTES:

1869.1 The minutes of Wednesday 9th March 2011 Full Council were agreed by the Council and signed as a true record by the Mayor.

1870. Report from the TOWN HALL by the Town Clerk.

1870.1 a) The Town Clerk reported on the forthcoming local Town Council Elections as there are 14 candidates for 13 spaces; there were originally 15 candidates but Sue Chittock decided to withdraw. There will be two Polling Stations, one at the Assembly Rooms and one at the Leisure Centre.

Candidate's Surname	Other Names in full	Home Address in full	Description (if any)
BELL	Stewart	75 Lynn Road, Swaffham, PE37 7BB	The Conservative Party Candidate
DARBY	Paul	12 Admiral Wilson Way, Swaffham, Norfolk, PE37 7HZ	The Conservative Party Candidate
EDWARDS	Matthew	10 Rollesby Av, Swaffham, Norfolk, PE37 7SH	The Conservative Party Candidate
GUNNER	Charles	20 Oakleigh Drive, Swaffham, Norfolk, PE37 7AJ	Liberal Democrat
HAINES	Alison E	The Laurels, Cook Road, Holme Hale, IP25 7DJ	Green Party
HEAD	Amy Marie	68 Highfield Avenue, Swaffham, Norfolk, PE37 7PS	
JENNISON	Terry	Ivy House, 17 Tumbler Hill, Swaffham, PE37 7JG	The Conservative Party Candidate
LISTER	Sheila	The Bungalow, 1 Spinners Lane, Swaffham, Norfolk, PE37 7LP	
MATTHEWS	Shirley	7 Gordon Terrace, Swaffham, Norfolk, PE37 7EH	The Conservative Party Candidate
SHERWOOD	Ian	48 Heathlands, Swaffham, Norfolk, PE37 7TG	The Conservative Party Candidate
SKINNER	Jill Marion	Orwell House, Station Street, Swaffham, PE37 7LH	
TIGUE	Anne Christine	31 King Street, Swaffham, Norfolk, PE37 7BU	Independent
WADE	Pippa	Highfield, 16 Lynn Road, Swaffham, Norfolk, PE37 7PT	Independent
WICKERSON	David Sydney	Holmwood Cottage, 38 White Cross Rd, Swaffham, PE37 7QY	Independent

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The Town Clerk personally thanked the four retiring Town Councillors, Carol Baker (8 years), David Butters (12 years including two years as Deputy Mayor), David Harman (4 years including a year as Deputy Mayor and a year as Mayor) and Frank Sharpe (5 years).

1870.1 b) The Council reviewed the following policies as part of updating the 'Councillor Information & Guide' files which will be distributed to all Councillors following the forthcoming elections:-

- B1) Community Engagement Strategy
- B2) Child Protection Policy
- B3) Training Statement and Development Policy
- B4) Smoke Free Policy
- B5) Emergency Evacuation & Fire Escape Procedure
- B6) Stress Policy
- B7) Procedures for Visitors to Town Council owned premises
- B8) Health & Safety Policy

The policies listed B1 to B8 were approved by the Council except policy B7 which it was agreed to be returned to allow for slight amendments to include premises leased by other organisations from the Town Council.

1870.1 c) The draft Agenda for the Annual Town Assembly was discussed and it was resolved who will be giving various reports at the meeting.

It was agreed to include Swaffham in Bloom to the Agenda and for Cllr C Gunner to report on this item. The Agenda including the additional item was agreed by all Councillors.

1871. Councillors questions relating to on-going business.

There were no questions from Councillors.

1872. PLANNING/DEVELOPMENT CONTROL:

1872.1 Decisions/Information from Breckland Council:-

3PL/2011/0015/A – Consent to display advertisements granted for retention of illuminated sign (retrospective) McColls. Bankmachine Ltd	3PL/2011/0014/F - Planning permission granted for the retention of ATM (retrospective) McColls. Bankmachine Ltd.
3PL/2010/1347/F – Planning permission granted for the Installation of 3no. above ground LPG storage tanks and single LPG dispensing pump. BP Filling Station. Malthurst fuels Ltd.	3PL/2011/0023/F - Planning permission granted for the demolition of existing conservatory 7 erection of single storey garden room. 19 & 21 London street. Mr. K. Burke.
3PL/2010/1263/F Planning permission for two dwellings with garages. 1 Low road. Mr. B.V. Rowe.	

1872.2 Consider the following planning applications:-

3PL/2011/0161/F – Erection of industrial unit for B1 (excluding B1a), B2 and B8 use. Glen House Estates Ltd, Plot 1 adjoining unit 1 Tower Meadows Industrial Estate NO OBJECTIONS	3PL/2011/0271/LB – Demolition & replacement of existing unsound chimney stack & alterations to 2 existing openings. Mr M Balshaw, Point House 25 Station Street NO OBJECTIONS
3PL/2011/0281/A – 1 No of illuminated A1 portrait window marketing display unit located to the rear of the shop front glazing. Lloyds Banking Group, 61 Market Place NO OBJECTIONS	3PL/2011/0303/F Erection of conservatory to side of property. 4 Orchard Place. Mr. & Mrs. C. Banyard. NO OBJECTIONS

3PL/2011/0313/F Remove hedge and replace with 6ft "colourfence" fencing. 5 Orchard place. Mrs. Bridgette Evans NO OBJECTIONS	3PL/2011/0316/F Proposed extension & alterations. 29 King Street. Mr. Kevin Williams. NO OBJECTIONS
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1872.3 Consider late applications received at the Mayor's discretion.

3PL/2011/0366/F Proposed extension & alterations. 49 Watton Road. Ms Melanie Stewart. NO OBJECTIONS	
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1873. Planning correspondence, or notifications of planning enforcement & TPO's.

1873.1 Planning Inspectorate interim decision relating to reclassification of two 'Roads used as Public Pathways' (RUPPs) – noted.

1874. FINANCE:

1874.1 A list of Accounts for Payments for April 2011 circulated to all councillors at the meeting see appendix 2.

The Accounts for payments were agreed.

1874.2 Notice and Conclusion of the audit 31st March 2010 with external auditors report from Mazars Ltd.

The actions following on from the auditors report were agreed at the Finance Committee meeting on 6th April 2011. This item is on the agenda to allow Councillors that are not on the Finance Committee the opportunity to ask questions relating to the audit. No questions received from Councillors.

It was agreed to accept the auditors report as read.

1874.3 Notice of audit for the year ended 31st March 2011; annual return to be submitted by 4th July 2011 and electors' rights exercised by 25th July 2011.

It was agreed for the year end accounts to 31st March 2011 to be presented to the full Council in May.

Cllr C Gunner left the room at 7.20pm.

1874.4 A request has been received from Miss Robyn Gunner to use the Recreation Ground in June/July 2011 for a car boot sale and a few stalls to raise money for Muscular Dystrophy. It was suggested not to use the Recreation Ground but to suggest she contacts Breckland Council to use the Market Place.

It was unanimously agreed not to permit this car boot sale to be held on the Rec but to suggest she contact Breckland Council to use the Market Place, however it was also agreed to take into consideration each request on its own merits.

Cllr C Gunner returned to the meeting at 7.24pm.

1874.5 The Town Clerk gave a report in respect of the location of litter bins, dog bins and grit bins, guidance on installation of litter & dog bins for various requests around the town.

A report giving details of outstanding bin requests has been circulated to Councillors this evening. It was suggested to replace the broken bin at Northwell Pool and to fit the bins already purchased. It was also suggested to obtain further information relating to costs and locations prior to making a final decision.

It was agreed to replace the broken bin located at Northwell Pool area, it was also agreed leave all other bins until the council has received further information on costs and locations however the bins already purchased should be sited.

1874.6 A request has been received for match funding of £3,700 from Icen Partnership on behalf of the Advance Swaffham Action Group – to assist in a grant application to Brecks Rural Development Plan – “Swaffham in the Brecks” project.

In terms of the Town Council Match funding pot the budgeted figures show £120,616 in the account (the actual amount is about to be verified by the end of the financial year at 31st March 2011). The Council via the Finance Committee may need to consider what funds are actually carried forward as Match Funding and what proportion is surplus Capital from the sale of the Shoulder of Mutton allotments. At the end of 2009/10 a balance was carried forward of £13,928 and a further £19,000 was put back into Match Funding by the Recreation Ground Committee. The budgeted surplus Capital is therefore £87,688. It is suggested that the Finance Committee look closely at the issue of Capital Reserves including match funding, loan commitments, potential land sale and Revenue Reserves; with a view of setting a four year strategy for the new Council in July as part of the forthcoming budget.

Cllr David Wickerson requested a deferral until May 2011 where he will present a case for Advance Swaffham Action Group.

1875. GENERAL CORRESPONDENCE:

1875.1 a) The Tenth monthly report from Elizabeth Truss MP was circulated to all councillors for information only. The report lists the activities of the MP Elizabeth Truss, including her surgery in Swaffham on 1st April.

1875.1 b) A request from JMA (Junior Mission for All) for a bric-a-brac stall on Saturday 4th June 2011. This request has been circulated to all Councillors for information only. This request has been granted by the Town Clerk.

1875.1 c) Information received relating to ‘Your Paintings’ brochure and the Town Council collection (one painting). The Town Council’s painting is listed in this particular brochure which is about to go on-line for information only.

1875.2 Invitation received to the FEPOW Dedication of the Granite Wedge at the War Memorial on 3rd July 2011. The invitation is for the Town Clerk, present Councillors and Mayor and any new Councillors and the new Mayor.

Councillors are to confirm whether they are attending, so that a response could be given to Mr. Fowler.

1876. COMMITTEE reports: (by Chair/Lead Member or Officer)

1876.1 a) FINANCE & GENERAL PURPOSES Committee (Last meeting 6th April 2011 – next meeting 22nd June 2011.)

1876.1 b) ADVANCE SWAFFHAM ACTION GROUP (& core Working Groups) (Last meeting 12th April – next meeting 14th June 2011)

1876.1 c) PLANNING Committee (Last meeting 11th Aug – next meeting t.b.a)

A report was given following the meeting with representatives of Gladedale Homes on 5th April 2011. The draft plans for this particular development were much more acceptable than the original plans. The Planning Committee had the opportunity of discussing the project informally which was appreciated. It was stressed that the plans are still evolving, as the consultation process prior to submitting the revised scheme is only part-way through. The aim is to present the final plans to the new Council at the June meeting, with Section 106 discussions taking place mid to late May following the elections.

1876.1 d) PERSONNEL Committee (Last meeting 1st Dec – next meeting t.b.a.)

1876.2 COMMITTEES - Lead Officer – Deputy Town Clerk (under review)

1876.2 a) RECREATION GROUND Committee (Last meeting 7th Mar – next meeting 16th May 2011)

Wicksteed have confirmed that they will be commencing on site on Tuesday 3rd May at the Recreation Ground with the installation of the teenage area. The Friends of the Rec and Recreation Ground Committee will be holding a launch event in early June to publicise the completion of this project.

1876.2 b) MARKET Committee (Last meeting 21st Feb – next meeting 11th Apr)

E-mailed correspondence received from Mr. Rob Christie (cheese trader) in respect of advertising for new traders.

The Market Committee met on Monday 11th April 2011 – the correspondence with Mr. Christie and issues arising from new casual traders has led to a debate regarding duplication of stalls and exclusiveness. It was suggested to continue the debate as there is a need to review the Council's policy in this regard. It was also suggested that more regular Market Committee meetings may need to be called if there are individual applications to consider where the duplication issue arises.

It was agreed to review Council Policy to hold more regular Market Committee meetings to discuss casual trader applications.

1876.2 c) YOUTH COUNCIL (Last meeting 5th Apr – next meeting 9th May)

The Youth Council have met with ACOSY twice now at the Community Centre in respect of a possible merger. Two members of the Youth Council attended the Finance Committee meeting last week to investigate Councillors views in respect of the need for future funding for a Youth Council in whatever form it takes in the future. The Town Clerk is tasked with completing the review agreed back in December at the budget meeting in time to present to the May meeting of the full Council.

It was agreed for the Town Clerk to present the Youth Council review at the Town Council meeting in May.

1876.3 WORKING GROUPS - Lead Officer – Town Clerk

1876.3 a) Budget Working Group (Last meeting 2nd Nov – next meeting t.b.a.)

1876.3 b) Toilet Working Group (Last meeting 22nd March – next meeting 26th April)

There is progress within the Toilet Working Group as details are being up-dated to allow the completion of a report to full Council.

1876.3 c) Market Traditions Working Group (Last meeting 28th Feb – next meeting t.b.a.)

The final meeting of the Market Traditions working Group will be held on Monday 6th June 2011. Iceni Project Development Officer Kate Francis will meet with the Town Clerk to complete the review process prior to this meeting.

1876.3 d) Twinning Liaison (Last meeting 28th March 2011)

There was a meeting between representatives of the Twinning Association and the Town Council on Monday 28th March 2011.

The issues previously circulated raised by the hosts/members of the Twinning Association and the comments in response from the Town Council were discussed. It was generally appreciated that the majority of the comments was constructive criticism or positive and that the unnecessary personal comments were in the minority. It was agreed to disagree on some points and move on.

It was agreed to re-examine the Charter between the three towns. There was meaningful discussion relating to the current joint arrangement and budgetary constraints. It was generally accepted that matters may not improve within the six year period in this regard. It was intimated that things had changed over the 40+ years of the twinning, locally, throughout the country and worldwide. The meeting held between the three towns back in September was constructive and recognised this. There appears to be a need to change in order to survive and yet there is a high expectancy of what the Town Council should do or contribute towards. The latter in reality is untenable financially, particularly in the current economic climate. The new Chair of the Twinning Association would like the Association to take a lead, and will discuss this with the Twinning Committee on 14th April. Notwithstanding this, there were varying opinions on the level of Council commitment both from Councillors and members of the Association.

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There are three options to consider as follows:-

OPTION 1

Is to keep the Town Council's commitment to the Civic twinning between the three towns exactly as it is now, with a financial contribution in 2016 of £4,500 + RPI increases year on year when Swaffham next hosts the weekend. The Town Council shall jointly organise and fund the Civic weekend. In addition with regard to the two visits to Couhe and Hemmoor they will fund the Town Mayor, the Town Clerk and Honorary Citizens travel costs.

OPTION 2

Is to adopt a compromise of an amended draft Twinning Policy which re-affirms the Council's commitment to the spirit of the 'Pledge of Friendship' and 'Twinning Oath' and clearly defines the Council's new role as supporting, with the Twinning Association taking a lead in organising the weekend. The Council's financial commitment will be minimal, but the Twinning Association shall be invited to submit a request for a grant towards hosting the twin towns in 2016 and considered on its merit.

OPTION 3

Is to withdraw the Town Council's support from the Civic Twinning visits altogether. The Council would invite the Twinning Association to re-draft a new charter between the three towns excluding the Town council.

It was suggested to adopt OPTION 2 drafted as follows:-

SWAFFHAM TOWN COUNCIL – TWINNING POLICY - APRIL 2011

There are two historical documents that are enshrined at the heart of this policy as follows:-

PLEDGE OF FRIENDSHIP

We, M.A. Fillon, Mayor of Couhe, Vice President of the district of Couhe; C.R.G. Perkins, Mayor of Swaffham and H. Grube, Mayor of Warstade, Delegate in the Lantag of Neidersachen; being freely-elected representatives of our fellow-citizens. With certainty of meeting the greatest endeavours and genuine requirements of the people with whom we are in daily contact and whole interests we must safeguard, In awareness that the culture of the western World originated in our ancient communities and that the spirit of freedom was first to be found in writing in the 'Charters of Liberty', which after much endeavour could be attained, In consideration of the necessity to continue the development of history in an ever-widening world, but viewing this world in fact, as humane, if man live in liberty in free towns, TODAY DO SOLEMNLY UNDERTAKE to preserve the permanent bonds between the administrations of our towns, to further exchanges in all fields between their inhabitants, and to promote the spirit of European brotherhood by means of a better mutual understanding. It will be our endeavour to contribute by every possible means at our disposal to the success of this essential work for the peace and prosperity of European Unity. Signed in Warstade, June 5th, 1968 by the Mayors of Couhe, Swaffham & Warstade

TWINNING OATH

We, M.A. Fillon, Mayor of Couhe, Vice-president of the district of Couhe, H. Muller, Mayor of Hemmoor and P.J.D. Ison, Chairman of the Swaffham urban District Council, being the freely elected representatives of our fellow-citizens, CERTAIN that we interpret the sincere wishes of our populations, AWARE that western civilization found its origin in our ancient local communities, and that the spirit of liberty was first recorded in the freedom won by them, CONSIDERING that history must continue in a wider world, but that this world will be truly humane only insofar as men live freely in free cities, DO TAKE, ON THIS DAY, A SOLEMN OATH to maintain permanent bonds between our three municipalities, to promote exchanges of all kinds between inhabitants with the aim of fostering, through greater mutual understanding, the true spirit of European brotherhood; to combine our efforts in order to further, to the greatest extent within our power, the success of that essential undertaking for peace and prosperity: EUROPEAN UNITY. Executed at Couhe the 21st Day of September 1969 by the Mayors of Swaffham, Couhe and Hemmoor (N.B. signed by the Vice Chairman of Swaffham T.J. Wilding)

SWAFFHAM TOWN COUNCIL

Re-affirm their commitment to the spirit of the PLEDGE OF FRIENDSHIP and TWINNING OATH at their meeting on 13th April 2011 and look forward to the next three way cycle of Civic visits to Couhe in 2012, Hemmoor in 2014 and Swaffham in 2016. The Council clarify and confirm the commitment as follows:-

- The Town Council shall fund the travel cost for the Mayor &/or a Council representative to the Civic visits in Couhe in 2012 and Hemmoor in 2014.
- The Town Council will fund and host the Saturday morning Civic meeting between the three towns in Swaffham in 2016
- The Mayor &/or Council representative shall attend events associated with the Civic visit to Swaffham by invitation of the Twinning Association.
- The Town Council invite the Twinning Association to submit a grant application in advance of the 2016 visit by end of September 2015; which will be considered and determined on its merit at the Council's budget meeting in December 2015.
- The Town Council encourage the Twinning Association to take a lead with organising/funding the Civic visit and programme of events for 2016.
- The Town Council shall host liaison meetings between the Town Council and the Twinning Association at the Town Hall when or if appropriate.

It was suggested that Swaffham Town Council may review this policy once during a four year term and again in the year following the Civic visit to Swaffham in 2016. In general the Town Council shall endeavour to promote and educate through modern technology; to integrate twinning as part of community development to improve well-being, maintain the twinning memorabilia display at the Town Hall, recording historical data and support the Twinning Association in their efforts to preserve and enhance the links between the three towns.

It was unanimously agreed to accept Option 2 as the Council Twinning Policy

1877. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

- 1877.1.** Icen Partnership (Cllr Darby with Cllr Skinner as substitute);
- 1877.2.** Icen Partnership Buildings Management: (Cllrs Darby, Skinner & Wickerson),
- 1877.3.** Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews);
- 1877.4.** Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor);
- 1877.5.** Swaffham Town Estate (Cllrs Butters and Darby);
- 1877.6.** Swaffham & District Tourism Association (Cllr Wickerson);
- 1877.7.** Swimming Pool Association (Cllr Wade) Cllr Gunner as substitute;
- 1877.8.** Garden Science Trust (Cllr Wade);
- 1877.9.** Health Forum (Cllr Wade);
- 1877.10.** Breckland CCTV Group (Town Clerk);
- 1877.11.** Swaffham Community Transport (Cllr Gunner);
- 1877.12.** Learning Partnership (no representative);
- 1877.13.** Norfolk Association of Local Councils (Cllr Matthews)

It was agreed to include SCALGA Report from May 2011

1878. BRECKLAND COUNCIL.

1878.1 a) Breckland District Council's Town and Parish Council Newsletter was circulated to all Councillors for information only. The newsletter refers to issues raised within the Town & Parish Council Forum held on 14th March 2011. These events are held twice a year with a combined Open evening once a year.

1878.1 b) Notification received regarding 'Norfolk Village Games' Sunday 29th June 2011 was circulated to all Councillors for information only. Swaffham would come into the category of larger villages/market towns population 4,251 and over. The unfortunate title of the event doesn't imply that towns are welcome to participate, but they are.

1878.1 c) E-mailed correspondence with Adam Jackson regarding accommodating the Breckland Bus containing the Customer Service Office on a Saturday at the Market was circulated to all Councillors for information only. This issue has been resolved with the Bus coming to the Theatre Street Car Park.

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1878.1 d) E-mailed correspondence with Land Management Officer Zoe Footer in respect of the transfer of Play Areas and in relation to lease for the Community Orchard was circulated to all Councillors for information only.

The issue of clarification in respect of the Serco contract was clarified in the recent exchange of e-mails with Zoe Footer was circulated to all Councillors for information only; the Serco contract continuing until 31st March 2015 at no extra cost to Swaffham Town Council. The solicitors have now been instructed to complete the transfer.

The Town Clerk met with Rob Walker and discussed S106 Application Form as this is a lengthy form which appears to duplicate previously attained information.

1878.2 It was suggested that the Council consider voting for the Asset Management team in the annual awards for Property Company of the Year. Councillors agreed that this should remain personal views only.

1878.3 E-mailed exchanged with Environmental Health regarding publicity of the problems of the public feeding ducks at Northwell Pool.

The issue of feeding the Ducks is a constant problem in the area of Northwell Pool. There will be new leaflet available shortly. The issue of a permanent information board in the form of an interpretation panel as part of the board walk project is a way of educating the public about the Pool and the area in general including the Ducks. But this is for the future.

1878.4 Street naming and numbering for development at Swans Nest Farm, Watton Road – proposed name 'Bayfield Way'.

The recommendation of 'Bayfield Way' has come from the developer. It was suggested to approve the name of 'Bayfield Way' at Swans Nest Farm, Watton Road

It was agreed to approve the name of 'Bayfield Way' at Swans Nest Farm, Watton Road
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1879. NORFOLK COUNTY COUNCIL.

1879.1 a) Town and Parish Council Forum held on Monday 14th March 2011 was circulated to all Councillors for information only. This is a repeat of the item listed within Breckland Council at item 1878.1 a).

1879.2 Emailed correspondence from Martyn Wegg in respect of the PFI installation of street lighting around the town was circulated to all Councillors for information only.

The Town Clerk held a meeting with Martyn Wegg on Thursday 7th April. It was discovered that 10 8metre and 20 10metre high columns are on order for the town centre and will be strong enough to take hanging baskets, some have the necessary junction boxes in them to be used for Christmas Lighting. The programme of installation is on-going for the town and being carried out by contractors 'Amey Construction'. All new columns will be painted black. A query had been raised by one of the Advance Swaffham working groups as to whether higher quality design columns would be used in the town centre. Mr. Wegg confirmed that these were not under consideration but if the painting of the columns were delayed, then embellishments can still be considered at between £600 and £700 per column. These can be slotted over the new columns and the top of the lights can be used elsewhere for another contract. A meeting has been arranged to look at the possible embellishments to cost out a project and see if a grant application is feasible – this will be on Wednesday 4th May at 10am here at the Town Hall. If any Councillors wish to attend they would be most welcome. The project would be presented to the Council in principle at the earliest opportunity.

1879.3 E-mailed correspondence with Mr. & Mrs. M. Harris in respect of a pedestrian crossing at White Cross road.

A response has subsequently been received from Paul Groom at Highways:-

“We do take all requests very seriously and recognise that communities can feel strongly about them. As you may realise, we do get lots of requests and we do have to make some difficult decisions because new crossings are not always feasible, or the best solution to a problem.”

“We have looked carefully at your request and assessed it against our criteria for new crossings. These are based on national guidelines and Norfolk policies, which we use across

the county so that we treat all requests fairly and consistently. This helps us to prioritise schemes and target investment to the areas of greatest need.”

“I know that you will be disappointed by my response, but the results of the assessment mean that we are not able to provide a new crossing at White Cross Road. The reasons are as follows:”

“The local environment is not a suitable location for a crossing point, with very low demand outside of school start - finish times. There have been no pedestrian incidents recorded in the past six years at this location.”

It was agreed to pass on the reply to Mr. & Mrs. Harris.

1880. DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-

1880.1 Public Toilet Working Group – Tuesday 26th April 2011 5pm – Town Hall

1880.2 TOWN ASSEMBLY – Wednesday 27th April 2011 – Council Chamber

1880.3 LOCAL COUNCIL ELECTIONS – Thursday 5th May 2011

1880.4 Youth Council/ACOSY – Monday 9th May 2011 6.30pm – Community Centre

1880.5 Annual/First meeting Full Council Wednesday 11th May 2011 6.45pm – Council Chamber

1880.6 Recreation Ground Committee – Monday 16th May 2011 7pm – Council Chamber

1880.7 Relief in Need Charity – Monday 23rd May 2011 7pm – council Chamber

1880.8 NCC Highways - Taking on services – Wednesday 25th May 2011 7pm – Council Chamber

The meeting was adjourned at 8.35pm

The meeting re-convened at 9.20pm

1881. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1881.1 A discussion took place in relation to a legal challenge by Elaine Bird, Swaffham Newsletter in respect of current disputed invoice. The Town Clerk notified the council on the update regarding the Court Claim as a defence has now been lodged.

The Town Clerk also reported that he, Dennis Tallon (Iceni Partnership) and Deputy Town Clerk, Debbie Turner, have met with Archant with a view to them producing the new Swaffham Town Newsletter. The start up costs was discussed for the first 12 months and options for distribution in the town and surrounding villages was considered.

It was agreed in principle to proceed with Archant producing the Swaffham Town Newsletter providing Swaffham Town Council and Iceni both contribute £500 towards the start up costs and a bid for a grant to cover the balance of the remainder of the start up costs was successful.

1881.2 The Town Clerk updated the Council on ongoing correspondence in relation to Mr Davies in respect of current allotment tenancy dispute. The Town Clerk and the Mayor offered to meet Mr Davies at the Allotment site on Thursday 14th March 2011, however local solicitor Mr Fowler declined as it was short notice and had been unable to contact his client.

1881.3 A lengthy discussion took place regarding the nominations for the Mayor and Deputy Mayor for 2011/12 & review of Council policy/protocol within Standing Orders. The debate centred on splitting the role of Mayor with that of Chairman of the Council. It was suggested that a decision could be taken at this meeting in the knowledge that the details would need to be approved at a future meeting by the new Council in respect of 'terms of reference or job descriptions'. Mayor Cllr I Sherwood proposed the role of Mayor is separated from the role of Chairman.

It was unanimously agreed for the Council to separate the Mayor's role and to elect a Mayor and a Chairman with a view to defining each role at a future meeting.

Cllr T. Jennison informed the Council that due to her personal circumstances she would not be able to go forward as a candidate for Mayor in the forthcoming year.

There followed some discussion on the validity of any nominations being agreed at this meeting, that would have to be ratified by the new Council. The Mayor suggested that it was in order for the outgoing Council to resolve matters as far as they can, as it was unlikely that the responsibility of Mayor or Chairman would fall on the shoulders of a new Councillor serving their first term.

Cllr P. Wade proposed Cllr. C. Gunner as Mayor if elected and seconded by Cllr J. Skinner. Cllr D Harman proposed Cllr S Matthews to become Mayor, if elected and seconded by Cllr S Lister – agreed 6 votes for Cllr Matthews with the Mayor abstaining.

Cllr S. Matthews proposed Cllr T Jennison to remain Deputy Mayor, if elected and seconded by Cllr D. Wickerson, unanimously agreed.

Cllr D. Harman proposed Mayor Cllr I Sherwood to become Chairman, if elected and seconded by Cllr S. Matthews. Cllr P. Wade proposed Cllr D. Wickerson as Chairman if elected and seconded by Cllr C Baker. Agreed 6 votes for Cllr Wickerson, 7 for Cllr Sherwood including the casting vote of the Mayor.

Cllr P Darby proposed Cllr D Wickerson to become Vice Chairman, if elected and seconded by Cllr D Harman – unanimously agreed.

It was agreed that the nominations going forward to the Annual meeting of the Council in May are as follows;- Mayor – Cllr S. Matthews, Deputy Mayor Cllr T. Jennison, Chairman Cllr I. Sherwood and Vice Chairman Cllr D. Wickerson.

The Town Clerk advised as Councillors queried the resulting necessary changes to Standing Orders. In election year other nominations can be received and clarification is sought with the roles of Mayor and Chairman currently un-defined within their Standing Orders. The new Council's first meeting in May 2011 can confirm the changes and nominations as legally binding.

Meeting closed at 10.15p.m.

Chairman

Public Session – Appendix 1.

As Swaffham was the first town in England to receive the European flag it was sincerely hoped the town council would agree amend the Twinning Policy which re-affirms the Council's commitment to the 'Pledge of Friendship' and 'Twinning Oath'.

It was hoped that an increase in publicity would encourage more members of the public to attend the Annual Town Assembly on 27th April 2011.

Concern was raised with regards to the future planning possibilities of Hamond's School Playing Field. No planning applications received due to the lack of vehicular access and discussions have begun with the Football Club.