

Swaffham Town Council

Minutes of the Full Council meeting held on Wednesday 13th July 2011 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr S Matthews (in the chair).

Councillors: Mr S Bell, Mr P Darby, Mr M Edwards, Mr C Gunner, Mrs T Jennison, Mrs S Lister, Mr I Sherwood, Mrs J Skinner, Mrs A Tigue, Mrs P Wade, Mr D Wickerson.

Town Clerk: Mr R Bishop.
Assistant Town Clerk: Mrs R Noble.
Breckland Councillor: Mr F Sharpe.
Newsletter Editor: Mrs E Blake.

Police: PCSO Michelle Thurlow.
PC Glinny.

Public: 7

1926. APOLOGIES & REASONS FOR ABSENCE.

1926.1. Cllr. Amy Head - Family commitments.

1927. DECLARATIONS OF INTEREST – for items included on the Agenda.

1927.1. Cllr. I Sherwood declared a personal interest relating to the Conservative Club.

The meeting was adjourned at 6.46 p.m.

The meeting reconvened at 6.55 p.m.

1928. REPORTS: police, principal authority etc

1928.1. It was reported there has been 76 reported crimes during the past month (80 for the same period last year) including violence, theft, drug offences, criminal damage, burglary and other crimes. There were no reported cases of fraud.

1928.2. The crime statistics for Swaffham in May 2011 were circulated to all Councillors for information only.

1928.3. It was reported a reply is still outstanding from the Police relating to parking and racing issues in Theatre Street, Cllr. Edwards and the Town Clerk are still awaiting a response.

1928.4. It was reported that double yellow lines need re-instating as parking is taking places in hazardous places, PC Glinny stated that road Traffic Police can issue parking tickets. It was requested for the Police to bring how many parking tickets are issued by the Police to the next Town Council meeting.

1928.5. It was reported that the Mayor and Town Clerk are in discussions relating to a budget for a full time Car Park Supervisor covering the five Breckland towns, shared resources have previously been discussed by the five Clerks.

1929. COUNTY COUNCILLOR report from Cllr Ann Steward.

1929.1. Cllr Ann Steward was not present to give a report.

1930. BRECKLAND COUNCILLOR report from Cllr. S Matthews, Cllr. I Sherwood & Mr F Sharpe.

1930.1. It was reported that Breckland council are running Beginners Computer courses for the elderly, there has been 200 courses to date.

TV presenter Chris Packham carried out the judging of a recent Photo competition.

1931. SWAFFHAM NEWSLETTER

1931.1. The Mayor introduced Mrs Ellen Blake who has just taken on the Swaffham Newsletter as a new business venture from Elaine Bird. Mrs Blake made a short presentation to the Council to consider alternative proposal to re-establish editorial in the Swaffham Newsletter and to consider financial detail prior to submitting a grant application re-Archant Community Newsletter proposal.

A further exchange of e-mails between the Town Clerk and Ellen Blake has been circulated to the Council at the meeting. Dates have been pencilled in for meetings with Ellen Blake for 14th July and with the volunteers on 21st July to see if it is possible to put things in place for the next edition, should the Council wish to proceed with this. There is one proposed addition to the agreement previously with Elaine Bird; this would be to have a Town Council postal address.

The Town Clerk outlined the details of an alternative publication circulated at the meeting which would be with Archant. 4,000 copies at £700 per month for the first year or £8,400 payable in full in advance. The Town Council and Icen Partnership have each agreed in principle to put in a sum of £500 match funding. The remainder of the money would need to come via a lottery grant which the Town Clerk and Kate Francis from Icen Partnership would apply for. The turnaround would be approximately 10 to 12 weeks, so a late autumn launch is the earliest possible outcome if successful. In view of the latest development with the Swaffham Newsletter the Town Clerk requested further guidance as to whether the Council wished to proceed with the grant application or whether to the Council wished to shelve this project in favour of the Swaffham Newsletter.

Following a short discussion Cllr. I Sherwood proposed and Cllr. D Wickerson seconded that subject to content of the agreement the Council use Ellen Blake as the new editor of the Swaffham Newsletter.

It was unanimously agreed that subject to content of the agreement the Council use Ellen Blake as the new editor of the Swaffham Newsletter.

It was agreed for the Town Clerk to circulate the agreement to all Councillors for approval.

Mrs Ellen Blake was thanked by the Mayor for her presentation and looked forward to restoring the Councils regular reports in the Swaffham Newsletter.

1932. MAYORS' REPORT

1932.1. Civic Events attended by the Mayor over the past month:

- 10th June Kings Lynn & West Norfolk AGM of Samaritans.
- 13th June Swaffham Rotary Club, demonstration by Canine Partners.
- 14th June Broadcast on Wayland Radio, re- Swaffham & its affairs.
- 19th June Civic Service at Thetford.
- 24th June Change of Command Ceremony, Mildenhall.
- 3rd July FEPOW, Swaffham War memorial.
- 4th July Swaffham ATC Group

1932.2. Cllr. Ian Sherwood proposed that (II) AC Squadron be made Honorary Citizen of Swaffham. The title of Honorary Citizen is given to Individuals or Organisations who have made a range of significant contributions to the well being of the town. One Honorary Citizen is normally awarded in a 4-year term of the council (a maximum of two in exceptional circumstances). Honorary Citizen appointments are to be formally discussed at the September meeting of the Council and a formal decision to be taken then.

In his proposal to the Town Council Cllr. Ian Sherwood said *"Without doubt (II) AC Squadron meet and exceed the criteria to become Honorary Citizens of our Town, this is an honour only given on 6 previous occasions and is a fitting tribute in view of the Royal Air Force's importance to our country's security and the important role RAF Marham plays in the life of Swaffham and the larger West Norfolk community."*

He continued *"(II) AC Squadron is the oldest fixed wing flying squadron in the world and 13th May 2012 marks 100 years since their formation, it would be an honour for our town to play our part in marking this unique and special occasion."*

Cllr. Ian Sherwood concluded *"As we await the decision on the future of RAF Marham, and all of the local community, we hope we keep the RAF in West Norfolk. We must not miss the opportunity to show our service personnel how highly they are thought of by the community in which they live. Let's hope*

Page 1162

the decision which is likely early next week will mean this will mark the continuing presence of the RAF here."

Swaffham was proud to have (II) AC Squadron parade in the town in August 2010 upon their return from service in Afghanistan and the Honorary Citizen title will further add to the strong links with the RAF Marham community and the Town.

It was agreed to receive the nomination which would be considered at the September meeting.

1933. MINUTES:

1933.1. The Minutes of Wednesday 8th June 2011 were agreed and signed as a true record by the Chairman.

1934. Report from the TOWN HALL by the Town Clerk including:-

1934.1. Review of Standing Orders which were circulated at the last meeting are now recommended to the Council for approval. Cllr. S Lister proposed and Cllr. J Skinner seconded to accept the Standing Orders as circulated at the May meeting.

It was unanimously agreed to accept the Standing Orders as circulated at the May meeting.

1934.2. Town Council on Twitter - the Town Clerk requested permission to start using the account set up during a training session shortly before Christmas on social networking. @swaffhamclerk is the address. The Town Clerk would like to use the Twitter account as a communication tool to link in with Town Council activity and in particular the website. A similar request will come before the Council regarding a facebook page in due course. The Town Clerk is currently researching draft protocol for social media, and will bring this to a future meeting for approval. Initially the town Clerk requested the Council agree to a trial period of three months and then draft protocol could be brought to the Council at their October meeting for formal approval.

Following a short discussion the Town Clerk offered to carry out the 3 month trial in his own time.

It was agreed with 8 votes for, 3 against and 1 abstention for the Town Clerk to carry out the 3 month trial on the social networking site Twitter in his own time.

It was agreed for the Twitter Account to be discussed at the October Town Council meeting.

1934.3. A meeting took place relating to the Churchyard on 4th July between the Town Clerk, the Mayor, the Chair of the PCC Mr. Melvyn Gay and the Rural Dean Revd Canon Stuart Nairn. This was to set an agenda for a planned meeting between the Town Council and the PCC in relation to the Churchyard. It was decided to postpone such a meeting until the autumn until both parties had gathered further information:-

The PCC

- to speak to Barclays Bank Property Dept
- to examine such records as may exist as to liability for various churchyard walls
- to contact the emergency services regarding necessary clearances to get their vehicles through the churchyard gates
- to contact the DAC to seek an informal view on the suggestion to reinstate the churchyard railings
- the PCC to formally write and request the provision of no parking and no waiting signs for the cobbled highway up to the churchyard gates

The Town Council

- would carry out an examination of the County Definitive Map regarding footways through the churchyard
- to obtain costings for parking/access management into the churchyard
- to request the appropriate authority to act upon a formal request from the PCC for no parking/no waiting signs in the cobbled area leading to the churchyard gates
- to approach the Breckland Council Conservation Officer regarding what alterations might be made to the Churchyard gates upon presentation from the PCC of the recommended widths from emergency services.
- to obtain proposals for the future maintenance of the clock and seek quotations from three companies that can be presented to the Diocesan Clock Advisor for his comments

It was agreed to meet again on 12th September, when it was hoped that sufficient information would be available to set a meeting date between the Town Council and the PCC.

1934.4. The Annual report for 2010/11 was circulated to Councillors and is available from the Council's website or in hard copy at the Town Hall.

1934.5. Summer Seminar 6th & 7th July & Summer Conference 28th July

The main topics for discussion at these event are related to the Localism Bill, the proposed changes in the Audit system and Insurance obligations. All will impact on and be included in the forthcoming budget discussions. The Localism Bill is currently with the House of Lords and has over 130 amendments at present, it has missed its deadline for royal ascent later in the year, so this will now not come on to the statute book until early next year.

1935. PLANNING/DEVELOPMENT CONTROL:

1935.1. Notification of Decisions/Information from Breckland Council:-

3PL/2011/0313/F – Planning Refusal – Remove hedge and replace with 6ft 'Colourfence' fencing. Mrs B Evans, 5 Orchard Place.	3PL/2011/0427/F – Planning Permission – Conservatory to rear. Mr Morris, 4 Sutton Road.
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1935.2. Consider the following planning applications:-

Cllr Paul Darby gave a report on the following applications:

3PL/2011/0622/F - Proposed site for single dwelling. Site Adjacent 1 Mill Lane. Mr. M. Goldsmith. NO OBJECTION	3PL/2011/0644/F - Extension of existing bungalow to form two dwellings with twin garage & means of access. Chiff Chaff, 19 Lynn Road. S. Davey c/o agent. NO OBJECTION
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1935.3. Late planning applications:-

3PL/2001/0724/F - Single storey domestic extension. 8 Longfields. Mr. & Mrs. Fylyma NO OBJECTION	
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1935.4. Notice relating to planning application 3AG/2011/0011/AG – Hullgate Field, Bramble Lane, Swaffham, prior approval of the council will be required with regard to the design and external appearance of the development. **NO OBJECTION**

1936.5. Planning correspondence, or notifications of planning enforcement & TPO's.

- CRB No. 8 Swaffham - Definitive Map (Reclassification) Order 1999. A copy of the reclassification order has been received for information only.
- E-mailed correspondence with James Dean regarding Advance Swaffham input into Section 106 discussions and prioritising Transport improvements has been circulated to all councillors for information only.

The Town Clerk has responded to a request for the Transport Group to be involved in Section 106 discussions, which at present are at the discretion of the developer. Things may change in the future with Community led planning coming to the fore as part of the Localism Bill. The Clerk explained the pre-planning process and the state of play as it is today.

Planning correspondence received today from Mr. F. Ives, Amherst Close, Swaffham relating to various additional housing being proposed in Swaffham was circulated to all Councillors for information only. The point being made is that the access out of Watton Road takes a long time now, an additional 1,000 cars will add to the problems, with not enough parking, no job's and limited bus service. Has there been any traffic surveys done? "All the Council seem to do is say yes to housing but no other facilities, swimming pool as one example."

1936.6. A circular e-mail has been received regarding Planning Application C/2/2011/2020 - Saddlebow Incinerator - 'The Willows Power & Recycling Centre' and official notification of Planning application from Norfolk County Council - 42 days from 22nd June to make any comments on this planning application.

A circular letter has been received from Revd Andrew Davey with details regarding the recent referendum held in Kings Lynn relating to the proposed Incinerator. A further circular letter has been

Page 1164

received under the heading 'The site of the Battle for Democracy.' Then finally official notification of the Planning Application from Norfolk County Council has been received for the proposed 'Power & Recycling Centre' at Willows Business Park, Saddlebow, Kings Lynn - the Town Council have until 3rd August to make any comments during the consultation period:

All documentation relating to the planning application can be found at:

<http://norfolk.jdi-consult.net/majordevelopments/>

At <http://www.norfolk.gov.uk/willowsplanningprocess> you can find information on the consultation, the planning application process (including frequently asked questions) and a copy of the Non-Technical Summary of the Environment Statement.

It was agreed for all councillors to comment individually.

1937. FINANCE:

1937.1. The Accounts for Payments for July 2011 were agreed.

1937.2. Ratification of the decision made at the Full Council meeting on 8th June 2011 to approve the 'Gold' quote from Anglia Computer Solutions for the replacement of the office server is required. The new server was installed on 20th June at a cost of £1,375.00 from Anglia Computer Solutions. This was dealt with as urgent business at the Mayor's discretion at the June meeting. Councillors are requested to ratify this decision as it relates to an item of finance that was not on a published agenda.

It was agreed to ratify the decision made at the Full Council meeting on 8th June 2011 to approve the 'Gold' quote from Anglia Computer Solutions for the replacement of the office server.

N.B. The office server is different to the e-mail server which has been causing problems over the past month, this was changed to try and make things move quicker, but it has now been changed back again as things did not work out. So we now have our original e-mail server, all changes at no cost.

1937.3. Concluding correspondence and expenditure incurred in relation to an allotment tenant vacating two allotments and retaining one allotment.

This item relates to approximately £150 of expenditure incurred in clearing up two allotments following notification given to an allotment holder. A recent meeting has taken place between Cllr Sherwood, the Town Clerk, the allotment holder and his solicitor. The Town Council's original decision to take back two out the three allotments previously occupied by this tenant has been upheld and his solicitor is requesting that the Council accept a monthly payment as a means to settle the debt. The two allotments have been inspected this morning and their current condition has not passed the final inspection, so there will be additional costs incurred in clearing the site. Cllr. I Sherwood proposed and Cllr. S Lister seconded for the two sites to be cleared with the cost being repaid to the Council by instalments.

It was agreed for the two sites to be cleared with the cost being repaid to the Council by instalments.

1938. GENERAL CORRESPONDENCE:

1938.1. Information relating to Green Community Challenge 2011 Saturday 16th July was circulated to all Councillors for information. This event is on Saturday this week from 10am to 1pm at the UEA in Norwich. It is all about bringing together communities wishing to lower their energy costs and reducing their carbon footprints.

1938.2. The post installation Inspection Report was circulated to all councillors for information relating to the teenage equipment from the Play Inspection Company looks at the new teenage equipment and lists all seven pieces of equipment as very low risk. Following the satisfactory inspection the equipment passes from the contractor to the Town Council.

1938.3. E-mailed correspondence with Roger McKee was circulated to all councillors for information regarding website links are on-going and work on the website is also on-going. There will be improvements made in the coming weeks, but certain date related information and pages under development will be removed shortly to avoid sending out the wrong message for the town.

1938.4. Correspondence from Mr & Mrs Stevens relating to Northwell Pool ducks was circulated to all councillors for information. The issues raised by Mr. & Mrs. Stevens will be raised with Anglian Water at

Page 1165

the annual liaison meeting. The Town Clerk will report the outcome to the Council and to Mr. & Mrs. Stevens in due course.

1938.5. A copy of Norfolk Link the newsletter of the Norfolk Association of Local Councils is available at the Town Hall for Councillors to read.

1938.6. An e-mailed request to hold Tai Chi lesson on the Campingland on 7th August for Marie Curie Cancer Care was circulated to all Councillors for information. Permission has been granted for a repeat of this event held last year.

1938.7. A copy of a complaint regarding strimming in the Cemetery from Mr Howlett has been circulated to all Councillors for information. The complaint received regarding our contractors strimming in the Cemetery is on-going and the outcome will be reported back to Mr. Howlett.

1938.8. Details of Norfolk ALC Clerk of the Year Competition has been circulated to all councillors for information. This annual competition is a little later this year for Norfolk Clerk of the Year.

1938.9. A letter of thanks from HM Revenue & Customs has been circulated to all Councillors regarding information supplied under the Freedom of Information Act.

1938.10. A letter of thanks has been received from the Far East Prisoner of War & Dependents Association, for the help given to Roy Fowler to provide a permanent memorial to the FEPOWs from the Swaffham area. Many positive comments have been received, the dedication, church service and reception were all perfect and much appreciated.

1938.11. Information has been received to consider Norfolk ALC AGM 2011 – Resolutions for Debate. The Council have an opportunity of putting forward a resolution for debate at the AGM of Norfolk ALC on 1st October.

1938.12. Information has been received to consider Norfolk ALC Summer Picnic and Sustainability Event invitation. A Picnic and Sustainability event is being held on Wednesday 27th July 12 - 3pm at Thorpe St. Andrew.

Councillors are requested to let the Town Hall know by Monday 18th July if they are interested so that they can be booked in.

1938.13. A request from Leiston-cum-Sizewell Town Council has been received to lobby for new planning guidance to encourage developers to attend Council meetings to answer questions about their planning applications and provide resources to access their applications. Leiston-cum-Sizewell Town Council are seeking the support of Parish & Town Councils for new planning guidance to include the following obligation placed on major developers:

- i) Attend our meeting to answer questions about their planning application if we so wish and to*
- ii) Provide resources (if we so wish) to enable us to assess their applications - which may be over 1000 pages long - based on a professional critique of their evidence.*

It was agreed that the Town Council do not support a request for new planning guidance.

1938.14. Information has been received to consider Norfolk ALC nominations for officers for 2011/12. Cllr Shirley Matthews is currently a Vice President of the Norfolk Association of Local Councils. the Council need to put their nomination forward before 9th September. Cllr. I Sherwood proposed and Cllr. T Jennison seconded to nominate Cllr. S Matthews as Vice President of the Norfolk Association of Local Councils.

It was agreed to nominate Cllr. S Matthews as Vice President of the Norfolk Association of Local Councils.

1938.15. A letter has been received from James Bushby regarding weed on the Campingland. There is a bad patch of Ragwort starting to spread through the Campingland, this needs to be dealt with otherwise it will take over the whole of Campingland. It is recommended to take advice from our contractor TTSR and get them to spray the area concerned. The Town Clerk is currently looking into training our two outside staff for the spraying of weeds and use of chemicals. The courses available are approximately £500 each.

It was agreed for one member of staff to attend a training course for the spraying of weeds and use of chemicals and for our contractor T.T.S.R. to deal with the Ragwort.

1939. COMMITTEE reports: (by Chair/Lead Member or Officer)

1939.1. Committees - Lead Officer - Town Clerk (Under review)

1939.1 a) FINANCE & GENERAL PURPOSES Committee (Last meeting 22nd Jun – next meeting t.b.a.)
The Town Clerk gave a report regarding potential sponsorship income.

i) Sponsorship in cash or in kind:

Creation of Suppliers Directory on website by annual subscription £50 for Swaffham Businesses, £75 for Norfolk businesses outside Swaffham and £100 for UK businesses

ii) Sponsorship of floral displays accepted in kind – volunteers taking care of individual displays (formal agreement)

N.B. Sponsorship accepted as an additional contribution for subscribers to the Suppliers Directory

iii) Sponsorship of a particular display for £50 (Pedlars sign £300 or 3 x £100)

iv) Sponsorship of the Mayor's reception £300 or 3 x £100

v) Sponsorship/donations:

Public seats or benches, Litter Bins, Dog Bins and Grit Bins. Council policy for the donor to cover the cost of purchasing the original item and installation x 2, as the Council require a contribution for future maintenance or replacement. The cost of maintenance can be spread over five years or paid at the time of purchase; the Council would take into their maintenance programme from the point of installation.

It was agreed to accept Sponsorship/donations as detailed in item 1939.1a. v)

1939.2 b) PLANNING Committee (Last meeting 11th Aug – next meeting t.b.a)

1939.3 c) PERSONNEL Committee (Last meeting 1st Dec – next meeting t.b.a.)

1939.2. Committees - Lead Officer - Deputy Town Clerk (Under review)

1939.2 a) RECREATION GROUND Committee (Last meeting 13th June – next meeting 11th July.)

1939.2 b) MARKET Committee (Last meeting 20th June – next meeting 5th September)

Notification of a sickness period has been received from Mr Dixon. A rent free period has been granted to Mr. Dixon who has had an operation and needed 4 weeks away from his pitch.

1939.2 c) YOUTH COUNCIL (Last meeting 20th June – next meeting t.b.a.)

1939.3. Working Groups - Lead Officer - Town Clerk

1939.3 a) Budget Working Group (Last meeting 2nd Nov – next meeting t.b.a.) Last year the work of the Budget Working Group was kick started by an informal meeting of the full Council, this process will be repeated again this year with the informal budget meeting to be held on Monday 25th July.

1940.3 b) Toilet Working Group (Last meeting 20th June – next meeting 11th July.) An extraordinary meeting to discuss the report from the Toilet Working Group has been called for Monday 18th July.

1940.3 c) Twinning Liaison (Last meeting 28th Mar)

1941. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1941.1. Icen Partnership (Cllr Darby with Cllr Skinner as substitute) - No report.

1941.2. Icen Partnership Buildings Management: (Cllrs Darby, Lister, & Skinner) - No report.

1941.3. Advance Swaffham Action Group (Cllr Gunner with Cllr Darby as substitute)

It was reported the transition from the Town Council to Icen Partnership as the lead organisation for the delivery of ASAG has gone well.

Swaffham Business Forum has been established with the aim to support local businesses and communicate with others to raise the profile of Swaffham as a good place to do business. A small group

of volunteers from the business community lead by Chris Parsons is taking this forward. Councillors are welcome to attend any of the forums meetings, the next being a social event on 22nd July.

ASAG has won the Action for Market Towns regional award in the Environmental and Culture category for Swaefas' Swale Community Orchard. We will be presented with a winners certificate on 8th July when the regional winner will be announced.

The Swaefas' Swale Community Orchard land lease issue is still unresolved with Breckland, but on behalf of the orchard volunteers ASAG would like to thank the Town Council for their continued co-operation in this matter.

Funding update The bid to the Brecks RDP which included up to £3,700 of match funding from the council is currently under consideration by the appraiser at Norfolk County Council. The outcome will be known by early August and should the bid be successful, regular financial reports will be provided to the council.

Forthcoming events Friday 22nd July Swaffham Business Forum Hog Roast 5.30pm at Market Cross.

Saturday 23rd July Swaffham Olympic Build-up family fun afternoon 2pm-5pm community centre Friday 16th September - Sunday 18th September Norfolk Food Festival.

1941.4. Swaffham Museum Ltd (Cllr Matthews)

It was reported there has been fewer visitors to the Museum and shop although the street party and Swaffham revival events did boost numbers for awhile.

The number of volunteers is still growing and the Friends intend to hold fundraising events later in the year.

Swaffham within living memory project was launched on 4th June with a café and displays. This is intended to become a regular event whereby local people can come in and share their memories over a cup of tea. These stories will then go towards making an oral history archive.

although school visits are down, in July the museum has had visits from Ashwicken and Weasenham schools and also the local Beavers. A box of artefacts was loaned to Methwold school and they were so pleased with it that they extended their time of loaning it therefore there was a little extra income from that.

This Saturday, the 16th, there will be an archaeology day and I believe it is hoped that the Saxon artefacts from the Swaffham dig will be available to view at the Museum.

Looking forward to the weekend of 17/18 September the museum will be open with displays of food heritage and history as part of the Norfolk Food Festival.

1941.5. Relief in Need Charity (Cllrs Darby, Gunner & Skinner + Mayor & Deputy Mayor)

There has not been any applications received recently, it was suggested this could be in the new newsletter and notices on the boards in the Town Hall and the Community Centre.

1941.6. Swaffham Town Estate (Cllrs Darby and Edwards) - No report.

1941.7. Swaffham & District Tourism Association (Cllr Wickerson) - No report.

1941.8. Swimming Pool Association (Cllr Wade with Cllr Gunner as substitute) - No report.

1941.9. Garden Science Trust (Cllr Wade) - No report.

1941.10. Health Forum (Cllrs Wade and Jennison) - No report.

1941.11. Breckland CCTV Group (Town Clerk) - No report.

1941.12. Swaffham Community Transport (Cllr Gunner)

A full and comprehensive booklet on dial a bus is available from Cllr. Gunner or the Community Centre, the Swaffham Flyer timetable is available from Cllr. Gunner, the TIC or Town Council office.

The dial-a-bus membership has increased to over 430 because more organisations and residential homes are opting for group hire outings.

The Swaffham Flyer is much in demand, since January 5676 have used the various routes. The Community Car scheme is finding it difficult to keep up with demand due to the need for more volunteer drivers.

1941.13. Norfolk Association of Local Councils (Cllr Matthews) - No report.

1941.14. SCALGA (Cllr Edwards)

SCALGA are looking to support the Council by trying to reduce the amount of time the council spend working with allotments.

Concern was raised relating to the amount of money being spent on allotments including skip hire and health and safety.

1941.15. Swaffham in Bloom

It was reported the Swaffham in bloom judging will take place on Friday between 10.30am - 1.00pm. There are 7 entries this year, with the Community Orchard and ESCAPE.

1942. BRECKLAND COUNCIL.

1942.1. A statement received from Leader William Nunn regarding Site Specific Proposals and the introduction of the Community Infrastructure Levy has been circulated to all Councillors for information. Breckland Council will be in a position to adopt its own district wide or area based Community Infrastructure Levy towards the end of 2012. The current Section 106n agreements will be used until the new levy system is introduced.

1942.2. There was no paperwork circulated to consider Street Lighting – as requested by Cllr S. Lister.

1942.3. A letter has been received to consider consultation on introducing a scheme for licensing Houses in Multiple Occupation. The consultation period closes on 5th September for the proposed scheme.

1942.4. A letter has been received to consider a review for Polling Districts, Polling Places and Polling Stations. The first stage of this review is to make any comments on the current arrangements by the deadline date of 31st August 2011. There is more information on the Breckland website at:

<http://www.election-maps.co.uk/searchByName.jsf>

<http://www.breckland.gov.uk/sites/default/files/Uploads/polling%20places%20schedule1.pdf>

http://www.breckland.gov.uk/polling_search/polling_search.php

Following a discussion it was suggested that for the population of Swaffham and with the amount of new homes being built that the 2 venues used this year at the Assembly Rooms and the Leisure Centre are required.

It was agreed that the Assembly Rooms and the Leisure Centre are required as Polling Stations.

1943. NORFOLK COUNTY COUNCIL.

1943.1. Correspondence has been circulated to all Councillors relating to the encroachment on highway land at Peter Wells Caravans. This is correspondence between Norfolk County Council and Peter Wells Caravans.

1943.2. Notification of Footway resurfacing on C768 Watton Road and A1065 Brandon Road has been circulated to all Councillors for information only. This work is scheduled to take place for 15 working days after 5th September (as stated in one section of the letter) and from 25th July to 9th September on another part of the letter so as to avoid school term time.

1943.3. Correspondence has been received relating to Norfolk Minerals and Waste Local Development Framework: Minerals Site Specific Allocations and Waste Site Specific Allocations Development Plan Documents: Consultation on Revised Further Issues and Options. The County Council have sent two copies of the full 282 page document to the Town Council and a CD with the same information contained. No Swaffham sites are contained in the Breckland area, all comments made during the consultation period to be in by 15th August 2011.

1943.4. An early circular has been received to see if there is interest from Parishes and Towns in organising their own events to mark the Queen's Diamond Jubilee 2nd - 5th June 2012. Following a discussion it was suggested for Cllr. Edwards to enter into discussions with Cllr. Wickerson to include with any event ASAG will be organising.

It was agreed for Cllr. Edwards to enter into discussions with Cllr. Wickerson to include with any event ASAG will be organising.

1944. DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA - N.B. all meetings in Council Chamber unless stated:-

Page 1169

- 1944.1. Extraordinary Full Council - Public Toilets - Monday 18th July 2011 at 7pm
- 1944.2. Liaison Meeting with Parochial Church Council - Wed 20th July - **postponed until autumn.**
- 1944.3. Informal meeting of Full Council - Budget - Monday 25th July 2011 at 7pm (not public)
- 1944.4. Digital Mapping Demonstration by Pear Technology - Wednesday 27th July 2011 at 11.30am
- 1944.5. Planning Committee - Wednesday 10th August 2011 at 9am
- 1944.6. ASAG - Tuesday 30th August 2011 at 6pm
- 1944.7. Relief in Need Tuesday 30th August 2011 at 7.30pm
- 1944.8. Recreation Ground Committee Monday 5th September 2011 at 7pm
- 1944.9. Finance & G.P. Committee Wednesday 7th September 2011 at 7pm
- 1944.10. Full Council – Wednesday 14th September 2011 at 6.45pm

1945. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1945.1. The Town Clerk reported on the two recent cases of fraud relating to Parish Clerks resulting in 18 month prison sentences for the two individuals involved. Both cases involved the Council's concerned losing a lot of money and in general whilst it showed that the current system of audit and internal audit does work, as they were eventually caught it has not done our sector any favours and the Clerks profession has taken a knock.

The Town Clerk stated he had taken note of various issues discussed recently in relation to our Financial Regulations and to personnel issues. The Town Clerk will bring a new protocol to the September meeting of the Town Council relating to Personnel issues after discussing the matter with the Personnel Committee first. So that the Councillors have easy and regular access for those who are interested in personnel files held within the Town Hall. The Council must pay attention to the Data Protection Act and the right to confidentiality for our members of staff, but in the light of recent events the Town Clerk wants all parts of the administration to be as transparent as possible.

It was agreed for the Town Clerk to bring a member employee protocol to the September meeting.

The Town Clerk also recommended that the Council consider holding an open day at the Town Hall to invite members of the public into the Town Hall including the offices to see how we work. This was done following the opening of the Town Hall extension back in February 2005. All parts of the Town Hall were open for three hours on a Saturday morning, with staff and Councillors on hand to answer any questions.

It was agreed to hold an open day at the Town Hall at an appropriate time.

1945.2. Cllr Paul Darby attended a meeting in relation to the LDF Inspectors meeting on 5th July 2011- a copy of the Council's submission has been circulated. The outcome is not expected until late autumn.

Meeting closed 9.10 p.m.

Chairman

Public Participation

It was reported that correspondence had not been replied to relating to dog excrement on the grassed area at the end of Filby Road, he stated a bag was thrown over the hedge on Saturday.

The Town Clerk stated That Dale Wilder and the dog Warden had visited the area and refused to place a dog bin there as they felt it was not needed.

Cllr. Matthews said she would take the matter up with Breckland herself.

A question was asked why the website is still not updated.

The Town Clerk replied that we had experienced server problems which prevented us from updating the website, but now that the new server was in place the website will now be gradually updated.

A question was asked about where we are now with the Newsletter.

The Town Clerk replied saying this was being discussed further down the agenda, with the new Swaffham Newsletter editor giving a presentation.