

Swaffham Town Council

Minutes of the Full Council meeting held on Wednesday 9th November 2011 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Deputy Mayor Cllr T Jennison (in the chair).

Councillors: Mr S Bell (7.35pm), Mr P Darby, Mr M Edwards, Mr C Gunner, Mrs S Lister, Mr I Sherwood, Mrs A Tigue, Mrs P Wade and Mr D Wickerson.

Town Clerk: Mr R Bishop.
Deputy Town Clerk: Mrs D Turner.
Breckland Councillor: Mr F Sharpe.

Police: PCSO Paul Bailey.

Public: 5.

1977. APOLOGIES & REASONS FOR ABSENCE.

1977.1 Cllr A Head – unwell.
1977.2 Cllr S Matthews – unwell.
1977.3 Cllr J Skinner – family bereavements.
1977.4 Cllr A Steward - family unwell.

1978. DECLARATIONS OF INTEREST.

1978.1 There were no declarations of interest.

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

The meeting reconvened at 7 p.m.

1979. REPORTS: police, principal authority etc

1979.1 PCSO Paul Bailey reported on the relocation of the Safer Neighbourhood Team (SNT) Sergeant and two PC's from Swaffham Police Station to Dereham Police Station.

1979.2 The crime figures for the past month were 34, which was considerably lower than the same period for last year which was 52.

1979.3 PCSO Paul Bailey handed an update to the Town Clerk relating to a previous crime regarding a burglary at the EcoTech Unit which housed artefacts from Swaffham Museum during their refurbishment.

1979.4 PCSO Paul Bailey was asked about an issue regarding a persistent car parking problem on the junction of Catherine Court and Spinners Lane. PCSO Paul Bailey agreed to look into this issue and report back at next meeting.

1980. COUNTY COUNCILLOR report from Cllr Ann Steward.

1980.1 Cllr Ann Steward was not present to give a report.

1981. BRECKLAND COUNCILLOR report from Cllr. I Sherwood & Mr F Sharpe.

1981.1 Cllr I Sherwood reported on the Breckland Book Festival held throughout October and November. There are various events with well known authors in attendance. One competition to find local literary talent has a prize of book tokens worth £75.00.

1981.2 Breckland Youth Council welcome event was held at Swaffham's EcoTech Centre where four of Swaffham's residents were welcomed as Breckland Youth Councillors.

1981.3 Cllr F Sharpe reported on the high demand for housing and a grant of up to £5k could be given to homeowners who have vacant properties which are in need of renovation providing they rent out their homes to council tenants for a minimum of 12 months.

1981.4 A new law came into force in April 2011 making it illegal for businesses to allow the use of sunbeds by anyone under the age of 18 years. A fine of up to £20k could be enforced on any business who is breaking the law.

1981.5 Regarding the Local Development Framework (LDF) the Inspectorate has deemed the site at Shipdham is not appropriate and that a new site should be sought. The consultation period remains open until 5th December 2011.

1982. MAYORS' REPORT

1982.1 Civic Events attended by the Mayor over the past month:

16th October - Civic Service - Hunstanton.

23rd October - Justice Service - Norwich Cathedral.

28th October - Rotary Club Arts Festival - Swaffham.

3rd October - Fork Supper - R.A.F. Marham.

1983. MINUTES:

1983.1 The Minutes of Wednesday 12th October 2011 were agreed and signed as a true record by the Chairman.

1984. Report from the TOWN HALL by the Town Clerk including:-

1984.1 A brief summary of SLCC National Conference.

The Town Clerk & Deputy Town Clerk attended the SLCC National Conference at Reading in October. The main theme of the Conference was 'Localism' with a keynote address by **Andrew Stunnell OBE MP** Parliamentary Under Secretary of State at the Department for Communities & Local Government set the scene on localism saying the new legislation would be all about returning power to the people, changing minds & changing rules. **Chris Church**, Chair UK Low Carbon Communities Network talked about climate change and outlined his thoughts on how communities could raise awareness and engage in action. National HR advisor **Bethan Osbourne** gave updates on contracts, pensions, gratuities, paternity leave, redundancies and employment tribunals. A lively session on Planning by the **Planning Advisory Service** on the Localism Bill and Neighbourhood Plans confirmed that the default position is in favour of development. A session by **SOLACE** set out a vision for growth, it was all about putting democracy back into localism; it was time for change, doing things differently and doing things better. **SLCC Chief Executive Nick Randle OBE** looked at the progress of the SLCC over the past 10 years introducing the new Chief Executive Howard Midworth who takes over in 2012. The conference also had advisors surgeries, 37 exhibitors, break out sessions on tourism, small, medium and large councils, electronic working and networking. On the final morning a motivational speaker was followed by the **NALC Chairman Michael Chater** cementing the SLCC NALC relationship. A speaker from **Yes Minister** sent out the message be careful what you wish for - with the power, responsibility and accountability also comes the blame if something goes wrong. The **Localism Bill** is an opportunity for devolution to Parish & Town Councils. The powerful message coming out of the conference 'never doubt that a small group of thoughtful, committed citizens can change the world. Indeed it is the only thing that ever has.' We await the arrival of the Localism Bill on the statute book early in 2012; the conference overall was very worthwhile.

1984.2 Councillor Information & Guide files.

The information files for Councillors were distributed at the meeting. The purpose of these files is for Councillors to be able to access information i.e. Standing Orders, Financial Regulations, Policies etc and to be able to file away new information throughout their four year term. Councillors are welcome to retain the file and use on a daily basis or they can return the file to the Town Hall and request it when they need it. The file will need to be returned to the Town Hall at the end of councillors four year term ready to be updated for the new Council.

1984.3 Update on voluntary gritting scheme and any issues from meeting with Paul Groom.

A provisional date of Tuesday 15th November has been set for a meeting with at least 6 volunteers who have put their name forward to be a part of the voluntary gritting scheme. An official launch is planned for 6th December. Highway Engineer Paul Groom will be present at the meeting to brief the volunteers on the health & safety guidelines involved and the need for each volunteer to sign up to the scheme. Cllr Ann Steward has offered to arrange for the County Council Communication team to prepare a press release in this regard. Discussion continued regarding the purchase of Hi Viz jackets to be supplied to all the volunteers who have signed up on the voluntary gritting scheme.

It was agreed for the Town Clerk to purchase Hi Viz Jackets for the volunteers who have signed up for the voluntary gritting scheme.

1984.4 Update on meeting with Parochial Church Council re-Churchyard.

The Town Clerk and the Mayor held a further meeting with representatives of the Parochial Church Council on 31st October. There are a number of on-going maintenance issues which are being addressed i.e. Town Clock, Grounds Maintenance, Trees, Gates & Fences etc. There is the possibility of addressing a long term issue in respect of the tarmac drive and potential improvements to parking management as a capital project. In the short term work needs to be done in carrying out clarification of land ownership boundaries and public rights of way. There may also need to be liaison meetings with adjacent land or property owners.

1984.5 The November report on administration in bullet form since the October Full Council meeting:-

- Attendance of SLCC National Conference at Reading 14th - 16th Oct
- Meeting with Christine Wright & Roger Trowell SCALGA 18th Oct
- ASAG meeting 18th Oct
- 4 Meetings with Mayor & Deputy Mayor 24th & 31st Oct, 4th & 7th Nov
- 2 Meetings with Councillors 26th Oct, 1st Nov
- Finance & G.P. Meeting 26th Oct
- Meeting with PCC members Melvyn Gay & Stuart Nairn 31st Oct
- Meeting with County Councillor Ann Steward & Highway Engineer Paul Groom 1st Nov
- 2 Site meetings with contractors builders & plumbers re- maintenance at Town Hall
- 1 meeting with staff 7th Nov
- Personnel Committee meeting 8th Nov
- 2 meetings with representatives of Business Forum 4th and 8th Nov
- 1 meeting with Don Saunders Icen
- Budget preparatory work on-going
- Prepare Reports for all Council & Committee meetings
- Estimates for Town Clock and Christmas lights sought & received
- Chased - Insurance claim made initially by telephone, two quotes received and details sent off to insurance company for vandalism at Skatepark
- Updated Norfolk Pension Fund records for staffing issues to the website portal
- To chase Anglia Computer Solutions to complete the overhaul/updating of the website.

1984.6 Report regarding the Town Council website.

The revamped website is now live and staff will be receiving training on Wednesday 23rd November which will allow total control of uploading and removing information to and from the website, ensuring the website is kept more relevant and up to date. Councillors were asked to identify any issues relating to the website and report to the Town Clerk. Mr Ivan Bubbear has commented on the website as he is aware it needs updating.

It was agreed for the Town Clerk to write to Mr Ivan Bubbear to notify him that staff will soon be receiving training on the updating of the website.

1985. PLANNING/DEVELOPMENT CONTROL:

1985.1 Decisions/Information from Breckland Council:-

<p>3PL/2011/0969/F - Planning Permission granted - Detached residential dwelling including demolition of existing garage and boundary wall. Mr P Girling, 4 The Pightle.</p>	<p>3PL/2011/0970/CA - Conservation Area Consent granted - Detached residential dwelling including demolition of existing garage and boundary wall. Mr P Girling, 4 The Pightle.</p>
<p>3PL/2011/0971/F - Planning Permission granted - Conservatory to the rear of the property. Mr K Burton, 59a Coronation Grove.</p>	<p>3PL/2011/0997/F - Planning Permission granted - Single storey side infill extension & porch/canopy to front elevation. Mr & Mrs C Spalding, 17 Haspall's Road.</p>
<p>3PL/2011/0817/O - Outline permission REFUSED for residential development of 0.32ha site with all matters reserved. O.S. 0830 Lynn Road Mr. T. Walker. (N.B. Decision correction from published agenda.</p>	<p>3PL/2011/0886/LU Construction of new extension to form dining room following the removal of an existing conservatory (Certificate of lawfulness - granted). 17 Northfield Road. Mr. C. Baker.</p>
<p>3PL/2011/0923/F - Planning permission granted to construct compost toilet building on community allotment. Plot 27 & 38 Tumbler Hill Allotments. Swaffham Town Council.</p>	

1985.2 Planning applications:-

Cllr Paul Darby reported on the following applications:-

<p>3PL/2011/1110/F - Demolition of existing dwelling & erection of four new cottages with garages. M G Property Investments, 7 Whitsands Road. No Objection.</p>	<p>3PL/2011/1094/F - Replace existing toilet/shower block with new modular toilet/shower block. Mr A Bull, Breckland Meadow Touring Park, Lynn Road. No Objection.</p>
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3PL/2011/1178/F - Minor material amendment to pp 2010/1105, amend conditions 3, 9, 10, 11 & 13 & remove condition 8. 8 The Pightle. Brightwell Developments. No Objection.	
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1985.3 Late application received at the Mayor's discretion.

3PL/2011/1205/D - Erection of detached dwelling and creation of vehicular access to parking spaces. Mrs R Anderson, 8 Hickling Close. No Objection.	
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3PL/2011/0785/O - Appeal - Proposed new dwelling adjacent to 75 The Oaklands, Miss A Gilding. Re-affirm Objection.

Discussion took place regarding planning application **3PL/2011/0785/O** - Proposed new dwelling adjacent to 75 The Oaklands (Appeal). After much discussion councillors felt that the objection to this application should be re-affirmed for the following reasons: Objection due to the over development of the estate, as it will spoil the layout of the site and set a precedent for future development of each corner of the estate.

It was unanimously agreed to contact Breckland District Council to re-affirm the original objection made on 11th August 2011 for the planning application 3PL/2011/0785/O on the grounds listed above.
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1986. FINANCE:

1986.1 A list of Accounts for payments for November 2011 had been circulated to the Council at the meeting.

The Accounts for payments for November 2011 were agreed.

1986.2 Discussion took place regarding the invoice for Norfolk County Council Street lighting. The Town Clerk reported he is waiting to be given a date for a meeting with Norfolk County Council to discuss this issue.

1986.3 Another discussion took place regarding the water rates on the Allotment sites. It was suggested to identify the location of all the meters on the allotments.

It was agreed to identify the location of the water meters on the allotment sites.

1986.2 On-going matters with W.F. Smith & Co in relation to the Transfer of Play Areas Merryweather Road and the Oaklands.

The exchange of correspondence reveals the legal costs incurred to date of £298.40. The Town Clerk has queried access to the site at Oaklands over a 25 metre strip of wasteland and questions the right of way, obligation of upkeep and the ownership of the land. In respect of boundaries of both the Oaklands and Merryweather Road sites the hedging or fencing and any other responsibilities must be known.

1986.3 Details from W.F. Smith & Co of possible insurance claim relating to an area adjacent to the Community Centre.

This matter is on-going and a further e-mail has been received from Arthur Stokes in this regard suggesting a site meeting as the easiest way of having a look at this. This will be arranged in the near future with the Manager of Icen Partnership invited to attend.

It was agreed for the Town Clerk to arrange a meeting with Arthur Stokes and the manager of Icen Partnership.
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1986.4 Business Forum update and application for membership.

It was recommended that the Town Council pay to join the Business Forum at a cost of £20 per year. Largely for the business activity of the Market, the business premises they own adjacent to the toilets and the service level agreement they have for the Tourist Information Centre. After discussion Cllr T Jennison proposed seconded by Cllr I Sherwood for Swaffham Town Council to join the Business Forum.

It was agreed for Swaffham Town Council to join the Business Forum currently at a yearly cost of £20.
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1987. CORRESPONDENCE

1987.1 General

1987.1.1 There are still two vacancies to fill at the Norfolk ALC Executive Committee. The Committee are looking to fill these by co-option at their meeting on December 8th. Cllr Shirley Matthews has been elected to the Executive Committee for the next four years.

1987.1.2 Notification of various training events are offered for consideration by Councillors. Two members of staff are attending the event at Narborough Community Centre on November 28th (Deputy Town Clerk and the Receptionist/Clerical Assistant).

1987.1.3 Joint Norfolk ALC's with SLCC Autumn Seminar 17th November 2011 - Sandringham. The Town Clerk will attend this event as Chair of Norfolk SLCC, as he is presenting one of the sessions on 'Governance' and assisting with Chairing some of the sessions there is no cost to the Council.

1987.2 Norfolk County Council

1987.2.1 Correspondence with Mrs. Pamela Mason regarding a dangerous turning out of Hillside into North Pickenham Road.

A copy of the response requested from Norfolk County Council has been received and circulated at the meeting. It was stated that there are no recorded accidents in this location. There is an existing 30mph speed limit and little chance of reducing this further. The County Council do not permit the use of mirrors on the highway, so any use would have to be within private property and could be deemed as a planning issue. Slow road markings are only provided at particularly hazardous situations. The visibility splay will be checked for the junction and any work that is required would be carried out within their procedures.

It was agreed to write to Paul Groom, the Highways Engineer at Norfolk County Council, to confirm their agreement with the action Paul Groom has taken regarding the issues at the junction of Hillside.

1988. To note receipt of CORRESPONDENCE or INFORMATION

N.B. The following listed items have not been circulated but are available at the Town Hall should any Councillor require a copy or wish to read the documents:

1988.1 General

- a) To receive the 16th monthly parliamentary report from Elizabeth Truss MP.*
- b) To receive notification of Home Start AGM - 17th November 2011.*
- c) To receive the Norfolk Association of Local Councils newsletter Norfolk Link - October 2011.*
- d) To receive Came & Co newsletter - Parish Matters.*
- e) To receive reply from Mrs. C.E. Darby re- trees adjacent to her house at the Churchyard.*
- f) To receive Norfolk RCC October 2011 newsletter 'Signpost'.*
- g) To receive notification of KLARS no longer having drop-ins after 24th October 2011.*
- h) To receive notification from Icen Partnership of a Craft Fair in Assembly Rooms on 1st & 3rd Sunday each month.*
- i) To receive e-mailed correspondence with RAF Marham II(AC) Squadron regarding arrangements for Honorary Citizen presentation.*
- j) To receive Age Concern Befriending Scheme questionnaire and information.*
- k) To receive information from Vaughtons regarding memorabilia available to celebrate the Queen's Diamond Jubilee next year.*
- l) To receive information and circular letter from Active Norfolk regarding sporting activities in 2012 around the County.*
- m) To receive information and circular letter regarding the Queen's Diamond Jubilee Beacons - the guide to taking part on Monday 4th June 2012.*

1988.2 Breckland

- a) To receive notification of consultation on Breckland LDF Site Specific Policies and Proposals DPD - Inspectors required changes to policy SH1 and provision of new policy SH2 in Shipdham.*
- b) To receive notification of an appeal to the Secretary of State in respect of application 3PL/2011/0785/O: 75 The Oaklands, Miss A. Gilding.*

1988.3 Norfolk County Council

- a) To receive e-mailed correspondence with Mel Willis (Atkins) on behalf of Norfolk County Council regarding night works on the Lynn Road bridge over the A47 on Monday 24th October.*
- b) To receive 'Better Broadband for Norfolk Information Sheet (21st October 2011).*

1988.4 Police

- a) To receive crime statistics for Swaffham September 2011.*
- b) To receive notification of next SNAP meeting Tues 17th January 2012 at 10am.*

1989. COMMITTEE & WORKING GROUP reports: (Chair/Lead Officer)

1989.1 COMMITTEES

- a) FINANCE & GENERAL PURPOSES Committee (Last meeting 26th Oct – next meeting 7th Dec.)
- b) PLANNING Committee (Last meeting 10th Aug – next meeting t.b.a)
- c) PERSONNEL Committee (Last meeting 5th Sept – next meeting 8th Nov)

d) MARKET Committee (Last meeting 5th September – next meeting 21st November)

e) RECREATION GROUND Committee (Last meeting 19th Oct – next meeting t.b.a.)

To receive and consider recommendation from the Committee in respect of the derelict Public Toilet block at the Recreation Ground.

The Recreation Ground Committee would like to proceed with a self-help project to restore the derelict toilet block at the Recreation Ground for use at Community events. It would be hoped to use volunteer labour where necessary to keep the cost down to a minimum. The cost of materials would be met partially by capital earmarked for the Toilet Block at the Recreation Ground and funds raised by the Friends of the Rec. The outline of the project would be first of all to clear the building of debris, then to put back into use the disabled toilet and former ladies toilet; with both becoming unisex toilets. To then use part of the current gents toilet as a purpose built store for Town Council equipment and part as a very small scale kitchen; to enable water supply and electricity for events. The idea would be for a Charitable Trust to be set up to manage the building, to charge for usage at events (currently approx £200 to hire in two toilets for events). Electricity and water could be metered, with a deposit payable in advance to cover cleaning costs in the event of any cleaning not carried out by the hirer.

The concept needs to be fully costed out, but the general idea is to use a small proportion of previously earmarked capital, match this with funds raised locally and save on capital costs by appealing to volunteers to help with the project. A local resident Jonathan Jackson has a group of volunteers ready to start work on the project, to get the building clean and clear, the only cost incurred would be for a skip. In terms of security it is proposed for metal doors to replace the wooden doors and options such as stainless steel will be looked at to detract from vandalism inside the building. The project is planned so that no revenue cost would come back on the Town Council for the upkeep. Sustainability needs to be proven, but support is sought in principle for the idea to allow the clear up to take place, and then come back for final approval with a fully costed out sustainable proposal.

Cllr S Lister proposed seconded by Cllr A Tigue to permit volunteers to strip out the toilet block and then to cost out how much it would be to restore the derelict toilet block to incorporate unisex toilets, kitchen area and storage area.

It was agreed in principle with 7 votes for and 2 abstentions to allow volunteers to strip out the toilet block and then to cost out how much it would be to restore the derelict toilet block to incorporate unisex toilets, kitchen area and storage area.

f) YOUTH COUNCIL (YOUTH FORUM)

1989.2 **WORKING GROUPS**

a) Budget Working Group (Last meeting 5th Oct)

b) Twinning Liaison (Last meeting 28th Mar)

1990. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1990.1 **Iceni Partnership** (Cllr Skinner with Cllr Darby as substitute) - No report.

1990.2 **Iceni Partnership Buildings Management:** (Cllrs Darby, Lister, & Skinner) - No report.

1990.3 **Advance Swaffham Action Group** (Cllr Gunner, Cllr. A Tigue with Cllr Darby as substitute).

1990.4 **Swaffham Museum Ltd** (Cllr Tigue) - No report.

1990.5 **Relief in Need Charity** (Cllrs Darby, Gunner & Skinner + Mayor & Deputy Mayor) - No report.

1990.6 **Swaffham Town Estate** (Cllrs Darby and Edwards) - No report.

1990.7 **Swaffham & District Tourism Association** (Cllr Wickerson) - No report.

1990.8 **Swimming Pool Association** (Cllr Wade with Cllr Gunner as substitute) - No report.

1990.9 **Garden Science Trust** (Cllr Wade) - No report.

1990.10 **Health Forum** (Cllrs Wade and Jennison) - No report.

1990.11 **Breckland CCTV Group** (Cllr Tigue) - No report.

1990.12 **Swaffham Community Transport** (Cllr Gunner) No report.

1990.13 **Norfolk Association of Local Councils** (Cllr Matthews) - No report.

1990.14 **SCALGA** (Cllr Edwards) - No report.

1990.15 **Swaffham in Bloom** - No report.

1991. Community Group, Club, Charity, Society or Agency reports.

1991.1 A written report has been received from ASAG which has been placed in the information file for Councillors. There are reports on new funding, existing projects, forthcoming events and the ASAG strategy review. The next meeting is on 13th December when the 2nd annual report will be launched.

It was agreed for the Town Clerk to inform Kate Francis, Icen Project Officer, that Reports should be received before the Thursday of the week prior to the meeting.

1992. DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-

- 1992.1 Relief in Need Charity – Monday 14th November 2011 – Council Chamber.
- 1992.2 Market Committee – Monday 21st November 2011 – Council Chamber.
- 1992.3 Finance & G.P. (Budget) – Wednesday 7th December 2011 7pm – Council Chamber.
- 1992.4 Newsletter Volunteers meeting Saturday 10th December 2011 9.30am – Council Chamber.
- 1992.5 STC 'Budget Surgery' – Saturday 10th December 2011 10am – 2noon – Council Chamber.
- 1992.6 Advance Swaffham Action Group (ASAG) – Tuesday 13th December 2011 6pm – Council Chamber.
- 1992.7 Full Council – Wednesday 14th December 2011 6.45pm – Council Chamber.

The meeting was adjourned at 8.19pm.

The meeting re-convened at 8.21pm.

1993. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1993.1 Councillors discussed the notification from KC cars to give one months notice to terminate their tenancy. On 4th November notification was received of a bounced cheque for £444.00 which had been for the month of September. A reminder had been sent out for the October rent and the further month due for November. In total this makes £1,332.00 owing to the Council.

The ownership of KC Cars has changed on a regular basis, the lease arrangement is with Andrew Wood. From the latest cheque received he is no longer a signatory on the account. Mrs. J. Wood appears to be the owner now. There is no home address available, only at the business premises at the Shambles.

The lease states that six months notice should be given, however the Council should consider whether chasing this money is a wise use of the Clerks time. The Town Clerk recommended that only the £1,332.00 is pursued and then to sever ties with KC Cars as at 30th November 2011. Cllr D Wickerson proposed seconded by Cllr P Darby for the Town Clerk to pursue the £1332.00 which is owed and to agree to ceasing the tenancy on 30th November 2011.

It was agreed with 6 votes for, 1 vote against and 2 abstentions to pursue the outstanding amount owed of £1332.00 and agreed to ceasing the tenancy on 30th November 2011.

The annual rent is £4,440.00 + Vat £888.00 = £5,328.00 per year
The Rates are £772.77 per year. KC Cars have notified Breckland Council that the building is already empty, but Breckland have checked with the Town Council.

The Town Clerk recommended to advertise in the Swaffham Newsletter and on Town Council notice boards to see if another tenant could be sought as quickly as possible. Cllrs discussed the recommendation to find a new tenant as soon as possible and Cllr S Lister proposed seconded by Cllr I Sherwood to advertise for a new tenant. Cllr S Bell declared a personal and pecuniary interest and therefore was privy to discussion but did not vote.

It was unanimously agreed to advertise for a new tenant as soon as possible.

Cllrs discussed whether to allow the building to be left empty before a new tenancy commences and discussed the recommendation to allow Swaffham In Bloom to clear and tidy the building and make use of the windows for advertising local events. Cllr S Lister proposed seconded by Cllr A Tigue to allow Swaffham In Bloom to have use of the building until a tenant is found.

It was agreed with 8 votes for and 1 against to allow Swaffham In Bloom use of the building until a new tenancy commences.

1993.2 Staff appraisals & other staffing issues with a report from the Personnel Committee.

The Town Clerk updated the councillors on the potential to require budget provision for staffing issues such as:

- 1% should the NJC rates be increased for those members of staff contracted under the National agreement
- Employers Pension contribution increase of 0.5%

- allowances for two staff members to receive increment rises as part of their contract
- allowance for an increment rise in the event of the Deputy Town Clerk passing her CiLCA qualification next year.

Overall it would mean an increase in real terms of £1,740 on the salary budget after the adjustments have been made taking off the higher estimates for bringing in a new Deputy Town Clerk with CiLCA and other qualifications, to adjust following the transfer of Kate Francis to Icen and allowances made for Car Parking & Town Hall cleaning taken in as part of existing employees tasks.

In terms of replacing various contractors and putting in a 3rd member of outside staff, this has a net saving of £8,500. There are some practical issues to overcome, such as investing in some outside equipment, but this is insignificant compared to the saving.

It is recommended to employ someone at a slightly higher rate to supervise as middle management between the office and outside staff. It is thought that bringing in someone else on the lower rate would or could be a false economy.

It was agreed to accept the recommendations to employ another staff member as middle management between the office and outside staff.

With regards to Christmas lights the Town Clerk recommended to offer to the Business Forum the two outside staff members in the installation of the Town's lights and also to contribute the total budget allowance for Christmas lighting to the Business Forum.

It was unanimously agreed to allow the two outside staff members to assist the Business Forum in the installation of the Christmas lighting.

Town Council has previously given permission for the Town Hall Office to close during the Christmas / New Year period, this is achieved by staff taking the 2 statutory days and in addition by saving annual leave days for the rest. All staff members have previously agreed to this however one staff member is requesting this year to work between the holiday periods. It is recommended to close the office on 23rd December and return on Wednesday 4th January. As this is the first time that a member of staff was reluctant to take annual leave for the Christmas holiday the Town Clerk has agreed to allow the staff member to work on a day which they normally do not work.

After discussion all councillors agreed to allow the staff member to work on their usual non-working day but to review the Christmas Holiday arrangements for future years.

It was agreed to allow the Town Hall Office to close on 23rd December and staff to return to work on Wednesday 4th January.

1993.3 A meeting has been arranged for 22nd November 2011 in the Council Chamber at the Town Hall to allow members of the Town Council, Swaffham Business Forum and ASAG the opportunity to meet with Tesco prior to their planning application to build a supermarket in Swaffham.

Meeting closed 9.18 p.m.

Chairman

Public Participation - Appendix 1.

Mr Brian Clements requested Breckland District Council reconsider sending out reminder letters for the registration of votes. Mr Clemence was concerned with the expense of these letters. BDC Cllr I Sherwood responded by confirming that the majority of voters return their information within the time scale however a small number of voters do require reminder letters, returning information can be completed via phone, text, internet or returning the completed form.

Mr Brian Clements asked whether the Internal Auditor has recently attended a Full Council meeting in order to give a report. The Town Clerk confirmed that the Internal Auditor attends and reports at Finance and General Purpose Meetings.

Mr Brian Clements continued to ask whether members of the public could be permitted to answer questions from within the public session if they were able to. This would ensure the information is replied to immediately rather than being delayed by the Town Clerk or Councillors having to research for the information if the answer was not readily available. Cllr I Sherwood responded by saying that members of the public are welcome to address the Council within the Public Session however it is Councillors who respond to questions.

Mr Tony Dickens asked who is responsible for the frequency of the enforcement within Swaffham regarding the new regime for car park enforcement by Kings Lynn and West Norfolk. The Town Clerk replied by saying that Norfolk County Council have delegated the responsibility of enforcement to Breckland District Council who contract out the enforcement to Kings Lynn and West Norfolk. Due to budgetary constraints it falls to the contractor to gauge the frequency of enforcement, however the fines for 'on street' and 'off street' parking will now be consistent with each other.

Mr David Harman asked whether the railings near the traffic lights would be continually repaired once damaged at a huge cost? The Town Clerk responded by confirming the replacement railings have arrived and are waiting to be fitted, also a meeting was held recently with Mr Paul Groom (NCC Highways) regarding a review of the situation by Norfolk County Council and Breckland District Council.