

Swaffham Town Council

Minutes of a Full Council meeting held on Wednesday 28 September 2022 in the Town Hall

Councillors: Mrs J Anscombe, Mrs N Bass, Mrs L Beech, Mr S Bell (Mayor), Mr P Darby, Mr C Houghton, Mrs S Matthews, Mr K Oliver, Mr I Pilcher and Mrs J Skinner

Town Clerk: Mr R Bishop

Office Administrator: H Carrier

Breckland Councillor – Cllr Wickerson

Breckland Councillor – Cllr I Sherwood

Breckland & NCC Cllr – Cllr E Colman

Members of public: 8

1. **Apologies for absence**

Apologies were received from Cllr Edwards, Cllr Bensley and Cllr Scott.

2. **Declarations of Interest**

None received.

Public Open Forum

Friends of Swaffham – a member of the group reported that more events are planned and would like reassurance from the Council that events would be supported. The next event is planned for 15 October and will require a car park closure.

20's Plenty for Us – member of the group asked if the SAM2 data could be shared with the group to work with the Speedwatch group that is being set up.

3. **Reports**

3.1 Police – No reports received. PC Button has been promoted so PC Justin Johnson will be taking the lead in future council matters.

3.2 Norfolk County Council

a. Verbal report by Cllr Coleman

b. 20 MPH ZONE – PARISH PARTNERSHIP scheme (proposal from Swaffham Safety Action Group) for trial period and consideration of recommendation from Transport & Environment Committee for whole town (built up area).

Recommendation received originally from the Swaffham Safety Action Group (since re-named Swaffham 20's plenty for Us) to our Transport and Environment Committee.

The recommendation from the Committee who have endorsed the proposal, is to make the whole Town a 20 mile an hour zone (whole town, defined as the built-up area) – if the Council agree to endorse the scheme, this will be formally put to Norfolk County Council as a proposal.

It was agreed by a majority vote to support this recommendation.

Initials: _____

3.3 Breckland Council –

a. Report received from Cllr Wickerson – See Appendix 1.

b. CCTV SIGNAL BOOSTER

A request received from Breckland Council to use the Town Hall as a location for a CCTV signal booster – precise details to be determined following discussion with the Historic Buildings Officer Andrew Gayton.

c. PARKING ORDERS – Station Street – recommendation from the Transport & Environment Committee and consideration of match funding contribution.

It was agreed that this should go back to the Transport Committee for further discussion.

d. INSPIRING COMMUNITIES - Food Hub meeting feedback – Cllrs J. Anscombe and K. Oliver.

A verbal reported was received from Cllr Oliver and Cllr Anscombe. It was agreed to invite the foundation to a Town Council meeting.

4. **Reports: Mayor and Town Clerk**

4.1 Mayor's Announcements

The Mayor, Cllr Stewart Bell, reported on recent Civic events attended.

4.2 Urgent reports, correspondence, or information at the Mayor's discretion – None received

4.3 Town Clerk's Report

Operation London Bridge – was carried out by the Staff and Councillors, from the time the first announcement came through following the death of Queen Elizabeth II. The setting up of a book of condolence, flags at half-mast and full mast as appropriate, lights at the Buttercross turned purple, website message of condolence uploaded, the Proclamation Event and Civic service arrangements were made, meetings were postponed as appropriate and re-scheduled etc. All other Council business carried on as normal.

5. **To receive and approve Minutes of the last meeting held on Wednesday 10 August 2022 – Full Council**

The minutes of the above meeting were agreed and signed by the mayor as an accurate record.

6. **Finance**

6.1 Accounts for payment July 2022

The interim list of accounts was circulated prior to the meeting (see Appendix 2).

The accounts were agreed.

6.2 SAAA External Audit – opt out consideration

It was unanimously agreed to remain part of the central scheme.

6.3 Fire Risk Assessment

The report for the museum was reported as received. A liaison meeting was re-scheduled for 26 September, due to the state funeral of the Queen. The outcomes are shared in the Action Plan circulated amongst the late papers. The meeting was attended by Swaffham Heritage Trustees, the Mayor, Deputy Mayor, Cllr Paul Darby, Town Clerk, Deputy Clerk and the Office Administrator.

6.4 Car Show & Funday

The net surplus for the Car Show & Funday this year is £1357.09 – well done to all concerned for a successful event this year, with record numbers of cars attending.

Initials: _____

Special thanks to Kerry Furness, Graham West and councillors that made this event a success.

6.5 Barn Update

A report with recommendation in respect of the Charitable status is presented to Council for consideration.

A proposal was made for exploration to dispose of the barn to a third party for redevelopment or alternative uses - four for, five against and one abstain.

A second proposal was made to defer this discussion to an extra-ordinary meeting - three for, four against, two abstain.

After a proposal it was agreed by a majority decision to receive the report from the working group and allow them to progress with the Charitable Incorporation Organisation (CIO) application - five for, two against, two abstain.

6.6 Swimming Pool

In a recent meeting with representatives of the Swimming Pool Charity, they expressed their thanks to the Council for the progress made to date with works on site. They were re-assured at the prospect of a longer-term lease, with the inclusion of a standard break clause (i.e., six-months' notice). They were optimistic of being in a position to offer swimming on site next spring/summer.

7. General Correspondence or Information

7.1 A list of weekly correspondence was received.

7.2 Swaffham Climate Action Group request for a stall on the market

All agreed that this will be discussed and decided by the Market Committee

7.3 WN Deaf Association

It was agreed that the Mayor would attend one of the monthly CHAT clubs.

7.4 Christmas Tree Festival

Cllr Beech has requested the use of Church Walk for an outdoor display each day of the Church Christmas Tree Festival, as outlined in correspondence, with photographs. It is also stated that the display will be put away at the end of each day for safe keeping.

All agreed to support this event

7.5 Group purchase of solar panels - Swaffham Climate Action Group initiative recommended endorsement and publicising from Transport & Environment Committee.

It was agreed by a majority vote to support this recommendation – two abstained

7.6 Relief in Need Charity

It is requested that the Town Council delegate authority to the Town Clerk to resolve all administrative and governing changes for the Swaffham Relief in Need Charity, in the manner advised by the Charity Commission. That the Town Council relinquish their responsibilities as the managing trustee and pass the management of the charity to the current trustees and make the necessary changes to conclude matters with the Charity at the earliest opportunity.

It was unanimously agreed to delegate authority to the town Clerk.

7.7 Shambles

a. Ownership Progress Report - The Town Clerk is working with the Paralegal at Ward Gethin tomorrow to establish where we are with the registration of the Shambles in the Town Council ownership. They will re-submit to the Land Registry under adverse

Initials: _____

possession, providing the previously outstanding issues have now been resolved. These were a transfer of a small section of land to the Town Council by Breckland Council and the claims of a now defunct charity, which ceased to operate in the 1950's.

- b. Referral of request in relation to planning application 3PI/2022/0416/F.

Legal advice pending.

8. Dates of forthcoming meetings and items for future agenda

	Meeting	Date & time	Staff
8.1	PLANNING Committee	Tues 30th Aug 4.00pm	HC HD
8.2	TRANSPORT & ENVIRONMENT	Wed 7th Sept 4.00pm	RB HC
8.3	FULL COUNCIL	Wed 14th Sept 6.30pm	RB HC
8.4	MARKET Committee	Mon 19th Sept 6.30pm	HC RO
8.5	ASSETS & OPEN SPACES	Mon 26th Sept 6.30pm	HC NF
8.6	PLANNING & BUILT ENV	Tues 27th Sept 4.00pm	RB NF

9. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:

CONFIDENTIAL BUSINESS following the exclusion of the public and press

9.1 Two-Acres Land Transfer

The Town Clerk provided an update from progress to date, the contract has been signed and are awaiting the deposit to be paid.

9.2 Days Field

The Town Clerk provided an update on progress to date.

9.3 Town Hall

The Town Clerk provided an update on progress to date.

9.4 Church Wall

The Town Clerk provided an update on progress to date.

9.5 Swans Nest

The Town Clerk provided an update on progress to date.

9.6 Days Field

The Town Clerk provided an update on progress to date.

Meeting Closed at 9.20pm

Chairman.....

Breckland Report to Swaffham Town Council – September 2022

Breckland Health and Wellbeing Partnership

A total of £324,000 has been allocated to projects throughout the District to provide support with mental health, heart disease and alcohol abuse. Contact point for more information on this project can be received from Alison Webb, Executive member for Health & Communities

Breckland Local Plan

Work continues on the Local Plan review which is hoped to be completed by early 2027. As of April 2022 Breckland could demonstrate in excess of the 5 year Housing Land Supply although physical delivery is still to be monitored.

Armed Forces Covenant Employer Recognition Scheme

Breckland was recently awarded "Gold Status" in this scheme as one of only 60 councils nationally to have achieved this award from the Ministry of Defence.

Association of Public Service Excellence Awards

Breckland is in the running as finalists in two categories for this award recognising the hard work it has done to support and help it's communities. Two initiatives have been highlighted; the Worksmart Project for adapting the way it has worked to deliver better outcomes for it's residents and the Elm House Project providing improved temporary accommodation for those most in need of the basic housing requirement.

Local Issues

Market Cross - a meeting has been held with Breckland officers and the Market Cross re the "temporary" structure erected during the Covid pandemic. Following that session, a further meeting is now being sought with the building owners to agree a timeframe for the structure to be removed.

Appendix 2 **6.1****Swaffham Town Council - Accounts for SEPTEMBER 2022**

No	Payment	Name	Details	Price	VAT	Total
Payments						
342	Card	Lloyds Bank	Monthly credit card fee - <i>Sept 22</i>	£ 3.00	£ -	£ 3.00
424	Card	Lloyds Bank	Amazon - <i>office date stamp</i>	£ 25.17	£ 5.03	£ 30.20
425	Card	Lloyds Bank	Amazon - <i>HDMI cable</i>	£ 10.73	£ 2.15	£ 12.88
446	Card	Lloyds Bank	Amazon - <i>HDMI cable refund</i>	-£ 10.73	-£ 2.15	-£ 12.88
426	Card	Lloyds Bank	Amazon - <i>office IT cleaning materials</i>	£ 8.04	£ 1.61	£ 9.65
427	Card	Lloyds Bank	Amazon - <i>office IT cleaning materials</i>	£ 10.15	£ 2.04	£ 12.19
428	Card	Lloyds Bank	Carter Accom - <i>portable toilets Campingland</i>	£ 125.00	£ 25.00	£ 150.00
430	Card	Lloyds Bank	Amazon - <i>cable ties</i>	£ 8.13	£ 1.62	£ 9.75
430	Card	Lloyds Bank	Amazon - <i>IT cables</i>	£ 27.43	£ 5.50	£ 32.93
437	Card	Lloyds Bank	Amazon - <i>IT cables - returned & refunded</i>	-£ 27.43	-£ 5.50	-£ 32.93
429	Card	Lloyds Bank	Carter Accom - <i>Car event portable toilets</i>	£ 288.00	£ -	£ 288.00
432	Card	Lloyds Bank	Luminate - <i>Team Xmas event</i>	£ 211.90	£ -	£ 211.90
433	Card	Lloyds Bank	Adobe - <i>acrobat monthly fee</i>	£ 12.64	£ -	£ 12.64
438	Card	Lloyds Bank	Ramp People - <i>safety covers for new cabling</i>	£ 39.50	£ 7.90	£ 47.40
447	d/d	Breckland Council	Town Hall - Rates	£ 1,048.00		£ 1,048.00
448			Market - Rates	£ 349.00		£ 349.00
449			Cemetery - Rates	£ 190.00		£ 190.00
443			Barn - Rates	£ 115.00		£ 115.00
445	d/d	Hitachi	Truck Lease - <i>Aug 22</i>	£ 336.88	£ 67.38	£ 404.26
450	d/d	Immervox (<i>Aug 22</i>)	VOIP router & line - 720014	£ 38.18	£ 7.64	£ 336.53
451			Town Council - Fax & Broadband 720469	£ 48.04	£ 9.61	
452			Swaffham Heritage - Telephone 721230	£ 47.17	£ 9.43	
453			Town Council - Telephone 722922	£ 87.60	£ 17.53	

Initials: _____

454			Town Council - Alarm 724968	£ 13.00	£ 2.60	
455			Town Wi-Fi - 336135	£ 46.45	£ 9.29	
456	d/d	SSE Southern Electric	Public Toilets - <i>electricity</i> - Aug 22	£ 145.84	£ 7.29	£ 153.13
457	d/d	SSE Southern Electric	Cemetery Chapel - <i>electricity</i> - Aug 22	£ 45.00	£ 2.25	£ 47.25
262	d/d	SSE Southern Electric	Town Hall - <i>electricity</i> - Aug 22	£ 255.38	£ 12.76	£ 268.14
459	d/d	SSE SWALEC	Buttercross - <i>electricity</i> - Aug 22	£ 151.80	£ 7.59	£ 159.39
460	d/d	SSE SWALEC	Rec Ground - <i>electricity</i> - Aug 22	£ 113.51	£ 5.67	£ 119.18
461	d/d	Total Energies	Barn - electric - <i>May</i> - Aug 22	£ 270.08	£ 13.51	£ 283.59
436	d/d	Siemens	Photocopier - <i>Lease & set up fee</i>	£ 642.00	£ 128.40	£ 770.40
458	d/d	Vodafone	Mobile Phone bills - Aug 22 - <i>S Dent</i>	£ 15.53	£ 3.11	£ 37.27
462			Mobile Phone bills - Aug 22 - <i>R Ostler</i>	£ 15.53	£ 3.11	
463			Mobile phone - <i>Comms</i> - August 22	£ 25.00	£ -	£ 25.00
464	d/d	WorldPay	Monthly payment charges - Aug 22	£ 40.24	£ 8.01	£ 48.25
465	BACS	Net Salaries	Town Council salaries	£ 15,072.17	£ -	£ 15,072.17

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Swaffham Town Council - Accounts for SEPTEMBER 2022

6.1

No	Payment	Name	Details	Price	VAT	Total
466	BACS	Inland Revenue	Tax	£ 2,040.07	£ -	£ 5,020.18
467			Employer National Insurance contribution	£ 1,824.26	£ -	
468			Employee National Insurance contribution	£ 1,155.85	£ -	
469	BACS	Norfolk Pension Service	Employer Contribution	£ 4,540.14	£ -	£ 5,815.86
470			Employee Contribution	£ 1,275.72	£ -	
471	BACS	A1 Motor Store	Road sign alterations	£ 40.00	£ -	£ 56.00
472			Outside equip mower - <i>new number plate & screws</i>	£ 16.00	£ -	
473	BACS	Allotment refund	Dawson SL31a	£ 40.00	£ -	£ 40.00
474	BACS	Allotment refund	Farrant SL59	£ 40.00	£ -	£ 40.00

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475	BACS	Anglian Chemicals	Toilets - <i>sani bin collection</i>	£ 30.00	£ 6.00	£ 36.00
476	BACS	APF Fire	Town Hall - <i>2022 Fire extinguisher maintenance</i>	£ 332.50	£ 66.50	£ 399.00
402	BACS	Brook HR	HR Services - <i>June 2022</i>	£ 135.00	£ -	£ 270.00
477			HR Services - <i>July 2022</i>	£ 135.00	£ -	
478	BACS	Carter Accommodation	Portable toilets - <i>Orford Road final payment</i>	£ 25.00	£ 5.00	£ 144.00
479			Portable toilets - <i>Campingland final payment</i>	£ 95.00	£ 19.00	
480	BACS	CGM	Grass cutting - <i>Aug 22</i>	£ 448.38	£ 89.68	£ 538.06
440	BACS	Cloudy IT	Monthly IT contract - <i>Aug 22</i>	£ 344.90	£ 68.98	£ 413.88
481	BACS	Cloudy IT	IT set - final payment	£ 3,618.26	£ 723.65	£ 4,341.91
482	BACS	Cooleraid	Drinking water - <i>Aug 22</i>	£ 14.82	£ 2.97	£ 17.79
483	BACS	Dereham Hire	Barn - <i>fence tools required</i>	£ 39.50	£ 7.90	£ 47.40
484	BACS	Direct 365	Sharps Bin - <i>2022-23 contract renewal</i>	£ 449.43	£ 89.89	£ 539.32
485	BACS	Dr S Gattuso	Cultural Consortium - <i>bundle 5 expenses refund</i>	£ 534.04	£ -	£ 837.52
			Cultural Consortium - <i>bundle 6 expenses refund</i>	£ 303.48	£ -	
486	BACS	East Coast Signs	Market signage	£ 95.00	£ 19.00	£ 114.00
487	BACS	Express Lifts	Annual contract renewal	£ 260.76	£ 52.15	£ 312.91
488	BACS	George Tufts & Sons	Barn - <i>roof materials</i>	£ 309.45	£ 61.89	£ 465.55
489			Barn - <i>shingle</i>	£ 32.50	£ 6.50	
490			Town Hall - <i>Chambers photo shelves</i>	£ 46.01	£ 9.20	
491	BACS	Greene and Greene	Days Fields - <i>fees</i>	£ 8,521.00	£ 1,704.20	£ 10,225.20
492	BACS	Iceni Partnership	Cultural Consortium - <i>Room Booking, 17/8</i>	£ 46.50	£ -	£ 46.50
493	BACS	Iceni Partnership	Cultural Consortium - <i>Assembly Rooms booking, 7/9</i>	£ 116.67	£ 23.33	£ 140.00
494	BACS	ICO Systems	m365 Final invoice - <i>Nov-Feb 23</i>	£ 330.72	£ 66.14	£ 396.86
495	BACS	J & D Papworth Ltd	Orford Road opening - food	£ 125.00	£ -	£ 125.00
496	BACS	K Lock	Orford Road - lock repairs	£ 240.00	£ 48.00	£ 288.00
497	BACS	K Furnass	Car Event expenses - <i>A1 Motors signage</i>	£ 12.00	£ -	£ 46.07

			Car event expenses - <i>raffle prizes</i>	£ 25.57	£ -	
			Car event - <i>cleaning materials</i>	£ 8.50	£ -	
498	BACS	Martin Figura	Cultural Consortium - <i>Writers workshop</i>	£ 275.00	£ -	£ 275.00

Swaffham Town Council - Accounts for SEPTEMBER 2022

6.1

No	Payment	Name	Details	Price	VAT	Total
499	BACS	Norfolk Planning & Self Build Co	Cultural Consortium - <i>Pyramid planning fee</i>	£ 149.20	£ -	£ 149.20
500	BACS	Proludic	Rec Ground - <i>replacement side slides</i>	£ 660.92	£ 132.19	£ 793.11
501	BACS	Redroc	Xmas Lights maintenance	£ 412.75	£ 82.55	£ 543.30
502			Market electric repairs - <i>to be charged to Mkt Trader</i>	£ 40.00	£ 8.00	
441	BACS	ROSPA	Training - <i>play area inspections</i>	£ 1,260.00	£ 199.00	£ 1,459.00
503	BACS	Cllr S Bell	Queens wreath 10th Sept 2022	£ 50.00	£ -	£ 50.00
504	BACS	Stephen Chalkley	Cultural Consortium - <i>Pickenham News advert</i>	£ 20.00	£ -	£ 20.00
505	BACS	Stephenson Smart	HR Services - <i>Aug 22</i>	£ 55.41	£ 11.08	£ 66.49
506	BACS	Swaffham Arts	Cultural Consortium - <i>donation</i>	£ 1,000.00	£ -	£ 1,000.00
507	BACS	Swaffham Building Supplies	Barn - <i>cement</i>	£ 14.85	£ 2.97	£ 62.66
			Barn - <i>post & post mix</i>	£ 37.36	£ 7.48	
508			Town Hall - <i>picture frame materials</i>	£ 3.20	£ 0.60	£ 3.80
509	BACS	Swaffham Service Centre	Fuel - trucks - <i>Aug 22</i>	£ 157.51	£ 31.51	£ 259.17
510			Fuel - outside equipment - <i>Aug 22</i>	£ 58.46	£ 11.69	
511	BACS	Travis Perkins	Disabled Toilet - <i>privacy bolt</i>	£ 12.03	£ 2.41	£ 14.44
512	BACS	Veolia	Town Hall waste - <i>Aug 22</i>	£ 63.28	£ 12.66	£ 160.08
513			Cemetery waste - <i>Aug 22</i>	£ 70.12	£ 14.02	
514	BACS	WAVE - Anglian Water	Allotment TH - 291044001 - <i>Aug 22</i>	£ 29.83	£ -	£ 29.83
515	BACS	WAVE - Anglian Water	Public Toilets - 341378101 - <i>Aug 22</i>	£ 103.07	£ -	£ 103.07

Initials: _____

516	BACS	WAVE - Anglian Water	Town Hall - 346045001 - Aug 22	£ 36.60	£ -	£ 36.60
517	BACS	WAVE - Anglian Water	Rec Ground- 225554301 - Aug 22	£ 22.04	£ -	£ 22.04
518	BACS	Zurich Ins	Vehicle annual insurance renewal 2022-23	£ 1,834.07	£ -	£ 1,834.07
			Total	£ 53,855.66	£ 3,944.51	£ 57,800.17

Summary of Income - AUGUST 2022 (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)					
15-Aug-22	Cash & Cheques taken over the counter			£	124.00
15-Aug-22	Cash & Cheques taken over the counter			£	224.00
23-Aug-22	Cash & Cheques taken over the counter			£	245.72
31-Aug-22	Cash & Cheques taken over the counter			£	317.46
31-Aug-22	Cash & Cheques taken over the counter			£	188.36
Income from BACS & Card payment - <i>including grant funds of £72,500 from FCC Communities</i>				£	78,692.63
TOTAL				£	79,792.17

Items of expenditure to be reclaimed							
Watton TC	Mobile reclaim - <i>Aug 22</i>	£	15.53	£	3.11	£	18.64
Museum	Museum - Telephone 721230 - <i>Aug 22</i>	£	47.17	£	9.43	£	56.60
Sues News	Electricity <i>Aug 22</i>	£	100.01	£	5.00	£	105.01
TOTAL		£	162.71	£	17.54	£	180.25