

SWAFFHAM TOWN COUNCIL

Interim Report for a meeting of the Full Council on Wednesday, 19th February 2020 at 6.30pm in the Town Hall, Swaffham commencing with prayers led by the Mayor.

1. To receive APOLOGIES & REASONS FOR ABSENCE

Breckland Cllr Ian Sherwood – work commitments

Breckland Cllr David Wickerson – other commitments

2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.

None received in advance

To adjourn the meeting to allow members of the public to address the Town Council in a PUBLIC OPEN FORUM (Maximum of 15 minutes)

3. To receive MAYOR'S REPORT

3.1 To receive a report on Civic Events attended by the Mayor.

3.2 To receive and consider urgent reports, correspondence or information at the Mayor's discretion - prior notice must be given.

4. To receive and consider REPORTS: police, principal authority etc

N.B. Councillors have an opportunity to ask questions after each report and where appropriate can consider to bring forward or discuss items further down the agenda where the representative can make a positive contribution towards the debate:-

4.1 To receive a **POLICE report** from a local PC or PCSO on police matters for the past month.

4.2 To receive a **COUNTY COUNCILLOR report** from your County Councillor Ed Colman.

4.3 To receive a **BRECKLAND COUNCILLOR report** from Cllrs I Sherwood, E Colman, D Wickerson

5. To receive and/or agree the MINUTES:

5.1 ** Wednesday, 15th January 2020 – Full Council Meeting.

The minutes to be agreed for accuracy only

6. To receive a report from the TOWN HALL by the Deputy Town Clerk

6.1 To receive a brief report from the **Deputy Town Clerk**.

6.2 To receive an update on decisions taken at the last meeting.

6.3 To receive Councillors' questions relating to ongoing business.

7. FINANCE:

7.1 ** To receive and consider Accounts for payment for February 2020 (*recorded as Appendix 1*).

An interim report has been circulated with the agenda; a further updated report will be circulated at the meeting.

7.2 **To receive and consider a request from Swaffham Cricket Club for a grant to help maintain facilities at the club. **A request from the Chairman of Swaffham Cricket Club, Mr. Tony Exley asks for some support from the Town Council. He asks if there is anything the Council can do to help with a fencing project, or maybe help towards a disabled toilet that they are building, or loft insulation they are trying to fund.**

It is recommended to consider this request by referring to the Finance Committee and sending the Cricket Club a copy of the Council's Grant Policy. The next application deadline is 15th March for the April Finance Committee. The policy itself is due for review at that meeting. There would need to be the required supporting information provided prior to the meeting (i.e. copy of accounts, costings for the project and the amount required).

7.3 **To receive an invoice and breakdown of recharges for the parish election 2nd May.

A copy of the breakdown of the election expenses, notes that this has come in approximately £1,600 over the estimated cost provided by Breckland Council approximately 5 years ago. This is approximately a 30% increase on election costs for 4 years earlier.

7.4 **To receive and consider a request for a grant to the Priscilla Bacon Hospice.

It is recommended not to refer this request to the Finance Committee for consideration, but to refuse the request as Priscilla Bacon Lodge is a Charity based outside of the Town.

8. To receive and consider CORRESPONDENCE or INFORMATION

8.1 GENERAL:

a) ** To receive and consider closing the vehicular access on to the Oaklands playing field. A small section of fence to be placed to only allow pedestrian access.

The Town Clerk recommends replacing a gate with some fencing, to remove any ambiguity in respect of vehicular access to the Oaklands Play Area, thus avoiding any claim against the Council in the future in this regard. There exists a right of way over the car parking land owned by one of the residents in the vicinity. The users of the car park can be challenging and confrontational. A pedestrian access only is kept through the car parking area. Vehicular access for Council owed vehicles and machinery would be through the wide footway, as this access is owned by the Town Council.

b) ** To receive and consider joining the Great British Spring Clean.

The Great British Spring Clean takes place between 20th March and 13th April this year

c) ** To receive and consider information about services provided by SLCC to facilitate WCAG website compliance.

This information is to inform Councillors of the need to be compliant with their website by September 2020. WCAG stands for Website Content Accessibility Guidelines. The Office Administrator has started a dialogue with our website provider Hugo Fox and is assured that they will be updating their systems to ensure all of their managed websites are compliant. It has not been established yet whether this compliance comes at a cost or not. The alternative rolled out by SLCC is looking at a cost of £700, it is hoped Hugo Fox will be substantially less than this or at no cost.

d) ** To receive an update from Norfolk ALC Wellbeing Initiative.

2020 Spring Conference "Looking after our Residents' Needs and Aspirations" Saturday 4th April 10.15am – 4pm in the Costessey Community Centre – cost is £20 per delegate. Cllrs Darby and Matthews are booked for this event.

e) **To receive and consider correspondence from residents and a local businessman regarding the mess caused by the ducks in the Town Centre.

A local businessman has made the suggestion that the Town Council erect some signs and circulate to all businesses in the Town Centre not to water and feed the ducks.

A further letter has been received from a resident requesting action.

8.2 BRECKLAND COUNCIL

a) ** To receive information regarding the Gadget Savvy Market Place Event on 27th March.

Your Voice are holding a 'Gadget Savvy Market Place Event' on Friday 27th March 1.30pm – 3.30pm at the Anglia Room, Breckland Council Offices, Dereham – an event organised to demonstrate how advances in new technology could help make life easier and offer a more independent later life. The event is followed by the AGM of 'Your Voice' at 4pm.

b) ** To receive an update on Swaffham High Street Heritage Action Zone programme design plans decision.

External Funding Officer John Mullen has stated that the deadline of the outcome/decision on moving forward to the delivery stage for the HAZ programme has been moved from 9th February to the end of March. The Planning and Regeneration leads will be meeting Heritage England in Cambridge on 18th February.

8.3 NORFOLK COUNTY COUNCIL

a) ** To receive and consider the Local Government Boundary Commission consultation

The Boundary Commission have extended the consultation period for electorate forecasts from Norfolk County Council by six weeks to 24th March.

9. To note receipt of CORRESPONDENCE or INFORMATION

A list of all other correspondence is recorded as *Appendix 2*

10. To receive COMMITTEE & WORKING GROUP reports:

N.B. Reports include recommendations from or issues that the Council may refer to the Committee for further consideration; to be referred back to Full Council or to give delegated authority to allow the Committee to decide on receipt of further information.

10.1 COMMITTEES

a) To receive current COMMITTEE Reports

(Planning & Built Environment, Market, Events & Tourism, Recreation & Community Services, Transport, Access & Environment, HR & Governance, Estates, Heritage/Town Hall & Site Maintenance, Finance Committee)

Resolution from Cllr Judy Anscombe (Transport, Access & Environment Committee)

“That Swaffham Town Council adopts the Greener & Cleaner Project as drafted, in order to improve the Green Credentials of the Town and be committed to environmental sustainability, as outlined in Section 6 of Swaffham Neighbourhood Plan”

Greener and Cleaner Project (Draft) circulated to Councillors prior to the meeting.

10.2 WORKING GROUPS, TASK GROUPS or TOPIC GROUPS

a) To receive current WORKING GROUP reports

(Twinning Liaison, Swaffham Heritage Liaison, Swaffham/Watton Liaison)

11. To receive REPORTS by REPRESENTATIVES of OUTSIDE BODIES

N.B. Reports include feedback or recommendations from Council representatives of the various organisations or issues that the Council may wish refer to or essential information that may be relevant to Town Council business.

Iceni Partnership, Iceni Partnership Buildings Management, Swaffham Heritage Ltd, Relief in Need Charity, Swaffham Town Estate, Health Forum, Swaffham Community Transport, Norfolk ALC, SCALGA, Swaffham in Bloom, Swaffham Swimming Pool, The Hamond Educational Charity and the Town Team

12. To notify the DATES of forthcoming meetings and to receive any items for a future AGENDA:

12.1	Planning and Built Environment Committee	Midday	25 th February	Council Chamber
12.2	Extraordinary Meeting	6pm	9 th March	Council Chamber
12.3	Full Council	6pm	11 th March	Council Chamber
12.4	Market, Events and Tourism Committee	6pm	16 th March	Council Chamber

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

CONFIDENTIAL BUSINESS following the exclusion of the public and press

13.1 To receive and consider any staff related issues from the HR & Governance Committee.

13.2 ******To ratify the appointment of a solicitor for the purpose of preliminary enquiries for due diligence for a potential asset swap.

13.3 To receive and consider a request by Breckland to take on a piece of land at Highfield Ave, a commuted sum is available for management.

13.4 ****** To receive and consider tenders for the Toilet Project

13.5 ****** To receive an update on the Town Pound transfer and licencing agreement.

