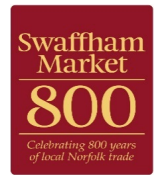




Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
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PLEASE REPLY TO: Richard Bishop, Town Clerk

E-mail: townclerk@swaffhamtowncouncil.gov.uk

NOTICE – 22nd September 2022

Councillors are hereby summoned to a meeting of Swaffham Town Council, to be held on

Wednesday 28th September 2022

at 6.30 p.m. in the Council Chamber at the Town Hall.

PLEASE NOTE - We will be Live Streaming the meeting on Facebook

(NOTE: In the case of non-members, this agenda is for information only.)

DECLARATIONS OF INTEREST

Councillors, please note that members are asked at item 2. on the agenda to declare any interests they may have in any items on the agenda. Declarations include the nature of the interest, and whether it is a personal or disclosable pecuniary interest.

Richard Bishop, Town Clerk

AGENDA

The meeting commences with prayers led by the Mayor.

6.30pm

1. To receive APOLOGIES & REASONS FOR ABSENCE

6.31pm

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

6.32pm

PUBLIC OPEN FORUM

The meeting will be adjourned for a maximum of 15 minutes to allow members of the public to address the Town Council.

6.47pm

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

N.B. Councillors have an opportunity to ask questions after each report and discuss items under the authority heading where the representative can make a positive contribution towards the debate: -

3.1 POLICE

- a) PC report from PC Button or PC Johnson on police matters for the past month.

3.2 NORFOLK COUNTY COUNCIL

- a) COUNTY COUNCILLOR report from County Councillor Ed Colman.
- d) **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).

3.3 BRECKLAND COUNCIL

- a) BRECKLAND COUNCILLOR report from Cllrs I Sherwood, E Colman or D Wickerson.
- c) ** CCTV SIGNAL BOOSTER – permission requested to locate on Town Council owned building in Town Centre.
- d) ** PARKING ORDERS – Station Street – recommendation from the Transport & Environment Committee and consideration of match funding contribution.
- e) INSPIRING COMMUNITIES - Food Hub meeting feedback – Cllrs J. Anscombe and K. Oliver.

7.07pm

4. To receive and consider REPORTS: from the Mayor, the Town Clerk,

- 4.1 MAYOR - Announcements including a report on Civic Events attended.
- 4.2 URGENT BUSINESS - late correspondence, or information at the mayor's discretion - prior notice must be given.
- 4.3 TOWN CLERK – Update and Councillor questions relating to ongoing business.

7.15pm

5. To receive and/or agree the MINUTES:

- 5.1 ** FULL COUNCIL - Wednesday 10th August 2022.

7.17pm

6. To receive and consider FINANCE:

- 6.1 ** PAYMENTS for August 2022 (*recorded as **Appendix 1***).
- 6.2 ** SAAA EXTERNAL AUDIT - Opt-out consideration.
- 6.3 ** FIRE RISK ASSESSMENT – Swaffham Museum report (liaison meeting 19th Sept 2022) – awaiting report for Town Hall and other Council buildings.
- 6.4 ** CAR SHOW & FUNDAY – final figures.

6.5 ** BARN UPDATE – progress report from the Barn Steering Group regarding brief for urgent dilapidation work and with architect drawings + costs

6.6 SWIMMING POOL – progress report of works on site and update from the Swaffham Swimming Pool Charity.

7.40pm

7. To receive and consider GENERAL CORRESPONDENCE or INFORMATION

7.1 NOTE receipt of weekly correspondence or information (a list is recorded as **Appendix 2**).

7.2 **SWAFFHAM CLIMATE ACTION GROUP – request to have a stall at the Market.

7.3 **WN DEAF ASSOCIATION – clarification of support requested.

7.4 **CHRISTMAS TREE FESTIVAL – courtesy consideration for outdoor display in Church Walk leading through to the Church – Cllr L. Beech.

7.5 **GROUP PURCHASE OF SOLAR PANELS – Swaffham climate action Group initiative recommended endorsement and publicising from Transport & Environment Committee.

7.6 ** RELIEF IN NEED CHARITY – response from the Charity Commission and consideration of resolution to give delegated authority to the Town Clerk to conclude matters with the Charity.

7.7 SHAMBLES: -

a) – ownership progress report.

b) – referral of request in relation to planning application 3Pl/2022/0416/F.

7.58pm

8.To notify the DATES of forthcoming meetings and to receive any items for a future AGENDA: NB All meetings in the Council Chamber unless stipulated.

<u>Meeting</u>	<u>Date & time</u>	<u>Staff</u>
8.1 ASSETS & OPEN SPACES Committee	Mon 26 th Sept 6.30pm	HC NF
8.2 PLANNING & BUILT ENV Committee	Tues 27 th Sept 4.00pm	RB NF
8.3 FULL COUNCIL	Wed 28 th Sept 6.30pm	RB HC
8.4 Remembrance Liaison meeting	Thurs 6 th Oct 2.00pm	RB HC
8.5 FULL COUNCIL	Wed 12 th Oct 6.30pm	RB NF
8.5 HR & GOVERNANCE Committee	Mon 17 th Oct 12noon	RB HC
8.6 FINANCE FULL COUNCIL	Mon 24 th Oct 6.30pm	RB HC
8.7 PLANNING Committee	Tues 25 th Oct 4.0pm	RB HD

8.00pm

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

CONFIDENTIAL BUSINESS following the exclusion of the public and press.

9.1 ** 2-ACRES LAND TRANSFER – legal update

9.2 ****DAYS FIELD – legal update**

9.3 ****TOWN HALL – estimate for replacement guttering.**

9.4 ****CHURCH WALL – draft agreement (amendments/clarification).**

9.5 ****SWANS NEST – final clarification re-commuted sum for phase 4/5 public open spaces and outdoor fitness area and confirmation/acceptance of design.**

*Indicates where copies have been circulated to Town Councillors previously.

**Indicates where copies have been circulated to Town Councillors recently.

Approximate closure of meeting 8.30pm