

## **Swaffham Town Council**

Minutes of the Extraordinary **Full Town Council** meeting held on **Wednesday 6<sup>th</sup> May** at **4pm** via Zoom link. <https://us02web.zoom.us/j/kBD7WehdX>

Present: Mayor Cllr J Skinner (in the Chair)

Councillors: Mrs J Anscombe, Mrs L Beech, Mr S Bell, Mrs W Bensley, Mr P Darby, Mr G Edwards, Mr B Holmes, Mrs S Matthews, Mr I Pilcher, Mr K Sandle

Town Clerk Mr R Bishop  
Deputy Town Clerk: Mr C Smith

Public: 0  
Press 1

**1. Apologies and reason for absence**

None received.

**2. Declarations of Interest – for items included on the Agenda.**

2.1 There were no declarations of interest.

There was no adjournment for public participation.

**3. Draft protocol for Virtual Meetings**

3.1 Cllrs noted the recommendations from NALC to be added to standing orders. It was recommended to draft a policy for virtual meetings to be considered at the next full council meeting.

**It was agreed to draft a virtual meeting policy to be considered at the next full council meeting.**

**4. Food Market Report**

A report on the set up and running of the food market was noted. Risk assessments and management would be reviewed weekly. Staged charging and re-establishment of the market would be considered by the Full Council.

**5. Ratification of decisions taken during the lockdown period**

5.1 Cllrs discussed the decisions taken by email consensus during lockdown, it was proposed to accept all decisions apart from CV 5, 7, 32, 33 and 34 which were commented on and considered separately.

**It was agreed to ratify decisions CV1-4,6,8-31,35-36.**

CV5 – it was commented that this decision could have been expressed more clearly.

**It was agreed to ratify CV5 taking into account that the working of the decision could have been clearer.**

CV7 – it was agreed that the rescheduling of the work to the public toilets could be brought forward.

**It was agreed to relook at the schedule for the toilet work and not reschedule for later in the year.**

Initials: \_\_\_\_\_

CV32 – date Virtual meeting on 25<sup>th</sup> May was changed to 27<sup>th</sup> May

**It was agreed to ratify CV 32 with a date change of 25<sup>th</sup> May to 27<sup>th</sup> May for the Recreation and Community Services meeting.**

CV33 – Cllrs debated the validity of the decision to restart a food market. Concerns were expressed that the wording of the decision was interpreted to mean that a further decision needed to be made and information shared before a market could be scheduled.

**It was agreed by a majority vote 7 for and 4 against to ratify the decision that a food market could be set up.**

CV34 – Cllrs commented that any sanction should be discussed and decided by Full Council not the market committee.

**It was agreed that CV 34 would be amended so that any sanction would be decided by Full Council.**

**6. Late Business at the Discretion of the Mayor**

VE Day – Cllrs discussed the virtual VE Day arrangements and noted that details and timetables were published on social media and the Town Council website. Pictures of the efforts businesses and residents had made to decorate properties would be shared. Flags would be flown..

**7. Items for 13<sup>th</sup> May**

It was confirmed that the annual meeting would not be held, the Mayor and Deputy Mayor would remain in post for this year, as previously agreed.

Items identified for the agenda included

- Revised Meeting Calendar
- Communications Policy
- Plans for new normal working
- Plans to support businesses and residents, including the re-establishment of the Town Centre. – Cllrs discussed some ideas that may be considered to help businesses.

**8. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960**

Confidential Business following the exclusion of public and press

- 8.1. HR Meeting – Cllrs noted the notes of the HR meeting would be available for the following week. A draft plan for returning to office working would also be drawn up. A communications policy had been circulated for comment.

The meeting closed at 5pm

Mayor.....

Initials: \_\_\_\_\_

## Appendix 1.

**CV001 – Closure of Toilets & Play Areas**

Recommendation - It is recommended that the Public Toilets & Play Areas should close with immediate effect, parks are to remain open for now. I have instructed staff this morning to prepare notices etc, and we would issue public notices via our website and social media as soon as Councillors confirm that they are in support of this action.

**Consensus AGREED by 12 Councillors 24.03.2020**

**Public Toilets & Play Areas closed with immediate effect, public notices erected at all sites, publicised closure on website and social media as soon as possible.**

**CV002 – Closure of Market**

Recommendation - It is recommended that the Market closes with immediate effect, until further notice. With the Prime Minister's lockdown announcement last night, there should be no gatherings of more than two people and the difficulty to impose social distancing guidelines, this makes the running of a Market extremely difficult and on health and safety grounds closure is seen as the best option. Market traders would retain their licence and not be charged any rent during this lockdown period, and details can be discussed for when the Market returns at a later date.

**Consensus AGREED by 12 Councillors 24.03.2020**

**Market closed with immediate effect until further notice on health and safety grounds. Market traders retain their licence and not charged rent during lockdown period.**

**CV003 – Outside Staff**

Recommendation - The outside staff have been instructed this morning to prepare for complete lockdown by lunchtime today. This would mean that your outside staff would not be at work every day as their work is not regarded as part of the 'essential services' referred to by the Prime Minister, but would remain on-call should any emergency occur or that we have to attend to a funeral service, as we are the burial authority.

**Consensus AGREED by 12 Councillors 24.03.2020**

**Outside staff prepared for lockdown by lunchtime on 24<sup>th</sup> March 2020. All outside staff to now remain at home until further notice, but would be on-call if any emergency occurs, or that we have to attend a funeral service, as we are the burial authority.**

**CV004 – Cancellation of Sheep Fair**

Recommendation - The closure of the Market is likely to extend into May, with the Sheep Fair planned for 23<sup>rd</sup> May, the Sheep Fair is therefore an obvious casualty for 2020. We would try our best to sow the seed for next year, as we cancel this year's event, details would be publicised on the Council's website and via social media.

**Consensus AGREED by 12 Councillors 24.03.2020**

**The Sheep Fair is cancelled for 2020, and will be arranged in May 2021, full details of cancellation and intent to arrange next year to be placed on the Council's website and publicised by social media.**

**CV005 – Cancellation of Meetings**

Recommendation - The extraordinary meeting scheduled for yesterday evening was called off yesterday afternoon, the immediate decision to make is to cancel ALL meetings until further notice. There will be subsequent decisions to make in respect of Annual Meetings and appointments, this will come later.

Initials: \_\_\_\_\_

**Consensus AGREED by 12 Councillors 24.03.2020**

**All meetings cancelled until further notice, subsequent decisions to follow in respect of Annual meetings and appointments. Full details of the Council's decision on the Council's website and publicised by social media.**

**CV006 – Sue's News (currently still open this morning)**

Recommendation It is recommended that in a response for reduced rent or rental holiday for the tenant Hayley Bright, that the Council offer a rental holiday for an initial period of three months April to June, both months inclusive. To review in June (the predicted month of the peak of the Pandemic).

**Consensus AGREED – by 10 Councillors, (with 1 Councillor disagreeing) 25.03.2020**  
**Sues News (Hayley Bright) given rental holiday for the 3 month period from 1<sup>st</sup> April to 30<sup>th</sup> June 2020. (N.B. Electricity still to be charged as normal).**

**CV007 – Refurbishment of Toilets (currently scheduled WC 1<sup>st</sup> June)**

Recommendation - It is recommended to reschedule this refurbishment to later in the year – possibly October or November. The government are currently giving mixed messages on contractors works, stating that essential works can and should continue, but non-essential or private works should cease immediately. In the examples given to date, it is suggested to you that whilst during a period that the public toilets are closed would be a convenient time to get the work completed, it is not a convenient time to monitor the work, answers questions on site if problems arise or to guarantee that social distancing guidance is adhered to. The month of June is also predicted as the peak month of the Pandemic, so as this period approaches it is likely that the restrictions imposed by government could be increased, so reluctantly it is recommended to reschedule for October or November.

**AGREED – by consensus of 10 Councillors, (with 1 Councillor disagreeing) 25.03.2020**  
**Reschedule the refurbishment of the public toilets to October or November from the previously agreed week commencing 1<sup>st</sup> June.**

**CV008 – Annual Town Assembly (scheduled for Wednesday 22<sup>nd</sup> April)**

Recommendation - With all meetings being cancelled until further notice, it is a legal requirement to hold an Annual meeting of the Parish and it should happen during the period from 1<sup>st</sup> March to 1<sup>st</sup> June each year. Clearly this cannot happen during the current pandemic period particularly when there are lockdown restrictions imposed by government, however in order to meet the spirit of the law, given the circumstances, it is recommended to re-schedule the Annual Town Assembly for a date in October, advertise this date on our website ASAP and state the reasons why.

**AGREED – by consensus of 11 Councillors**  
**Reschedule the Annual town Assembly in October date t.b.a. advertise on the Town Council website and state reasons why + social media etc.**

**CV009 – Annual Meeting of the Town Council and Annual Appointments (scheduled for 13<sup>th</sup> May)**

Recommendation - The Annual Meeting of the Town Council should take place in May every year, similarly as above, this cannot happen during the current pandemic period when there are lockdown restrictions imposed by government. It is therefore recommended to re-schedule to October later this year in order to ratify a decision to continue with the status-quo of all appointments made in May 2019 at the First Annual Meeting of this Town Council, including the role of Mayor and Deputy Mayor, Internal Auditor etc but with the exception of all Committees as these were reviewed and re-constituted in August of 2019. The next review of all Annual Appointments would be May 2021.

**AGREED – by consensus of 11 Councillors (for the status quo of annual appointments, but concern expressed over Committees)**  
**To continue with the status quo (appointments made in May 2019) until May 2021, to ratify that decision at a legally constituted meeting in October (or whenever the Council can hold one). If amendments to the Committee Structure are forthcoming by resolution, these can be taken as an amendment to the ratification.**

**CV010 – Allotment Guidance**

**Recommendation** - The Council have received a query from an allotment holder in respect of whether the Town Council are issuing guidance in respect of usage of the allotments during this difficult period. Our reading of the government guidance in this regard is that during the lockdown period each household is allowed to go out of their house once for exercise, and tending an allotment could indeed be that exercise. This can continue for the moment under the current guidelines, as the allotments may provide a good food source and providing the social distancing is adhered to, then as officers of the Council we can see no problems with this. We could put out a statement on our website in this regard and circulate on social media, if Councillors agree.

**AGREED – by consensus of 11 Councillors**

**To keep allotments open for recreation/exercise in line with government advice. To advise allotment holders via the Town Council website and via social media.**

**CV011 – Emergency Community Co-ordinator (Covid-19)**

**Recommendation** - Observing from a distance it appears that Cllr Brendan Holmes is committing himself to the community effort being co-ordinated within the Town. This is working as a Town Councillor and as a Trustee of Swaffham Relief in Need Charity. The recommendation is for the Council to appoint Brendan as an Emergency Community Co-ordinator, so that he can properly represent the Council in these times of crisis, until normality is restored. He can be the conduit back to the Council and the Trustees, but also a spokesman when called upon as the need arises. The only restriction being not to commit Council funds or resources without the consent of the Council (under their emergency consensus agreement arrangements).

**Consensus AGREED – by 13 Councillors 27.03.2020**

**Cllr Brendan Holmes appointed as emergency Community Co-ordinator, to work with Kurt Oliver and his Community Response Team at the White Hart, identified as a ‘community Group’ of volunteers operating collaboratively with community groups (including the Town Council).**

**CV012 – Use of Council Trucks for Emergency Deliveries to the Community**

**Recommendation** - The White Hart Pub (through Landlord Kurt Oliver) are hoping soon to be sanctioned as a Community Hub to be able to help deal with the vulnerable people in the Town. We are receiving a number of enquiries from family members (one this morning from Cornwall) regarding his elderly Mother who lives in the Town. No on-line deliveries can now be arranged in the area. No access to the internet or social media. In need of simple supplies, bread, milk, groceries. It is recommended that we allow the Community Hub to use our two trucks. Cllr Brendan Holmes has volunteered to be a driver, two of our outside staff have volunteered their services. Plus the Town Clerk and Deputy have volunteered when they are not working from home.

**Consensus AGREED – by 13 Councillors 27.03.2020**

**The Town Council sanction the use of their two trucks free of charge for the Community Response Group. The town Council staff will manage the practicalities of ‘keys’, ‘access’ and ‘insurance’ with Cllr Brendan Holmes and Kurt Oliver.**

**CV013 – Administrative Support to the Community Hub**

The Town Council could offer administrative support to the Community Hub, by holding funds in a cost centre, sanctioning remote payments at short notice and generally cutting out the red tape of needing to set up a new bank account.

**Consensus AGREED – by 13 Councillors 27.03.2020**

**The Town Council to provide administrative support to the new Community Response Group. A new Cost Centre will be created in our accounts to accommodate this short term income and expenditure. It will allow the Council to receive any grants or donations and quickly release any necessary expenditure on the proviso that income has been received to cover the cost.**

**CV014– Civic Twinning Weekend (18<sup>th</sup> to 21<sup>st</sup> September)**

Initials: \_\_\_\_\_

A decision on the continuation of this Civic Visit now could bring clarity to the situation moving forward. None of the six representatives (Cllr Keith Sandle & Sandra, Cllr Colin Houghton and Andrea, Cllr Paul Darby and the Town Clerk Richard Bishop) have booked flights etc at the present time, but need to do so in the next few weeks. They would be unlikely to receive refunds, should the visit be cancelled at a later date. It is therefore recommended to the Town Council that their representatives are withdrawn from this Civic Visit to Germany and to suggest strongly to the Swaffham Twinning Association that they support the rescheduling of the Civic Visit for next year in September 2021. It is not clear at present whether Hemmoor wish to continue and how far down the road Germany, France and the UK will be by September with the Coronavirus Pandemic, but it seems eminently sensible to remove the uncertainty, by postponing for one year.

**Consensus AGREED – by 13 Councillors 27.03.2020**

**The Town Council withdraw from the planned visit to Hemmoor 18<sup>th</sup> to 21<sup>st</sup> September and will encourage the Swaffham Twinning Association to support the Town Council in their efforts to persuade Hemmoor and Couhé to postpone the trip for one year to September 2021.**

**CV015 – Green Britain Centre**

The current state of play is certainly in 'limbo' due to the current Pandemic crisis. The formal position is that 31<sup>st</sup> May 2020 was the cut-off point at the last point of general correspondence with Breckland. It is recommended that the Town Clerk write to Breckland Council to defer this date indefinitely until the current crisis is over and both Breckland Council and Swaffham Town Council are back to something like normality, when both Councils can take stock and discuss matters at an informal meeting at an appropriate time.

**Consensus AGREED – by 13 Councillors 27.03.2020**

**The Council's current 'in principle' position is that they could proceed with an asset swap if the Green Britain Centre was handed to them in a 'Fit for Purpose' condition, the current exclusivity date of 31<sup>st</sup> May is clearly not achievable by Breckland Council or Swaffham Town Council in the Pandemic crisis period and it is agreed to defer this indefinitely, until normality is restored and an informal discussion can take place.**

**CV016 – to re-affirm Market Closure or Modify the decision to allow Food Traders to trade**

Options - The Council during this period where no meetings are taking place are not duty bound to adhere to the six month rule under their standing orders, and to be fair during these difficult times, things will change rapidly, and as a result government advice will change as the situation evolves, so it may not be a bad thing. It is therefore your decision, as to whether there has been sufficient change since last Tuesday when you made the decision CV002 to close the Market last week. The choices are as follows: -

- 1) Re-affirm the decision CV002 agreed by consensus of 12 Councillors to close the Saturday Market until further notice
- 2) Modify the decision CV002 to allow food traders to trade

**AGREED by 8 Councillors option 1) to re-affirm decision CV002, as previously agreed on 23.03.20 to close the Saturday Market until further notice (with 5 Councillors preferring option 2).**

**CV017 – to consider breach of Licence on Saturday 28<sup>th</sup> March 2020 by ABC Butchers and by Bunnings fish**

Options - There is a lot to consider, but dependent on what you decide at CV016, the options are as follows: -

- 1) In the event of CV016 Option 2 being agreed above – there would be no action taken and only option 1 could apply to CV017.

*All other options are if CV016 Option 1 being agreed:*

- 2) To temporarily suspend the Licence to Trade at Swaffham Market – for a period of time to be determined when normality is restored.
- 3) To exclude both Traders from Swaffham Market

Initials: \_\_\_\_\_

- 4) To avoid 1) or 2) by inviting the two traders to be part of the community effort to deliver to the vulnerable and to those in self-isolation and to make other arrangements for customer collections

**Consensus AGREED by 10 Councillors option 4) to invite the two traders to be part of the community effort to deliver to the vulnerable and those in self-isolation and make other arrangements for customer collections (3 Councillors preferred option 1). It would be made clear to the two traders concerned that failure to comply from now onwards would result in the Council taking further action.**

**CV018 – 3PL 2020 0168 EU – Certificate of Lawfulness** – for existing use for non-compliance with conditions 2&3 of 3/84/0015. Breckland Meadows Touring Park, Lynn Road, Birchs Park Homes Ltd. If you open the attached Consultation letter **PC/WR** click on the **Click here to leave comments** and then **View Documents** to see the application details.

**AGREED to have NO OBJECTIONS by 9 Councillors (with 1 objection and 1 with no comment)** – added comment of - subject to annual site inspections for distancing tenant rules by Breckland Council Housing Officers, and for health & safety i.e. electrical cabling.

**CV019 – 3PL 2020 0196 F and 3PL 2020 197 LB** – for the conversion of first floor restaurant to 1 Bedroom Flat. 91 Market Place. Mr. A. Martin. If you open both the planning application and the listed building consent application for the same property.

**AGREED to have NO OBJECTIONS by 10 Councillors (with 1 no comment)**

**CV020 – 3PL 2020 0229 F** – retrospective application for the retention of 975 kw biomass boiler; 1 flue, 2 storage silos and associated equipment. Breckland Edge Poultry Farm, Downham Market Road, Draper Ventilation Ltd. If you open the planning application for this property.

**AGREED to have NO OBJECTIONS by 10 Councillors (with 1 no comment)**

**CV021 – 3PL 2020 0261 F** – Consultation on Reserves Matters for submission proposed residential development following outline permission 3PL 2018 1437 O for 3 dwellings. Site adjacent to Tower View, Princes Street. Malcom Grief. If you open the planning application for this property. This provides details of design and access for earlier 3PL2018/1437/O.

**AGREED to OBJECT by 7 Councillors (with 2 Councillors having No Objection, 2 declared an interest Cllr Paul Darby and Cllr Ian Pilcher).** The proposal has no detail of how the Restricted Byway RB66 will be surfaced and pedestrian use protected as required in BDC local plan COM01 and Swaffham Neighbourhood Plan policy TRA2.. RB66 is an important and well used route onto Shouldham lane and neighbouring countryside and maintained to pedestrian standard, with no obligation on the County Council to maintain the way for vehicular traffic..

The plans show much detail concerning the Whitsands Road Junction but nothing with regard to the lane in front of the existing dwellings. Part of the lane leading to the site is simply hardcore with some shingle. The remainder is a thin coat of asphalt laid by the owners. Neither surface will be suitable for the construction of three dwellings and the surface of this road could not be sustained. The lane is very narrow and whilst the plans show huge detail of the Whitesands Road junction nothing is shown about the inadequate lane already serving some 10 properties. There are no plans for any passing places in a very narrow road. Cannot see where pedestrian Safety has been considered: no pathways mentioned for walkers or cyclists. This is a PROW and used frequently by walkers.

Neighbourhood Plan HBE2:5. Concern is expressed about the relationship shown on the plans relating to the height and bulk of the adjoining bungalows and the new dwellings shown on the site, this needs to be examined with more care. There are no two storey properties adjacent to this site and

Initials: \_\_\_\_\_

two storey dwellings shown are out of all proportion to existing dwellings and very detrimental to the visual amenity of the area which comprise low height bungalows.

The scale on the drawing for the 2 existing adjacent bungalows is questioned; these properties are set back from the lane with substantial front gardens. Where is the Design and Access statement to demonstrate how this development complements Swaffham's character Neighbourhood Plan HBE1:6.1.12 and HBE2: 1,2,5. This site is considered as the first phase of a larger development which will in time increase vehicle traffic along RB66 therefore it should be of sufficient width to allow pedestrian and vehicle to pass safely. It is not clear whether the Applicant has contacted the NCC PROW team.

**CV022 – 3PL 2020 0306 A** – The installation of 4 New Digital Freestanding Signs & one 15" Digital Booth Screen (internally illuminated). McDonald's Restaurant Filling Station. McDonald's Restaurant Ltd. If you open the advertising application for this property.

**AGREED to have NO OBJECTIONS by 10 Councillors (with 1 no comment).**

**CV023 – March CV Consensus Decisions – to post on the Town Council website**

Recommended to post attached list of decisions taken to date, that we post a document on the Town Council website each month and that from this point on, we will try to post the decisions within 7 days of them being taken and keep adding to the list month by month.

**Consensus - AGREED – by consensus of 12 Councillors, (1 against)**

**CV024 – Memorial seat Request at the War Memorial (see attached correspondence)**

The family of the late former Mayor Terry Wilding and his wife Monica are proposing to contribute towards a new bench at the War Memorial site. The previous request was for a bench or benches at the Buttercross, or dedicating some of the existing seating around the Buttercross which the Council turned down. This is an alternative suggestion that has come from the family via Kate Thackeray (daughter) of Terry and Monica Wilding.

Recommended - to approve seat in principle subject to funding of the seat being confirmed by the family for the seat, installation and future maintenance(5 years).

**Consensus - AGREED – by 11 Councillors, (2 abstention/deferrals)**

**CV025 – Request from Norfolk Accident Rescue**

Recommended -to consider a request from the Norfolk Accident Rescue for PPE equipment. The Town Council have not supported this Charity in the past, as they are based outside of the Town. The request is also to help them raise the profile of the need for PPE equipment.

**Consensus - AGREED – by 10.5 Councillors, (1.5 against, 1 abstained) – further request sought re-amount of contribution (agreed £200)**

**CV026 – Payments for end of March and for April 2020**

Recommended – to approve the final payments list for the end of March and the remainder of the month since our last meeting on 11<sup>th</sup> March, for April presented to the Council for approval.

**Consensus - AGREED – by 10 Councillors, (1 abstention, 1 subject to Finance Committee agreement, 1 no comment)**

**CV027 – Outside Staff – non-essential jobs**

Recommended - that Councillors, categorise the jobs into two further categories, the staff are already dealing with 'Essential Jobs' and the essential list will continue to get longer as we come out the other side of the lockdown, and the virus is brought under control. If Councillors can list all jobs that you

Initials: \_\_\_\_\_



would like the outside staff to do, after they have completed the essential jobs into **(A)** work that you believe can be completed safely and **(B)** work that is less safe, that can wait until normality is restored.

**Consensus - AGREED by 13 Councillors 24.04.20 at the discretion of the Town Clerk and Works Manager**

**CV028 – Part-Time Member of Outside Staff**

Recommended that the Council accommodate a request to take one week of paid leave and to remain on unpaid leave until the end of the lockdown period. To make any necessary adjustments to his PAYE. It will reduce the ability (manpower wise) of the outside staff team to address some of the non-essential issues discussed at CV027, but it does provide a cost saving to the Town Council during this difficult period.

**Consensus - AGREED by 7 Councillors (5 Councillors favour an alternative to the recommendation, 1 Councillor did not comment) 24.04.20**

**CV029 – 3PL 2020/0343/F** – BP filling Station A47. Removal of existing car wash building and installation of 2 Jet wash bays and installation of new car water and vacuum machines

**Consensus AGREED - NO OBJECTIONS(or support) (12 Councillors and 1 abstention) 29.04.20**

**CV030 – 3CM/2020/0002/CM** – for new doors and windows and play areas and fencing. Junior School, Brandon Road.

**Consensus AGREED – NO OBJECTIONS (12 councillors and 1 abstention) 29.04.20**

**CV031 – 3PL/2020/0374/F** – change of use from domestic garage to one bedroom dwelling. Site adjacent to 20 Cateryne Court accessed via Spinners Lane. MC Property Development Ltd.

**Consensus – NO CLEAR DECISION (5 Councillors, 3 abstentions and 5 objections) - recommend going to next Planning Committee meeting at the end of May for further consideration, in line with Chairman's comments. 29.04.20**

**CV032 – Proposal from Cllr Judy Anscombe – To request that the forthcoming scheduled meetings are to be held online, dates taken from the draft calendar 2020-21:-**

- Virtual Full council meeting – May 13<sup>th</sup> 2020
- Virtual Market, Events meeting – May 18<sup>th</sup> 2020
- Virtual Recreation & Community Services – May 25<sup>th</sup> 2020
- Virtual Planning – May 26<sup>th</sup> 2020

Recommendation from the Town Clerk to support the above mentioned proposal, but adding in the following meetings: -

- Virtual HR Committee meeting – May 4<sup>th</sup>
- Virtual Extraordinary Full Council meeting May 6<sup>th</sup> 2020

Recommended - In summary Cllr Judy Anscombe's proposal of Virtual Meetings plus the Town Clerk's two additional meetings next week are Recommended for your approval, if these are to proceed, perhaps Councillors could consider if these meetings could be programmed for afternoons instead of evenings, so a convenient time would be good if we a consensus can be agreed.

**Consensus AGREED by 13 Councillors 29.04.20 to hold Virtual Meetings and revert to a full meeting programme including Committees (at specified dates and times).**

**CV033 – To re-consider the Council's previous decisions to Close Swaffham Market and consider the opening of a 'Food Market' with safe practices for social-distancing observed/enforced.**

Initials: \_\_\_\_\_

This matter has been considered twice previously, with 12 Councillors voting for a total closure on the first occasion and a split vote of 8 in favour to 5 against to keep the Market closed.

Recommended - for the Council to reconsider the case made for restoring a 'food stall only Market' in Swaffham, as part of the on-going review process.

**CV033 – AGREED by 11 Councillors (1 for and against and 1 requesting new rules and regulations) to open a Food Market**

**CV034 – Breach of Market Rules & Regulations by a Market Trader**

There are no recommendations for Councillors to consider, only a list of possible sanctions that the Council might take. 1. Suspension of Market Licence for a period of time. 2. Permanent loss of Market Licence. 3. Loss of discount from the Market Pitch. 4. Removal of current temporary period of non-payment of Market Fees. 5. Removal of Licence (lose his regular pitch) and reinstate as a Casual Stall. 6. Impose a fine. 7. Impose a punishment sanction, but suspend for a period to ensure compliance over say 2 years. There may be others that Councillors might like to suggest. OR if you disagree with any of the sanctions, then there is no further action to take.

**Consensus – AGREED by 7 Councillors for a sanction, 5 Councillors against a sanction, 1 abstention, (no clear consensus for what sanction to be taken) - recommended that the matter is referred to the Market Committee to resolve and for them to take the appropriate action against the trader concerned.**

**CV035 – Town Centre Floral Displays**

Recommended to consider non-essential jobs for outside staff. The question to Councillors is whether they believe it is appropriate for the Town Council to have Town Centre Floral Display at this moment in time? If they agree that it is, then we can place the order with Diddlington Nurseries, which is where we normally source our plants for the Town Centre.

**Consensus AGREED by 11 Councillors, 1 abstention and 1 against 29.04.20**

**CV036 – Town Centre Flags**

Recommended to consider the question of do the Town Council believe it would be appropriate at this moment in time to put flags up in the Town Centre? If they agree that it is, then we can place an order immediately for some replacement flags, we do have a small number that can be re-used from last year.

**Consensus – AGREED by 11 Councillors, 1 abstention and 1 against to have Town Centre Flags, recommend to refer to full Council to consider current policy of flags being put up from 1<sup>st</sup> May to 30<sup>th</sup> September each year. 29.04.20**