

## **Swaffham Town Council**

Minutes of the **Full Town Council** meeting held on **Wednesday 11<sup>th</sup> September 2019** at **6.30pm** in the Council Chamber, Town Hall Swaffham.

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 C Houghton, Mrs S Matthews, Mr I Pilcher, Mr K Sandle

Town Clerk: Mr R Bishop  
Minute Taker: Mrs H Duggan

Breckland District & Norfolk County Councillor Mr E Colman (until 7.20pm)

Public: 7

Prayers were led by Cllr Skinner

1. **Apologies and reason for absence**

Cllr B Holmes – work commitments  
Cllr Sherwood – holiday  
Cllr D Wickerson – holiday

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

There were no declarations of Interest noted.

The meeting was adjourned at 6.31 p.m. for public participation.

See Appendix 2

The meeting was resumed at 6.36p.m.

3. **Mayor's Report**

3.1 **Civic Events** - The Mayor reported that she had attended the following Civic events since the last meeting:

- August Classic Car event
- Swaffham Heritage – Conflicts & Consequences presentation
- Methodist Church
- Watton TC Civic Reception

The Mayor also apologised for not wearing the Mayor's Chain of Office at the meeting.

3.2 **Mayors Announcements** -

**Churches Together** – Councillors had received an invitation (circulated by e-mail) to the annual Carol Concert on Thursday 12th December at 7pm at the Parish Church. Councillors were asked to let the office know if they wished to attend.

**Breckland Retail Forum meeting** – Cllrs were made aware of the meeting organised for 26th September at the Town Hall. The forum is for business owners in the town, and not for Town Councillors unless specifically skilled and/or linked to retail businesses. Cllrs Anscombe and Sandle would be attending in this regard.

The Regeneration Team's involvement in these forums is to initially kickstart the relationships amongst town centre businesses with the intention that business owners would then collectively

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drive the agenda and discussions forward themselves. The relevant information and outcomes would be relayed back to local members of district and town councils in due course.

Cllr Colman promised to chase up the invites to the towns retail business to help increase attendance.

Cllr Edwards noted the invitation did not include businesses on the Turbine Way Industrial Way and there were businesses the Council were not engaging with. Cllr Darby noted that in years gone by the Council had visited these businesses and this was possibly something the current Council could adopt again.

### 3.3 Urgent reports, correspondence or information at the Mayor's discretion

There were two items the Council were asked to consider.

1 – Buttercross – this was added to Agenda item 13, to be discussed below the Line as it related to contractual issues for works at the Buttercross.

2 – Memorial Request, Section I, Row C, number 3 – the memorial measurements requested were within the limit outlined in the current Cemetery Rules and Regulations. The Council were asked to consider

- the design, which is a little more ornate that is usually allowed (a copy of the proposed design was circulated at the meeting);
- at present there are only solid kerb stones in place in the Cemetery, would the Council agree to having ornate kerb stones?
- the family were also looking to purchase 8 surrounding plots.

After discussion it was proposed to approve the new design with kerb stone and to amend the Cemetery Rules & Regulations to adopt this new ruling.

**It was unanimously agreed to approve the new design with kerb stone and to amend the Cemetery Rules & Regulations to adopt this new ruling.**

### 4. Reports: local charity, police, principal authority etc

4.1 Police report – not present and no report provided in advance. Cllr Matthews highlighted the next SNAP meeting was on Tuesday 15<sup>th</sup> October 2019.

4.2 County Councillor – Cllr Colman provided a brief update on the following topics:

#### Recycling Centres

All 20 recycling centres were now fitted with defibrillator machines.

#### Hunstanton Railway

A new feasibility study had been approved to look at the potential of the Hunstanton railway line.

#### EDP news report

Cllr Colman wished to distance himself from the comments highlighted in the news report. NCC were working to ensure this does not happen again.

#### AQMA

Ian Parkes was awaiting a copy of the implementation plan before proceeding further.

**It was agreed Cllr Anscombe would send a copy of the draft Transport, Access & Environment Committee Short, Medium and Long Term strategy report to Cllr Colman for information.**

### 4.3 Breckland District Councillors

Cllr Colman provided a brief update on the following topics:

#### VE/VJ Day events

The Leader of Breckland was open to discussions to support these events in 2020. Councils and local community groups would be invited to apply for grants to assist with delivering the events.

**I was agreed for Cllr Pilcher to send a copy of his event ideas to Cllr Colman and the wider Council for information.**

### Car Parking Trial

The issues with the car park signs had now been resolved. It was noted that the Town Clerk had given up some of his holiday during that week to deal with the complaints and had worked with Cllr Colman and the office to resolve matters.

Feedback on the trial itself was very positive from visitors and businesses. The only concern was the time limit of 2 hrs which some would like to see increased to 3hrs. It was noted this was a six month trial and it was hoped the positive feedback would continue.

### Blood Donation van

Despite comments to the contrary the Blood Donor unit could park on the Market Place all day and would not be restricted to the two hour parking limit.

### Pedlar Car Park

The new Electric Car charging points were now available to use.

### Planning

Cllr Sandle raised serious concern regarding the recent planning application that had been approved and then cancelled at the eleventh hour due to a covenant on the building being found that had not been known to either the business owner or Planning Department at the time of the application.

Cllr Sandle expressed his disbelief at the errors that had the potential to close a business in the town and put off a new business start-up.

Cllr Colman explained he had had several meetings with both business owners and was working closely with Breckland and County trying to resolve the matter.

Suggested resolutions included: finding alternative premises, building new premises (ready in 18 months) and potential private rentals to allow the main business owner to continue with his business.

Cllr Colman acknowledged there was a distinct lack of transparency by the landlord which had been compounded by the errors by Breckland Council.

Cllr Colman was committed to continuing his efforts for a positive outcome.

It was suggested the Council write to the Portfolio Manager to ask if the Covenant could be suspended to allow the business time to find new premises.

## **5. Minutes**

- 5.1. The minutes of the Full Council meeting held on 7<sup>th</sup> August 2019 were agreed and signed as an accurate record.
- 5.2. The minutes of the Extraordinary Full Council meeting held on 14<sup>th</sup> August 2019 were agreed and signed as an accurate record.

## **6. Report from the Town Hall by the Town Clerk**

- 6.1 To receive a brief report from the Town Clerk including: -

Swimming Pool Land – there had been further correspondence with the Farmer Tenant of the adjoining site, his Landlord Martin Cavalier of De Merke Estates and a brief meeting with the Farmer Will Fake earlier this week. The Town Clerk established that the Farmer did not want to rent this land moving forward, but he agreed that there should be some payment due for his use to date. He was just checking his agreement with De Merke, as he had first claimed that he was paying rent to De Merke, so why would he then pay the Town Council?

Martin Cavalier confirmed, with a copy of the plan in his lease rental agreement, that the Council land is not being charged to the Farmer. The problems moving forward, are that there is no demarcation of the Council boundary and the Council would need to agree a suitable fee for back rent, and there is no access to the land until De Merke develop their land as an employment area. The Town Clerk would continue with this matter and draw it to a close for either the Estates Committee or the Finance Committee to fully examine next month when they meet.

Councillors Surgery at the Market – the Town Clerk circulated an analysis sheet of the issues raised and where possible the actions taken. More importantly were the areas shaded which highlighted the missing information from Councillors, required to complete the action.

In many cases, handing out a contact sheet for either Breckland Council or Norfolk County Council was the final action to be taken.

Examples for where there was not enough information included a request for a response, but there had been no contact details given.

Cllr Colman volunteered to provide some of his business cards that could be handed out when issues with Breckland or Norfolk County Council arose.

**It was unanimously agreed the Town Clerk, Deputy Clerk and Office Administrator would meet to review the process.**

**It was agreed an updated analysis would be circulated to the Councillors each month by email.**

6.2. Councillors' questions relating to ongoing business.

There were no Councillors questions.

7. Finance

7.1. Accounts for payment for September 2019 (recorded as Appendix 1).

An interim list of accounts was circulated with the agenda pack, an updated list was circulated at the meeting, tabled for approval.

Cllr Anscombe noted the advance payment to Tutorcare for training planned on 7th November 2019.

**It was unanimously agreed to accept the accounts for payment for September 2019, recorded as Appendix 1.**

7.2. Request from Mrs S Dent, Project Support Officer to increase match funding contribution for the Oakland Play Area project from £3,284 to £4,436.

It was recommended to use £1,252 of reserve balances earmarked for play areas to meet this shortfall. The Finance Committee would need to consider that the reserve balances would be lower than budgeted for in 2019-20.

**It was unanimously agreed to approve the use of £1,252 of reserve balances earmarked for play areas to meet the shortfall in the Oakland Play Area Project.**

7.3. Estimates for the putting up and taking down of Christmas Lights.

Two estimates were received, the cost of a Cherry Picker from one contractor was required before a true comparison could be made.

Contractor 1 -	£1,987.10	- installation
	£1,850.00	- removal
	£1,162.80	- cherry picker
	<u>£4,999.80</u>	

Contractor 2 -	£1,400.00	- installation
	£ 700.00	- removal
	£	- cherry picker – awaiting quote
	<u>£2,100.00</u>	

To avoid delay it was proposed that the office await the cherry picker quote and ask the Finance Committee to approve the lower of the two quotes.

**It was unanimously agreed that the Town Clerk would wait for the cherry picker quote and ask the Finance Committee to approve the lower of the two quotes.**

It was acknowledged that £1,000 worth of Christmas Lights had been won from Blachere Illuminations Ltd – Revive and Thrive,

A short film was put together by Mrs Sue Dent, Project Support Officer and Cllrs Scott and Cllr Sandle – which was short-listed in the top ten entries. An awards ceremony was held in Birmingham and Cllr Sandle was presented with the voucher.

Cllr Sandle requested an official thank you go out to Wayne Griffiths for all his hard work in getting the job done.

The Council thanked all involved and praised the effort and final video.

7.4. Public Toilet Project (final Section 106 project for Tesco/Millngate)

Information had been circulated from the previous Toilet Working Group going back to the Autumn of 2018. The Council now needed to urgently finalise details to enable estimates to be obtained to finalise the final Section 106 claim.

An agreement in principle was requested and a new Working Group needed to work with the Town Clerk to enable a decision to be taken at the November or December Council meetings. The item was urgent, as the deadline for the Section 106 projects is 31<sup>st</sup> December 2019 and it had been agreed with Millngate Ltd that the final claim could be made, if there was general agreement on the schedule of works to take place after the deadline.

**It was unanimously agreed to establish a Public Toilets Working Group to work alongside the Town Clerk to agree a schedule of works to be considered at the November or December Full Council meetings.**

**It was unanimously agreed the Working Group would involve Cllrs Edwards, Skinner, Anscombe and Bell.**

7.5. Estimates for tree maintenance following on from the 2019 tree survey.

The 15-month tree cycle survey had been completed by qualified tree surgeon, Mr AT Coombes and it was noted that any work that could not be completed by the Ground Maintenance Team would go out to tender.

Two estimates had been received for £1,557.75 and £1,420.00 respectively and it was recommended to accept the lower estimate from Mr. P. Akers, who was the successful contractor on the last occasion.

**It was unanimously agreed to award the tree maintenance contract to Mr P Akers who was the successful contractor on the last occasion whose quote came in at £1,420.**

7.6. Quotes for the upgrade of the Town Hall telephone system.

A report was given to the Council at the August meeting, regarding the current telephones and telephone system that have been in use for 14 years at the Town Hall, installed when the Town Hall extension was opened in February 2015.

There were problems with some of the phones and the system was not as efficient as it used to be. The new system recommended was in preparation for the forthcoming industry changes coming in 2020. The idea was to get the new system in place before the current system stopped working altogether.

Each of the three contractors had now visited the site and it was recommended that the Council accept the set-up costs of £708.77 and monthly charge of £151.05 per month from Immervox. The set-up costs would soon be recouped after the first year of operation.

**It was unanimously agreed to award the contract for the new telephone system to Immervox, the existing supplier, with a quote of £708.77 set-up costs and monthly charge of £151.05 per month.**

It was acknowledged there was a separate issue with the Museum Wi-Fi that still required resolving.

8. Correspondence or Information

## 8.1 General

- a) New initiative by Norfolk ALC for Community, Well-being, Environment and Parish & Town Councils – to identify Councillor interests in Housing, Loneliness and Community Care, Electricity, Trees, Hedges and Open Spaces.  
Councillors were asked to show their interest in being on a database to receive information from Norfolk ALC on these subjects.

**Cllr Matthews agreed to be involved in Well-Being and agreed to ask Cllr Scott if he would like to do the same for the Environment.**

- b) Request from Cllr Pilcher to discuss Litter Bins and collections/responsibilities.  
It was noted that Breckland Council regarded the number of litter bins in the Town Centre as adequate. The capital cost of any litter bins would be at the expense of the Town Council, location of any new bins was dependent on land ownership, as consent from the Landowner would be required. Consent would be required from Breckland Council in respect of emptying the bins, as Breckland now reserved the right to charge for emptying any additional bins moving forward.  
Cllr Pilcher provide a brief overview of where the request originated.  
Cllr Anscombe explained that the former Town Team had worked on a Greener & Cleaner Swaffham project and had established good relationships with Breckland regarding recycling, bins etc.  
Cllr Anscombe clarified that this project was now part of the new Transport, Access & Environment Committee and would be progressed as part of the Committee strategy.
- c) Notification from Anglian Water Services Ltd – Castle Acre Scheme – impacting on South Acre Road and junction of A1065 from 16<sup>th</sup> to 27<sup>th</sup> September, road closure and diversions.  
This was for information only, as the scheme would be coming to an end shortly.
- d) Ducks in the Town Centre – Cllr Lindsay Beech/also from Councillor Surgery.  
It was recommended this topic was referred to the Recreation & Community Services Committee for any further action, as estimates would need to be obtained.  
The Council put forward Northfield Road and the Town Centre Pit Lane Car Park areas in need of attention.

**It was unanimously agreed to refer the topic of Ducks in the Town Centre to the Recreation & Community Services Committee for any further action, as estimates would need to be obtained.**

- e) Dog bin and litter bin in Sandringham Way and on the new Abel Homes housing estate.  
The request for dog and litter bins respectively had just been received, and it was recommended to refer to the new Recreation & Community Services Committee to deal with at their meeting on 23<sup>rd</sup> September.

**It was unanimously agreed to refer the dog bin & litter bin request in Sandringham Way and Abel Homes housing estate to the new Recreation & Community Services Committee to deal with at their meeting on 23<sup>rd</sup> September.**

- f) Request for two memorial seats for Terry and Monica Wilding, from Mrs Kate Thackeray (nee Wilding).  
This request for memorial seats had just been received, and it was recommended to refer to the new Recreation & Community Services Committee to deal with at their meeting on 23<sup>rd</sup> September.

**It was unanimously agreed to refer the Request for two memorial seats for Terry and Monica Wilding, from Mrs Kate Thackeray (nee Wilding) to the new Recreation & Community Services Committee to deal with at their meeting on 23<sup>rd</sup> September.**

8.2 Breckland Councila) S.106 with Millngate/Tesco.

The Town Clerk advised this matter was on-going, and the situation had been set out by the Town Clerk in the recent correspondence. There was a conference call made between the Town Council, Breckland Council and Millngate Ltd. The latter were going to meet with Tesco two to three weeks after this call was made: to date the meeting with Tesco had not taken place.

**It was unanimously agreed that the support of the three Breckland Councillors would be needed to assist with progressing this further.**

b) Car Parking issues.

Copy email correspondence was circulated with the Agenda. Additional more detailed correspondence was held in the Council yellow correspondence file regarding the signage that had to be removed as it was located in the centre of two Market stalls. The matter was dealt with swiftly by Breckland Council and the point was made that the situation could have been avoided had there been prior consultation.

8.3 Norfolk County Councila) Highways England work on A47 towards East Tuddenham from Wednesday 11<sup>th</sup> September (4 nights works due to road closures between 8pm and 6am on weekdays closure of A47 between North Tuddenham and Honingham 11<sup>th</sup> to 16<sup>th</sup> September).

The information in this regard applied to the A47 towards East Tuddenham from the evening of the meeting 11<sup>th</sup> to 16<sup>th</sup> September and was noted by the Councillors.

b) 20mph speed limit order 2019 for Buttercup Drive, Otter Road, Meadowsweet Road and Willow Herb Drive.

The Council had previous notification of this scheme, however the detailed plans circulated set out the areas in question. The Council previously had no objection in principle, it was recommended to have no objections to the full details.

**It was unanimously agreed to accept the 20mph speed limit scheme for Buttercup Drive, Otter Road, Meadowsweet Road and Willow Herb Drive.**

9. Correspondence & Information received

The monthly list of correspondence was noted.

10. Committee & Working Group Reports10.1. CommitteesMarket, Events and Tourism Committee

The Committee recommended a review of the pricing structure for the hire of the new Market Stalls. The Councillors discussed the pricing and it was proposed to reduce the cost of the new market gazebos from £15 to £7.50 to help sell more gazebos.

**It was unanimously agreed to reduce the price of the new market gazebos from £15 to £7.50 with immediate effect.**

Transport, Access and Environment Committee

It was noted the Aims, Objectives and Partners: 2019 – 2024 draft strategy, with Short/Medium and Long term timelines would be circulated to all Councillors by the end of the week.

It was also noted there would be a request coming to the Council at the next meeting for match funding towards a proposed pedestrian refuge in Norwich Road.



## 10.2 Working Groups

### Twinning

Cllr Edwards noted there had been one meeting recently to talk about planned fundraising events and ways to invigorate the group.

8.20pm - Standing Orders were suspended.

### Swaffham Heritage

Dr S Gattuso provided an update on the new Swaffham Heritage exhibition - Conflicts & Consequences

8.25pm - Standing Orders were resumed.

### Swaffham/Watton Focus Group

The Mayor confirmed this was moving to a bi-annual/annual meeting.

## 11. Reports by Representatives of Outside Bodies

### Swaffham Swimming Pool (SSP)

The Mayor advised the SSP were looking at working with the Sacred Heart Convent School to put a 'bubble' over the current outside swimming pool. Further information would be forthcoming.

## 12. Date of forthcoming meeting

Recreation & Community Services Committee	Mon	23rd Sept	6.30pm	Council Chamber
Planning & Built Environment Committee	Tues	24th Sept	4.00pm	Council Chamber
HR & Governance Committee	Mon	7th Oct	12noon	Council Chamber
Transport, Access & Environment Committee	Tues	8th Oct	4.00pm	Council Chamber
Full Council	Wed	9th Oct	6.30pm	Council Chamber

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

### CONFIDENTIAL BUSINESS following the exclusion of the public and press

### 13.1. Staff related issues from the HR & Governance Committee.

The Town Clerk was pleased to advise the newest member of the team had just passed his driving test.

The HR & Governance minutes of the last meeting in August were now on the Council website.

The next HR & Governance Committee meeting as planned for Monday 7<sup>th</sup> October at 12noon.

### 13.2. To receive and consider responses following on from the complaint dealt with at the last meeting.

Cllr Darby had raised a complaint which was supported by the Council at the last meeting.

The correspondence had been circulated and the Town Clerk had since discussed the matter with Cllr Darby who was now satisfied with the apology received.

The individual concerned had agreed to abide by the Nolan Principles, which are the basis of the ethical standards expected of public office holders.

The matter was therefore drawn to a close.

### 13.3. LATE ITEM – Buttercross

The Town Clerk advised a meeting had taken place earlier in the day with Cllr Edwards, Works Manager and the project architect, Mr J Stacey.

The Council were asked to consider whether the additional work required would be carried out and if so, by whom?

The options available were:

- Instruct Jeremy Stacey or end the contract at this point.



- Complete the work in-house – it was recognised the Works Manager, Graham West was skilled to complete the additional work, from May 2020 next year. Costs would therefore be limited to materials required.

The Council proposed that the additional work be completed and undertaken in-house by the Works Manager, Mr Graham West from May 2020.

**It was unanimously agreed that the additional works to the Buttercross would be undertaken by the Works Manager, Mr Graham West from May 2020.**

It was noted the invoice from Mr J Stacey, deferred from last month, needed to be paid. It had been clarified that the contract was for a low-key repair and consolidation of the Buttercross. The contractor was required to work from an itemised Bills of Quantity; it was not a design and build contract nor a plan and specification contract.

**It was unanimously agreed to pay the invoice from Mr J Stacey deferred from last month, without further delay.**

13.4. LATE ITEM - Town Hall pest management

It was noted that revised estimates had been received from the Council's Pest Control contractor Edwards Bird Control for the pigeon problem currently experienced at the Town Hall. Copies of the two estimates were circulated at the meeting.

The key issue was to stop pigeons building nests and fouling the area which is a Health & Safety hazard and detrimental to the buildings.

The two options for the Council to consider were:

- 1) Netting – covering the courtyard and side storage area from gutter to gutter
- 2) Spikes – on all ledges, window sills, guttering etc.

The Deputy Mayor highlighted the recommendation from the Council's Pest Control contractor to go with the netting option as this would give 100% protection from birds fouling and nesting in this area.

**It was agreed, 7 votes for, 3 against to approve the recommendation from the Council's Pest Control contractor to netting the courtyard and side alley to provide 100% protection from birds fouling and nesting in these areas.**

The meeting closed at 10.20 pm

Mayor.....

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## Appendix 1

Swaffham Town Council - Accounts for September 2019						7.1
No	Payment	Name	Details	Price	VAT	Total
<b>Paid - 1st -11th September 2019 Town Council meeting</b>						
277	BACS	Quinn Construction	Buttercross - repairs & improvements	£ 22,339.19	£ 4,467.84	£ 26,807.03
278	Card	Amazon	Town Hall - picture velcro hooks	£ 5.70	£ 1.14	£ 6.84
279	Card	Amazon	Rec Ground Toilets - bins	£ 19.98	£ 3.99	£ 23.97
280	Card	Sun Leisure	Market Gazebo - weights	£ 63.21	£ 12.64	£ 75.85
281	Card	TutorCare Ltd	Team First Aid Training - 7th Nov 19	£ 474.00	£ -	£ 474.00
282	Card	Trophy Store	Aug Car event - prize paperweights	£ 11.23	£ 2.25	£ 13.48
283	Card	RS Components Ltd	Rec Ground Toilets - door closers x 3	£ 65.88	£ 13.18	£ 79.06
284	Card	UK Safety Store	Rec Ground Toilets - toilet door signs	£ 14.43	£ 2.89	£ 17.32
285	Card	Lloyds Bank	Corporate Card Fee - Sept 19	£ 3.00	£ -	£ 3.00
286	d/d	Hitachi	Truck Lease - Aug 19	£ 336.88	£ 67.37	£ 404.25
287	d/d	Npower	Town Hall - Gas - Aug 19	£ 254.00	£ -	£ 254.00
288	d/d	SSE Southern Electric	Public Toilets - electricity - Aug 19	£ 139.39	£ 6.96	£ 146.35
289	d/d	SSE Southern Electric	Cemetery Chapel - electricity - Aug 19	£ 19.16	£ 0.95	£ 20.11
290	d/d	SSE SWALEC	Buttercross - electricity - Aug 19	£ 68.06	£ 3.40	£ 71.46
291	d/d	SSE SWALEC	Rec Ground Toilets - electricity - Aug 19	£ 11.66	£ 2.33	£ 13.99
292	d/d	Siemens	Photocopier Lease - Jun - Sept 19	£ 1,077.17	£ 215.43	£ 1,292.60
293	d/d	Unity Trust Bank	Manual Handling fee - Apr - Jun 19	£ 35.20	£ -	£ 35.20
294	d/d	Vodafone	Mobile Phone bills - July 19	£ 41.00	£ 8.20	£ 49.20
295	d/d	WorldPay	Monthly payment charges - Aug 19	£ 3.79	£ 0.02	£ 3.81
<b>Sub Total</b>				<b>£ 24,982.93</b>	<b>£ 4,808.59</b>	<b>£ 29,791.52</b>
<b>To be authorised and paid - post 11th September 2019 Town Council meeting</b>						
296	BACS	Net Salaries	Town Council	£ 15,185.86	£ -	£ 15,185.86
297	BACS	Inland Revenue	Tax & National Insurance	£ 5,125.00	£ -	£ 5,125.00
298	BACS	Norfolk Pension Service	Superannuation	£ 5,754.22	£ -	£ 5,754.22
299	d/d	Breckland Council	Town Hall - Rates	£ 1,031.00	£ -	£ 1,937.00
			Market - Rates	£ 344.00	£ -	
			Cemetery - Rates	£ 187.00	£ -	
			Public Toilet - Rates	£ 375.00	£ -	
300	d/d	Immervox (Aug 2019)	Town Council - Fax & Broadband 720469	£ 48.42	£ 9.69	£ 214.96
			Museum - Telephone 721230	£ 23.38	£ 4.68	
			Town Council - Telephone 722922	£ 47.87	£ 9.58	
			Town Council - Alarm 724968	£ 13.00	£ 2.60	
			Town Wi-Fi	£ 46.45	£ 9.29	
301	300272		Petty Cash	£ 87.35	£ -	£ 87.35
302	300271	Ben Burgess	Outside equipment supplies	£ 248.62	£ 49.72	£ 298.34
303	BACS	Alex Beckhelling	Aug Car Event - pa system & support	£ 50.00	£ -	£ 50.00
304	BACS	Anglian Chemicals	Public Toilets - general supplies	£ 39.23	£ 7.85	£ 47.08
305	BACS	APG Systems	Town Hall Intruder Alarm - annual service	£ 537.50	£ 107.50	£ 645.00
306	BACS	Cooleraid	Town Hall - drinking water	£ 7.90	£ 1.58	£ 9.48
307	BACS	Express Lifts Alliance	Annual maintenance contract - 2019/20	£ 232.61	£ 46.52	£ 279.13
308	BACS	Gazebo Hire Deposit refund	Royal British Legion	£ 25.00	£ -	£ 25.00
309	BACS	GC Baxter & Assocs.	Buttercross - final balance	£ 401.33	£ 80.27	£ 481.60
310	BACS	John Camish	Aug Car Event - event programmes	£ 250.00	£ -	£ 250.00
311	BACS	K Lock Maintenance	Allotments - welding gate	£ 30.00	£ 6.00	£ 36.00
312	BACS	Plandescil	Town Hall - bulging flint wall survey	£ 739.50	£ 147.90	£ 887.40
313	BACS	RK Resprays	Van Repairs - AJ63 LXN	£ 764.30	£ 152.86	£ 917.16
314	BACS	SBS Building Supplies	Campingland Fence - repairs	£ 58.35	£ 11.65	£ 70.00
315	BACS	Swaffham Heritage	TIC Service Level - 3rd payment	£ 1,000.00	£ -	£ 1,000.00
316	BACS	Travis Perkins	Rec Ground Toilets - general supplies	£ 22.08	£ 4.42	£ 26.50
317	BACS	Veolia	Waste collection - Aug 19	£ 165.63	£ 33.13	£ 198.76
318	BACS	Worzels Roofing	Town Hall - chimney repairs	£ 50.00	£ -	£ 50.00
<b>Sub Total</b>				<b>£ 57,873.53</b>	<b>£ 5,493.83</b>	<b>£ 63,367.36</b>

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Late Bills - received after agenda issued						
319	BACS	BBT Group	Photocopier - usage - Jun - Sep 19	£ 40.30	£ 8.06	£ 48.36
320	BACS	CGM Group	Grass Cutting - 26/7, 5/8	£ 76.00	£ 15.20	£ 91.20
321	BACS	Narford Scaffolding	Town Hall - Aug hire	£ 100.00	£ 20.00	£ 120.00
322	BACS	Swaffham Service Station	Monthly Fuel - Aug 19	£ 199.66	£ 39.93	£ 239.59
323	300274	F W Myhills	Watering cans	£ 23.96	£ 2.39	£ 26.35
TOTAL				£ 58,313.45	£ 5,579.41	£ 63,892.86

## Bank Transfers

324	Transfer	Unity Trust Bank	From deposit to current - cover pymts			£ 45,000.00
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## Summary of Income - August 2019 (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)

09-Aug-19	Cash Analysis	Cash & Cheques taken over the counter			£ 522.22
16-Jun-00	Cash Analysis	Cash & Cheques taken over the counter			£ 13,460.42
20-Aug-19	Cash Analysis	Cash & Cheques taken over the counter			£ 574.60
30-Aug-19	Cash Analysis	Cash & Cheques taken over the counter			£ 489.30
Total BACS		Total Additional Income received by BACS			£ 25,037.41
TOTAL					£ 40,083.95

## Items of expenditure to be reclaimed

Watton TC	Monthly reclaim	£ 1,186.35	£ 2.00	£ 1,188.35
Museum	Museum Telephone 721230	£ 23.38	£ 4.68	£ 28.06
Sues News	Electricity - Aug 19	£ 74.71	£ 14.94	£ 89.65
TOTAL				£ 1,209.73 £ 6.68 £ 1,216.41

## **Public Participation**

### **Car Parking**

Thank you was given to Cllr E Colman for his work in getting in the 2 hr car parking trial started. Lots of positive reports were coming through.

An issue was raised with the Pit Lane car park. The previous week 2 disabled users tried to obtain tickets however the machine was not working and advised users to use the main car park machines.

Given their disabilities both drivers chose to drive to the main car park.

Cllr Colman promised to email the officer responsible asap.

### **Xmas Lights**

A concern was raised regarding the storage of the now Christmas Lights as in previous years they had been lost.

The Town Clerk confirmed the new Christmas Lights were stored safely at the Town Hall.

### **Tutankhamun's**

An issue was raised regarding use of emotive language and inference at the last Council meeting and the opportunity as taken to explain the concerns raised:

Hijacking Santa – it was explained that there had never been any hijacking of Father Christmas, as he had been booked in early January 2019, long before the Council had decided on the 2019 December event.

Health & Safety issues hosting Santa's Grotto – having hosted Santa's Grotto in 2 smaller venues in 2016 and 2017 the choice of Tutankhamun's would not have presented a Health & Safety issue given it is some 2 sizes larger.

Alcohol Licence – Breckland had admitted to a serious error in providing the alcohol licence and a letter of apology was forthcoming.