

Swaffham Town Council

Minutes of the **Full Town Council** meeting held on **Wednesday 11th December 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 P Darby, Mr G Edwards, Mr B Holmes, Mr C Houghton, Mr Pilcher, Mr K Sandle, Mr L Scott.
Town Clerk:	Mr R Bishop
Deputy Town Clerk:	Mrs C Smith
Breckland Cllr:	Mr D Wickerson
Police:	2
Public:	5

1. Apologies and reason for absence

- 1.1 Mr S Bell– family commitments
- 1.2 Mrs W Bensley – work commitments
- 1.3 Mrs S Matthews – personal commitment
- 1.4 Cllr I Sherwood – work commitment

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

- 2.1 There were no declarations of interest.

The meeting was adjourned to allow public participation 6.32pm
See *appendix 2*

The meeting was resumed at 6.45pm

3. Mayor's Report

- 3.1 Civic Events:- The Mayor reported that she had visited the air cadets and Nicholas Hammond School. The festive visits to the local homes would be before Christmas with a visit to the Hospital on Christmas Day
- 3.2 To receive any Mayor's Announcements:-
The Town Hall offices would be closed from 20th December to 2nd January.

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

- 4.1 Police report –
PC Higgins reported that crime figures were down this month. The offender responsible for the recent spate of vehicle related crimes had been arrested. The owner of the horses that had caused problems had been issued with a community protection notice so if there were any further incidents of the horses getting out and causing a problem the owner could be fined or taken to court. Concern was expressed that there was still antisocial behaviour on the Rec. PC Higgins confirmed that she would patrol there on her next late shift. The police officers were thanked for attending.
- 4.2 Breckland District Councillor -
Cllr Wickerson reported on the new waste services contract as the current contract with Serco expires in April 2021. The winning bidder had not been identified but the new contract would run for 15 years and provide a saving on current costs. Residents would not notice any large

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difference to the services. Food waste would not be collected, as it was felt to be uneconomic in a rural area, however a programme of education and other measures to help people not create too much waste, dispose of, or compost food waste would be put in place. A Trade waste facility would also be offered. It was confirmed that new vehicles would be purchased and leased to the contractor, this was the most cost efficient way to move forward. The vehicles would not be electric as the charging point infrastructure was not comprehensive enough to support this. Cllr Wickerson agreed to look into whether the length of contract was critical to the price or if a long contract was a sought after factor and report back to the next meeting.

Cllr Pilcher asked for his appreciation to be recorded on behalf of the Merle Boddy Centre regarding Cllr Wickerson's work and diligence getting a rebate in place to benefit the charity.

Cllr Wickerson reported that the Breckland Plan was now approved and is available on line. A review, a requirement of the inspectorate starts almost immediately. When asked why it had taken so long, Cllr Wickerson stated that the only explanation he had been given was that the inspectorate themselves had taken their time and delayed the plan.

It was also reported that the 5 year land supply had been agreed. Cllr Wickerson would be attending a planning meeting to establish how the plan would now impact on the planning system in Breckland and would report back to the next meeting.

5. Minutes

- 5.1. After the minutes of the Full Council meeting held on 13th November 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:

The Town clerk reported that he had been to a 5 Breckland Clerk's meeting and been updated on a number of issues these included:

- Standards, a review was conducted last year and new legislation was on its way
- Local Plan, the 5 year land supply would be reviewed every year in November and planning training would be offered to local councils after the members had received their updates on the local plan.
- S106 the possibility of the town council being a signatory to future 106 agreements was discussed.
- Streetlights, it was confirmed that Breckland had a policy not to adopt any more streetlights.
- Litter and Dog Bins, it was confirmed that litter and dog bins were dual purpose as the waste collectors collected both in the same collection. Breckland would take on new bins on new estates but would consider each application on a case by case basis.
- MTI initiative – the big issue in Swaffham would be the heritage action zone, this would be a fluid project and items could be added in.
- Sport and Leisure report, this is going to Breckland Cabinet and Council in January and will then be released.

- 6.2 Councillors questions relating to ongoing business -

It was clarified that all bins on the Rec could be used for Dogs or litter.

The Town Clerk reported that the swimming pool land did have a right of access from the highway and that the use of the land was restricted by covenant to sport and leisure. This information would be shared with Breckland as it was pertinent to plans for sport and leisure facilities in Swaffham.

7. Finance

- 7.1. Accounts for payment for December 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.

Cllrs discussed the donation to CAB, it was reported that this service no longer came to Swaffham. It was proposed to remove this from the list of payments.

It was agreed to remove the £300 donation to CAB as they no longer provided a service in Swaffham

The presentation of the salary's information was discussed, it was proposed to separate the information to identify the employer's contribution to the pension scheme and HMRC payments.

It was agreed to show a more detailed breakdown of salary costs on future payment lists.

It was agreed to accept the remaining accounts for payment for December 2019, recorded as Appendix 1.

7.2. To consider an update on s106

The Town Clerk reported that the outstanding amount would be paid and should be in the Councils account before the end of the year. Cllr Wickerson reported that he had had an email confirmation from Rob Walker that the final amount to be claimed for the Toilets could also be paid to the Town Council before the end of the year. The Town Clerk would submit the final claim in the week beginning 16th December.

7.3 Councillors allowances

Cllrs considered the allowance that was available last year of £104 per person. It was proposed that the allowance was not necessary as expenses could be claimed.

It was agreed by 8 votes for and 2 against not to budget for a Councillors allowance in next year's budget.

8. Correspondence or Information

8.1 General

a) Notification of Merchant Navy Day

The Town Council noted the Merchant Navy Day on 3rd September 2020.

b) Public Toilet Consultation

Cllrs noted the mixed reactions to the toilet project. The Town Clerk would write a piece for the newsletter thanking residents for their contribution of ideas and opinions.

It was agreed for the Town Clerk to write an article for the Newsletter thanking residents for their response to the consultation.

c) To consider Duck Population in the Town Centre

Councillors discussed the Duck population and noted that some people liked seeing the Ducks and feeding them. However, this was causing problem with the mess left by the ducks. Cllr Edwards preferred to see a programme of relocation rather than the ducks be destroyed.

It was agreed that Cllr Edwards would look into relocating the ducks.

8.2 Breckland Council

a) Proposal for the HSHAZ project officer to be based at the Swaffham Town Council Offices

Cllrs discussed the proposal that the new project officer would be based in Swaffham at the Town Council, this would be an in kind contribution to the project. It was stated that it made good sense to base the officer in the Town Council offices, and the desk space would be offered free of charge. However, it was proposed that on costs, for example office expenses associated with printing, equipment and telephones would be part of the project costs.

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It was agreed that the project officer could be offered a desk free of charge, office expense costs would be charged to the project.

- b) Review of MTI programme
Cllrs noted the review and that more information would be available in the New Year.
- c) Notification of Breckland Councils Town and Parish Forum Wednesday 12th February
Cllrs expressed their disappointment that this was scheduled for a Full Council meeting day. It was agreed to ask Breckland if this could be changed. If not the Town Council may consider changing the Full Council to Thursday 13th February.

8.3 Norfolk County Council

- a) To consider the adoption of new streetlights - Streetlighting at the current persimmon development
Cllrs discussed the principle of adopting streetlighting. The Town Clerk had received information from NCC regarding the scheme and it was noted that a commuted sum from the developer could be negotiated. It was noted that the neighbourhood plan mentioned lighting and that it should be limited in developments near the open countryside. Cllrs proposed that in principle they were happy to support footway lighting but the design was important and in some areas low level lighting may be appropriate. There was also a need to negotiate a commuted sum with the developer. A more comprehensive policy and statement needed to be developed to supplement the neighbourhood plan. The Town Clerk would liaise with NCC and Amey to make sure that preferred designs are within accepted standards.

It was agreed to support adopting the lighting of the persimmon development if the design and commuted sum could be negotiated with developers.

It was agreed the Town Clerk would work with NCC and Amey to develop a policy to include designs and lighting that met acceptable standards.

- b) Public right of way modification order
It was reported that the order was looking to upgrade the whole path to a right of way and include it in the definitive map. Cllr Scott had evidence that the path had been used and would pass this on.

9. Correspondence & Information received

The monthly list of correspondence was noted.

NABMA Bulletin – it was noted that there were awards on offer for street design and play areas. Cllrs proposed that the new Buttercross works and Oaklands play area be entered for the awards. Cllr Anscombe would help to write the submission.

It was agreed to submit an entry to the NALC awards for street design and play areas, Cllr Anscombe would help to write the submission.

10. Committee & Working Group Reports

10.1 COMMITTEES – Cllrs noted the change of dates for some 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)

Cllr Edwards resigned from the market committee and was elected to join the Estates committee

Cllr Matthews was elected to join the Market, Events and Tourism Committee.

Planning & Built Environment – Cllr Scott reported one item that was objected to by the planning committee, this was a 1.8m brick wall. It had been changed by the developer to a hedge which was more acceptable.

10.2 WORKING GROUPS, TASK GROUPS or TOPIC GROUPS

a) To receive current WORKING GROUP reports
(Twinning Liaison, Swaffham Heritage Liaison, Christmas Lights Event Working Group, Swaffham/Watton Liaison)
Changes to meeting dates were noted.

11. Reports by Representatives of Outside Bodies

Cllr Darby reported that he had attended NALC AGM which had an interesting agenda. There was also a presentation on the Gold Council award by Thetford. Cllrs agreed that Swaffham Town Council should look into the requirements for this award.

It was agreed that the requirements for the gold award would be established with a view to application.

Cllr Wickerson offered to attend a regular meeting with the Mayor, Deputy Mayor and Town Clerk so that communication was open and clear regarding Breckland Issues. Cllr Wickerson was thanked for his offer and it was agreed that this would be put in place.

It was agreed that a regular meeting with the Mayor, Deputy Mayor and Town Clerk would be established, with our local District Councillors.

12. Date of forthcoming meeting

Market, Events & Tourism Committee	Mon	16 th Dec	6.30pm	Council Chamber
Planning & Built Environment Committee	Tue	17 th Dec	4.00pm	Council Chamber
Transport, Access & Environment Committee	Mon	27 th Jan	6.30pm	Council Chamber
Finance Committee	Mon	13 th Jan	6.30pm	Council Chamber
Full Council	Tue	15 th Jan	4.00pm	Council Chamber
Market, Events and Tourism	Mon	20 th Jan	6.30pm	Council Chamber
Estates, Town Hall/Heritage	Wed	22 nd Jan	6.30pm	Council Chamber
Recreation and Community Service	Mon	27 th Jan	6.30pm	Council Chamber
Planning and Build environment	Tues	28 th Jan	4.00pm	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 gave the report from the HR meeting. It was noted that Cllr Pilcher had attended the last Personnel committee and had observed the confidential section of the meeting at the discretion of the chairman. It was proposed that this practice be formally agreed by Council.

It was agreed that Cllrs, at the discretion of the chairman of a committee could observe the confidential section of the meeting.

13.2 Update on legal issues for Town Pound, Church Wall, Cemetery Trees and the Buttercross

All documents from the solicitor had been circulated to councillors.

It was unanimously agreed move forward with all legal issues.

13.3 On-going information in respect of the preliminary due diligence for the Green Britain Centre

The Town Clerk reported that Plandescil had offered a walk around and review report for £600 and drone survey for £400.

It was agreed to commission Plandescil to go ahead with a preliminary report and survey for £1000.

Valuation reports would be circulated as soon as they were received and a small group would meet to finalised the critical path analysis. The exclusivity period had been extended to the end of March.

13.4 To consider quotes for the refurbishment of the Toilets

The quote from Fuscan developments was discussed. It was reported that these figures could be used to inform the S106 claim.

It was agreed to accept the quote and use these figures to get the S106 submitted.

The meeting closed at 9.10 pm

Mayor.....

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Swaffham Town Council - Accounts for December 2019

7.1

No	Payment	Name	Details	Price	VAT	Total
Paid - 1st -11th December 2019 Town Council meeting						
429	BACS	BAE Smith	Xmas event - <i>Father Xmas toys</i>	£ 288.33	£ 57.67	£ 346.00
430	BACS	S A Beadle	Xmas Event - <i>Santa entertainer</i>	£ 200.00	£ -	£ 200.00
431	Card	Axate subscription	Newspaper online access	£ 1.00	£ -	£ 1.00
432	Card	Lloyds Bank	Monthly credit card fee	£ 3.00	£ -	£ 3.00
433	d/d	Hitachi	Truck Lease - <i>Dec 19</i>	£ 336.88	£ 67.37	£ 404.25
434	d/d	Npower	Town Hall - Gas - <i>Dec 19</i>	£ 300.00	£ -	£ 300.00
435	d/d	SSE Southern Electric	Public Toilets - <i>electricity - Nov 19</i>	£ 121.26	£ 6.06	£ 127.32
436	d/d	SSE Southern Electric	Cemetery Chapel - <i>electricity - Nov 19</i>	£ 29.10	£ 1.45	£ 30.55
437	d/d	SSE SWALEC	Buttercross - <i>electricity - Nov 19</i>	£ 112.59	£ 5.62	£ 118.21
438	d/d	SSE SWALEC	Rec Ground Toilets - <i>electricity - Nov 19</i>	£ 11.66	£ 2.33	£ 13.99
439	d/d	Vodafone	Mobile Phone bills - <i>Nov19</i>	£ 41.55	£ 8.31	£ 49.86
440	d/d	WorldPay	Monthly payment charges - <i>Nov 19</i>	£ 26.76	£ 2.09	£ 28.85
441	d/d	Siemens	Photocopier - <i>quarterly lease</i>	£ 1,135.53	£ 227.10	£ 1,362.63
<i>Sub Total</i>				£ 2,607.66	£ 378.00	£ 2,985.66

To be authorised and paid - post 11th December 2019 Town Council meeting						
442	BACS	Net Salaries <i>incl. staff travel expenses</i>	Town Council	£ 15,899.01	£ -	£ 15,899.01
443	BACS	Inland Revenue	Tax & National Insurance	£ 5,258.60	£ -	£ 5,258.60
444	BACS	Norfolk Pension Service	Superannuation	£ 5,802.04	£ -	£ 5,802.04
445	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	£ -	
446	d/d	Immervox (<i>Nov 2019</i>)	Town Council - Fax & Broadband 720469	£ 48.28	£ 9.65	£ 205.62
			Museum - Telephone 721230	£ 22.29	£ 4.46	
			Town Council - Telephone 722922	£ 41.33	£ 8.27	
			Town Council - Alarm 724968	£ 13.00	£ 2.60	
			Town Wi-Fi	£ 46.45	£ 9.29	
447	300279		Petty Cash	£ 253.48	£ -	£ 253.48
448	BACS	Brook HR	HR Services - <i>Nov 19</i>	£ 135.00	£ -	£ 135.00
449	BACS	Cooleraid	Town Hall - <i>drinking water</i>	£ 22.40	£ 4.48	£ 26.88
450	BACS	Countrywide	Market Gazebo - <i>management</i>	£ 650.00	£ 130.00	£ 780.00
451	BACS	EBC Pest Control	Town Hall - <i>pigeon netting</i>	£ 1,200.00	£ -	£ 1,200.00
452	BACS	EBC Pest Control	Pest Control contract - 2019	£ 2,640.00	£ -	£ 2,640.00
453	BACS	ESPO	General stationery	£ 26.71	£ 5.34	£ 32.05
454	BACS	Iceni Partnership	First Aid Training - <i>S Dent</i>	£ 60.00	£ -	£ 60.00
455	BACS	ICO Systems Ltd	Quarterly IT Services - <i>Jan - Apr 2020</i>	£ 873.00	£ 174.60	£ 1,047.60
456	BACS	John Camish	Xmas event - <i>raffle tickets</i>	£ 40.00	£ -	£ 40.00
457	BACS	JR Light & Sound	Xmas event - <i>PA management</i>	£ 150.00	£ -	£ 150.00
458	BACS	K R Twins	Xmas Event - <i>refund of pitch fee</i>	£ 54.00	£ -	£ 54.00
459	BACS	Lyreco	General Stationery	£ 50.30	£ 10.06	£ 60.36
460	BACS	Narford Scaffolding	Town Hall - <i>scaffold hire</i>	£ 100.00	£ 20.00	£ 120.00
462	BACS	Stannah	Museum stairlift - <i>half yearly service</i>	£ 120.38	£ 24.08	£ 144.46
463	BACS	Swaffham Service Station	Monthly Fuel - <i>Nov 19</i>	£ 70.92	£ 14.18	£ 85.10
464	BACS	T K Drakes	General supplies	£ 7.19	£ 1.44	£ 8.63
465	BACS	T K Drakes	Xmas event - <i>xmas tree repairs 26/11/19</i>	£ 150.50	£ 30.10	£ 180.60
466	BACS	The Worlds Fair Ltd	Market Yearbook advert entry	£ 140.00	£ 28.00	£ 168.00
467	BACS	Timescape	Xmas event - <i>entertainment</i>	£ 200.00	£ -	£ 200.00
468	BACS	Uncle Luke's signs	Xmas event - <i>Buttercross banner wrap</i>	£ 750.00	£ 150.00	£ 900.00
469	BACS	Veolia	Waste Collection - <i>Nov 19</i>	£ 114.90	£ 22.98	£ 137.88
470	BACS	WAVE/Anglian Water	Recreation Ground - <i>3/9 - 19/11</i>	£ 11.64	£ -	£ 11.64
471	BACS	WAVE/Anglian Water	Town Hall - <i>3/9 - 19/11</i>	£ 54.12	£ -	£ 54.12
472	BACS	WAVE/Anglian Water	Public Toilets - <i>3/9 - 19/11</i>	£ 561.87	£ -	£ 561.87
473	BACS	WAVE/Anglian Water	Shouldham Lane - <i>3/9 - 19/11</i>	£ 92.76	£ -	£ 92.76
474	BACS	WAVE/Anglian Water	Shouldham Lane - <i>3/9 - 19/11</i>	£ 88.62	£ -	£ 88.62
<i>Sub Total</i>				£ 40,293.45	£ 1,027.53	£ 41,320.98

Late Bills - received after agenda issued						
475	BACS	Akers Tree Services	Open Spaces - <i>tree surgery</i>	£ 1,420.00	£ -	£ 1,420.00
476	BACS	Allotment Deposit refund	Shouldham Lane - <i>SL63b</i>	£ 40.00	£ -	£ 40.00
477	BACS	Archant	Swaff & Watton newspaper - <i>town feature</i>	£ 50.00	£ 10.00	£ 60.00
478	BACS	Auditing Solutions Ltd	Internal Audit - <i>5th Nov 2019</i>	£ 445.00	£ 89.00	£ 534.00
479	BACS	CGM Group	Open Spaces - <i>ground preparation</i>	£ 174.00	£ 34.80	£ 208.80
480	BACS	Jeremy Stacey	Final fees	£ 650.00	£ 130.00	£ 780.00
481	BACS	KJ Building & Prop Serv Ltd	Town Hall - <i>wall repairs</i>	£ 1,614.00	£ 160.00	£ 1,774.00
482	BACS	Swaffham Building Supplies	General supplies	£ 16.06	£ 3.21	£ 19.27
483	BACS	T K Drakes	Xmas Lights - <i>adjusting timers</i>	£ 50.50	£ 12.10	£ 62.60
484	BACS	T K Drakes	Public Toilets - <i>replacement light bulbs</i>	£ 180.65	£ 36.13	£ 216.78

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Mr S Allen

Mr Allen congratulated the Council on the Switch on event. He asked where the new lights were that should have been purchased with the money raised at the fashion show and the Blachere award. The Town Clerk reported that as this was Blachere's busiest time they had not responded to our request for information on what was available. However, these lights would be purchased before next year.

Mr Bartram

Mr R Bartram raised a number of points regarding the switch on event these included:

- Why was there no organising committee, when is the wash up meeting
- The event lay out was not good enough, he perceived that it had changed in the last two years
- The event should be on a Friday, this was a better day
- The shops needed to stay open longer
- The Santa stopped at 3.30, better provision should have been made
- Banners advertising the event were in the wrong place
- There was a drop in the number of stalls and there was too many food stalls
- The PA was good but this should have been done years ago
- The nativity in Plowrights was ok
- The Santa experience in the Assembly rooms was poor with no decorations or entertainment for children queuing
- The presents were cheap and not good enough
- More effort should have been made to get the new lights in place and more money should have been spent on new lights
- Too many decisions had been made by office staff
- Were volunteers used and if not why not
- The Footfall at the event was less than last year this was a declining event.

The Town Clerk and Councillors disputed some of the points made, including that Santa had gone on for longer than Mr Bartram stated. The circumstances had been difficult as he was a last minute stand in for the event.

Mr Sole

Mr Sole asked if Cllrs were aware of all the items they were authorising in the accounts. He had calculated that over £600 had been spent with Amazon and wondered what these purchases were and why local companies had not been used. The Town Clerk reported that he would need to look into the accounts to find the information regarding individual purchases but these were generally made on cost and availability.

Mr Sole also queried the proportion of the salary budget goes on pensions. The Town Clerk reported that he would need to look into the figures Mr Sole was referring to and that information would be sent to him after the meeting. It was stated that if Mr Sole contacted the office direct with a query these could be dealt with more satisfactorily. Detailed questions could not be addressed at meetings if the Town Clerk did not have prior notice of the information required. Mr Sole was invited to contact the office at any time with any further queries.