



Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
Telephone 01760 722922
www.swaffhamtowncouncil.gov.uk



PLEASE REPLY TO: Richard Bishop, Town Clerk

E-mail: townclerk@swaffhamtowncouncil.gov.uk

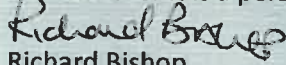
SWAFFHAM TOWN COUNCIL – NOTICE

Councillors are hereby summoned to a meeting of the Town Council, to be held on **Wednesday, 14th August 2019 at 6.30 p.m.** at the Town Hall, Swaffham.

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

DECLARATIONS OF INTEREST

Councillors please note that members are asked at the relevant point 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

Summons issued on 8th August 2019

AGENDA

For a meeting of the Full Council on Wednesday, 14th August 2019 at 6.30pm in the Town Hall, Swaffham commencing with prayers led by the Mayor.

1. To receive APOLOGIES & REASONS FOR ABSENCE

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

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

3. To receive MAYOR'S REPORTS & ANNOUNCEMENTS

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

3.2 To receive and consider any Mayor's announcements.

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

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

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

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

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

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

****N.B.** This will include a short presentation from Andy Prior and Lorraine Craven introducing the 'Digital Inclusion Initiative' - and brief Q&A.

5. To receive and/or agree the MINUTES:

5.1 **** Wednesday, 10th July 2019 – Full Council Meeting.**

5.2 **** Monday 22nd July 2019 – Extraordinary full Council.**

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

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

- a) ** Notes from the meeting with Highways on 6th August 2019.

6.2 To receive Councillors' questions relating to ongoing business.

7. FINANCE:

7.1 ** To receive and consider Accounts for payment for August 2019 (*recorded as Appendix 1*).

7.2 ** To receive and consider a Memorial Request relevant to Cemetery Rules and Regulations 10-14. Permission is sought for a larger desk tablet than is currently allowed inside of the Kerb Stone and clarification on whether the normal fee is to be charged? Subsequent consideration should be given to a change in the rules and regulations to reflect any decision taken in this regard.

7.3 ** To receive and consider structural appraisal report by Plandescil consulting engineers and the current need for a decision in respect of remedial works necessary, with scaffolding already in situ at the Town Hall.

7.4 ** To receive and consider upgrading of the Town Hall telephone system, as BT are shutting off their traditional (ISDN and PSTN) phone lines, in favour of IP systems – VOIP and SIP in 2020.

7.5 ** To receive and consider further details for CPRE Norfolk's Rural Housing Conference on Friday 6th September at the Memorial Hall, Dereham (reminder for Councillors re-late booking).

7.6 ** To receive and consider e-mailed correspondence in respect of fly-grazing and the current situation of a horse in situ at Days Field, how do the Council want to act?

7.7 To receive and consider progress report from the Town Clerk in respect of pigeons roosting at the Town Hall and to consider the possibility of taking further action in order to bring this matter under control.

8. To receive and consider CORRESPONDENCE or INFORMATION

8.1 GENERAL:

a) ** To receive and consider Rotary Club of Swaffham, open invitation to Councillors and Staff to attend a Charities Fayre on Wednesday 18th September 10am (formal opening) – 4pm

b) ** To receive and consider e-mailed correspondence from a local resident regarding on-going issues of concern at Northwell Pool.

c) ** To receive and consider information relating to works in progress between 5th August and 13th September in respect of a new foul water pipeline from Castle Acre Recycling Centre to Swaffham.

d) ** To receive and consider VE75th request to the Mayor from Cllr I. Pilcher.

e) ** To receive and consider how to get local people involved in the consultation on the NHS Long Term Plan – Norfolk and Waveney Health Care.

8.2 BRECKLAND COUNCIL

a) ** To receive and consider request from Tracy Miller, Regeneration Officer at Breckland Council to use the Council Chamber free of charge for a meeting with retailers 6pm – 8pm on Thursday 26th September.

b) ** To receive and consider the release of Section 106 funds of £21,876.10 in relation to planning application 3PL/2012/0269/F Reference DO34/19 reimbursement of Neighbourhood Plan expenditure.

c) ** To receive and consider clarification given in respect of recent installation of the Car Park Machines in the Town Centre.

8.3 NORFOLK COUNTY COUNCIL

a) ** To receive and consider e-mail from James Dean and copy of notes from meeting regarding 'Beech Close Parking Problems'.

b) ** To receive and consider request from Norfolk Museums Development Officer Susan Booth for a free training event to be held in the Council Chamber each year, no hire charge cost. The event would be open to all museum staff and volunteers in six counties, so could bring a number of first time visitors to Swaffham.

9. To note receipt of CORRESPONDENCE or INFORMATION

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

10. To receive COMMITTEE & WORKING GROUP reports:

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

10.1 COMMITTEES

a) **To receive current COMMITTEE Reports** (Planning, Market & Open Spaces, Allotment sub-committee)

b) **** To receive and consider a request by five Councillors to re-consider the number of Committee members previously agreed for the Finance Committee i.e. Mayor Deputy Mayor + five Councillors.**

c) ****To receive and consider appointment of Councillors to the new Committee Structure.**

i) Finance Committee

ii) Planning & Built Environment Committee

iii) Recreation & Community Services Committee

iv) Market, Events & Tourism Committee

v) Estates, Heritage Museum/Town Hall & Site Maintenance Committee

vii) Human Resources & Governance Committee – confirmation

viii) To record the receipt of non-Councillor names put forward for Committees to date.

c) ****To receive and consider request for amendment of meeting dates** for the period from September 2019 to June 2020, both months inclusive.

10.2 WORKING GROUPS, TASK GROUPS or TOPIC GROUPS

a) **To receive current WORKING GROUP reports** (Twinning Liaison, Swaffham Heritage Liaison, Neighbourhood Plan Steering Group, Christmas Lights Event Working Group, Transport & Access Focus Group, Swaffham/Watton Liaison)

****To receive and consider Notes from Transport and Access Focus Group Meeting held on 4th July 2019 and summary of key point – matters for consideration/decision by Swaffham Town Council.**

***To clarify arrangements for the Christmas Light Switch-On Event planned for Sunday 1st December in relation to Santa's Grotto, Christmas Raffle, Entertainment and a balanced budget.**

***To clarify arrangements for the Town Council Weekly Surgery (Gazebo) at Swaffham Market – re use of table, reporting back to the office and selling of raffle tickets or sharing promotional information etc.**

11. To receive REPORTS by REPRESENTATIVES of OUTSIDE BODIES

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

Iceni Partnership, Iceni Partnership Buildings Management, Swaffham Heritage Ltd, Relief in Need Charity, Swaffham Town Estate, Garden Science Trust, Health Forum, Swaffham Community Transport, Norfolk Association of Local Councils, SCALGA, Swaffham in Bloom, Swaffham Swimming Pool, The Hamond Educational Charity and the Town Team

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

12.1	Market Committee	Mon	12 th Aug	6.30pm	Council Chamber
12.2	Planning Committee	Tues	27 th Aug	4.00pm	Council Chamber
12.3	Transport, Access & Environment Cttee	Tues	3 rd Sept	4.00pm	Council Chamber
12.4	Full Council	Wed	11 th Sept	6.30pm	Council Chamber

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

CONFIDENTIAL BUSINESS following the exclusion of the public and press

13.1 To receive and consider any staff related issues from the HR & Governance Committee on 5th Aug.

13.2 To receive and consider request from a Councillor regarding a complaint.

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

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

