

## **Swaffham Town Council**

Minutes of the **Full Town Council** meeting held on **Wednesday 15<sup>th</sup> January 2020** 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, Mrs W Bensley, 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  
Admin Assistant:: Ms K Furnass

Norfolk County Cllr: Mr E Colman (until 6.55pm)

Public: 5

### **1. Apologies and reason for absence**

- 1.1 Cllr I Sherwood – prior commitment
- 1.2 Cllr G Edwards – away
- 1.3 Cllr D Wickerson – prior commitment
- 1.4 PC J Higgins – prior 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 6.31pm -see appendix1 .

The meeting was resumed at 6.33pm

### **3. Mayor's Report**

- 3.1 Civic Events:- The Mayor reported that the usual Christmas day care home visits by herself and the Deputy Mayor were arranged earlier this year. It worked well and they were able to spend more time at the care homes chatting with the residents.
- 3.2 To receive any Mayor's Announcements:-  
The Mayor stated that when the new Committee structure was agreed the aim at the outset was for meetings to last no longer than an hour and a half. It is the Committee Chair's responsibility to try to keep the meetings within this time frame.
- 3.3 To receive urgent reports, correspondence or information at the Mayor's discretion  
None were received.

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

#### **4.1 Police report –**

The Town Clerk read out from the report received from PC J Higgins.  
Recent spate of rubbish being dumped in the Shambles – mattresses etc. Reported to the enforcement officer James Harding at Breckland Council.

Reports of people urinating outside the deli in full view of the public (A 10 second walk from the public toilets)

A problem identified with the alleyway next to Thingmebobs again, in regard to litter, broken alcohol bottles and drugs use. Patrols have been increased in that area but working with Breckland Council to seek a more permanent solution.

Issues raised for the Police:

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

SNAP meetings – from February these would now be held Ad Hoc when there where Police able to attend.

Cllr Anscombe reported of an article in the EDP about air pollution and cars idling outside schools and asked if it was possible for the Police to visit the local schools. Cllr Matthews agreed to take this to the next SNAP meeting.

4.2 County Councillor -

Cllr E Colman read from his report – see *appendix 2*.

4.3 Breckland Councillor -

Cllr E Colman read from his report – see *appendix 3*.

4.4 Questions from Cllr's:

- Cllr Scott reported that due to the minimum wage changes smaller businesses were struggling, when and will there be any changes to business rates? Cllr Colman replied that they are waiting for the Government to make an announcement.
- Cllr Pilcher mentioned that he did not know that any group could apply for the VE/VJ grants. Cllr Colman explained who was able to apply and added that all three Breckland Councillors could be approached and asked for their support.
- Cllr Skinner gave a brief explanation of what was being planned for Swaffham's event.

5. **To agree the minutes of 11<sup>th</sup> December 2019 Full Council meeting**

5.1 The minutes of 11<sup>th</sup> December 2019 were agreed and signed by the Chairman as a true and accurate account.

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

6.1 The Town Hall telephone system had been upgraded following age related issues on the old system.

Cllr Scott stated that the hedge at New Sporle Road had been planted. This was part of the Enforcement requirements.

Outgoing circular e-mails - It was asked that all Councillors respond to circular emails from the Town Hall office.

Incoming e-mails – to comply with GDPR, under transparency guidance, courtesy/respect under the code of conduct and the Town Council's confidentiality policy when appropriate, information can be shared with the office and Councillors. If it is a one to one conversation, then it should not be shared at all, unless both parties agree in advance.

Substitute Members for Committees – it is noticeable that Councillors are not using this system at the current time. The substitute member system is to avoid meetings being inquorate and unable to act. Any substitute requests should be arranged by the Committee member in question and at the earliest instance possible, not at the actual meeting.

6.2 Report on outstanding actions agreed at the last meeting(not mentioned elsewhere on the agenda) -

a) It was agreed for Cllr Edwards to look into relocating the ducks – not aware of any progress.

b) It was agreed that the Town Clerk would work with NCC and Amey to develop a policy to include designs and lighting that met acceptable standards – all parties have been notified; this will move forward over the coming months.

c) 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 – in progress.

d) All legal issues are moving forward and will be on the Estates Committee agenda to monitor.

ALL other actions have been actioned, resolved or completed.

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

6.3 Councillor's questions relating to ongoing business – none received.

## **7. Finance:**

7.1 Accounts for payment for January 2020 - *see appendix 4*

It was commented that the new layout for wages was much better.

7.2 To consider attendance of Parish Paths Seminar on 28<sup>th</sup> Feb 2020 – Cllr Scott would be attending. He asked if Mr Ormerod and Mr Wright could also attend.

**It was agreed for Cllr Scott, Mr Ormerod and Mr Wright to attend the Seminar**

7.3 To consider attendance of the Listed Property Show on 8<sup>th</sup>-9<sup>th</sup> Feb 2020 – No Councillors put themselves forward to attend.

7.4 To consider attendance at any training events organised by Norfolk PTS – Councillors were requested to contact the office if they wished to attend.

## **8. Correspondence & Information received**

### **8.1 GENERAL:**

a) To consider invitation received from Hemmoor for the Twinning weekend in Hemmoor on 18<sup>th</sup> 20<sup>th</sup> September 2020 -

A meeting is to be arranged with the Twinning Association to discuss the arrangements for the visit, the number in the Swaffham party will be restricted to 30. In the past the Town Council have paid for the Mayor + one other representative to attend. It was asked if the Council were happy to continue with their support.

**It was agreed for the Council to continue with their support.**

The Deputy Mayor stated that he was not happy for the Council to pay for his travel costs.

b) To consider issues raised by a newly formed community group "Swaffham Climate Action" - In the discussions that followed it was thought that most of the concerns from this group were already on the agenda of various Committees at Swaffham, also with Breckland and Norfolk Council. There is already a lot of advice available and the Council do not want to double up on work already being done. The Council are very much aware of these important issues and concerns. It was suggested that 'Climate Emergency' was not the correct wording. It was thought this item should be passed to the Transport, Access & Environment Committee. Cllr Scott proposed that the Council declared a Climate Emergency, Cllr Holmes seconded the proposal.

**It was agreed that the Council would not declare a Climate Emergency.**

**It was agreed to delegate this to the Transport, Access & Environment Committee.**

c) To consider 'Friends of the Earth' 20 Actions parish and town councils can take on the climate and nature emergency' and a 'Climate Action Plan' - It was agreed that item b) and c) were the same and it was recommended to delegate to the Transport, Access & Environment Committee.

**It was agreed to delegate this to the Transport, Access & Environment Committee.**

d) To consider special feature on 'Climate Change' from the latest edition of 'the Clerk' journal, including examples of action being taken elsewhere, legislation awareness, NALC advice and carbon neutrality. It was noted that this item was also similar to items b) and c)

e) To consider outstanding issues raised by a local resident in respect of street lighting at Redlands Road prior to taking on the street lighting responsibility. It is recommended to delegate this issue to the Estates Committee, as it could take some while to resolve with Avant Homes.

**It was agreed to delegate this issue relating to street lighting to the Estates Committee.**

f) To consider proposal by Cllr Lindsay Beech to make a request to the PCC to ring the church bells at 11pm on 31<sup>st</sup> January 2020, as the UK start the process of coming out of the European

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

Union. After a discussion it was suggested that this was not an appropriate request for the Council to make. Cllr Beech proposed that the Council make a request to the PCC to ring the Church bells at 11pm on 31<sup>st</sup> January 2020. There was no seconder, so the motion was lost.

## 8.2 BRECKLAND COUNCIL

- a) To consider notification of receipt of Section 106 money from Breckland Council in respect of the Tesco-Millngate development and subsequent correspondence.  
To note the receipt of £117,623.00 and £53,608.00 respectively.
- b) To consider on-going correspondence in respect of Breckland Town and Parish Forum to be held on 12<sup>th</sup> February 2020.  
This important meeting is arranged for the same date as the Town Council meeting. It was suggested to delay the Town Council meeting until the 19<sup>th</sup> February meeting to allow any Councillors to attend the Forum.

**It was agreed to delay the Town Council meeting until the 19<sup>th</sup> February to allow any Councillors to attend the Forum.**

## 8.3 NORFOLK COUNTY COUNCIL

- a) To consider emailed correspondence with a local resident in respect of the positioning of a new bus stop at Redlands Road.  
It is recommended to pass this item to the Transport, Access & Environment Committee to deal with.

**It was agreed to defer this to the Transport, Access & Environment Committee.**

## 8.4 POLICE

- a) To consider notification from the Norfolk Police & Crime Commissioner of the annual budget consultation for the 20/21 Police budget. This is to note only.

9. To note receipt of CORRESPONDENCE or INFORMATION  
A list of all other correspondence was circulated with the agenda.

## 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, Finance Committee, Market, Events & Tourism, Recreation & Community Services, Transport, Access & Environment, HR & Governance, Estates, Heritage/Town Hall & Site Maintenance)

Finance Committee – The Budget Report was circulated at the meeting.

The Chairman informed the meeting that a lot of work had been undertaken in the preparation of the budget.

There followed an in depth discussion with the Committee members with various opinions and concerns put forward. Many of the concerns were answered and it was noted by the Chairman and the Town Clerk that it was still a working document, adjustments can be made ongoing through the year.

The Chairman recommended a 0% increase on the Town Council's section of the Council Tax, resulting in a Precept of £419,500 (an increase of £12,000, due to the extra number of people living in the town and a council tax base increase), and asked for the Council to adopt the amended budget as circulated at the meeting.

Cllr S Matthews asked for a recorded vote.

Cllr I Pilcher proposed the Council to accept a 0% increase in the Town's section of the Council Tax. Cllr C Houghton seconded the proposal.

**It was agreed to accept a 0% increase in the Town's section of the Council Tax resulting in a Precept of £419,500. Cllr's For: Cllr J Skinner, K Sandle, J Anscombe, L Beech, S Bell, B Holmes, C Houghton, I Pilcher & L Scott. Cllr's Against: Cllr P Derby & S Matthews. Cllr's Abstaining: Cllr W Bensley**

Cllr I Pilcher proposed the Council adopt the amended budget. Cllr S Bell seconded the proposal.

**It was agreed for the council to adopt the amended budget as circulated. Cllr's For: J Skinner, K Sandle, J Anscombe, L Beech, S Bell, B Homes, C Houghton & I Pilcher. Cllr's Against: Cllr P Derby & S Matthews. Cllr's Abstaining: Cllr W Bensley & L Scott.**

Transport, Access and Environment - Cllr J Anscombe gave a report on Improvement Signage for Theatre Street Car Park – see *appendix 5*. In discussions the Councillors agreed that the first two options were not achievable. There were concerns raised about the third option, in particular traffic and road conditions along Haspalls Road. Cllr Anscombe was happy to take the Committees comments to an arranged meeting with Ian Parkes.

The endorsement of the Town Council is requested before putting this to Norfolk County Council for implementation.

**It was agreed for the Council to endorse option 3. Improve signage by signposting an access route via Haspalls Road and Cley Road. There was one abstention.**

## 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)

None received.

## 11. Reports by Representatives of Outside Bodies

None received.

## 12. Date of forthcoming meeting

Market, Events & Tourism Committee	Mon	20 <sup>th</sup> Jan	6.30pm	Council Chamber
Estates, Town Hall/Heritage	Wed	22 <sup>nd</sup> Jan	6.30pm	Council Chamber
Recreation & Community Services Committee	Mon	27 <sup>th</sup> Jan	6.30pm	Council Chamber
HR & Governance	Mon	3 <sup>rd</sup> Feb	12noon	Council Chamber
Transport, Access & Environment Committee	Tue	4 <sup>th</sup> Feb	4.00pm	Council Chamber
Full Council	Wed	12 <sup>th</sup> Feb	6.30pm	Council Chamber
Market, Events and Tourism	Mon	17 <sup>th</sup> Feb	6.30pm	Council Chamber
Planning and Build environment	Tues	25 <sup>th</sup> Feb	12noon	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.

A reduction of hours to the Office Administrator had been approved at an Extraordinary meeting 17<sup>th</sup> December 2019. The office will arrange to advertise for an Admin Assistant part-time position to start anytime after 1<sup>st</sup> February to fill the vacancy.

13.2 To consider estimates for proposed improvements to the Public Toilets

As new/revised estimates are expected by the end of February the decision will be deferred until they can be considered at the March Full Council meeting

13.3 To consider information relating to due diligence for the Green Britain Centre & Days Field

The first valuation report had been received and a further request for an additional valuation is awaited.

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

14.4 To consider estimate for a surveyor for the swimming pool land.  
An estimate for £1,245.00 +Vat had been received from Russen and Turner.

**It was agreed to accept the estimate of £1,245.00 + Vat from Russen and Turner.**

The meeting closed at 9.00 pm

Mayor.....

PUBLIC PARTICIPATION.

Mrs Reiger-Ridd reported to the Council that they would not be serving all of the people of Swaffham if they agreed to the request for the Church bells to be rung for Brexit on 31<sup>st</sup> January. Mr Gattuso concurred with her opinion.

## COUNTY COUNCILLOR REPORT

### Consultation on ten countywide special needs bases

A consultation opened on Tuesday 7 January in respect of an ambitious plan to create around 142 new learning places at ten mainstream schools for children with special educational needs and disabilities.

The proposal is for the new places to be provided at specialist referral bases at ten different locations across the county. Known as SRBs, these operate as part of mainstream schools, providing access to special needs classes.

The plan is part of Norfolk County Council's £120m transformation of special educational needs. The programme seeks to create 500 extra school places by building up to four new specialist schools and expanding existing SRBs or building new ones.

Five new SRBs are planned to be for children with autism with four being brand new and the remaining one the replacement and expansion of an existing pod facility. These youngsters would attend the SRB for all their education. Four SRBs would be for children with social, emotional and mental health (SEMH) needs and the remaining base would be for youngsters with learning and cognition needs. Children with either SEMH or learning and cognition needs would stay on the roll of the home school and attend the SRB for anywhere between two and four terms before reintegrating back into their home school on a full-time basis.

The County Council has been working with governors and senior leaders from schools across Norfolk, including local authority-maintained schools and Academy Trusts to establish the right provision in the right place to ensure improved access to SEND school places. Where possible it is planned for places to be available from 1 September 2020, although this is subject to a number of factors.

The consultation is open from Tuesday 7 January to Tuesday 4 February 2020. You can have your say by visiting the Citizenspace website.

### UK's only public war memorial library based in Norwich set for exciting redevelopment

The stories of US Air Force personnel stationed in Norfolk during WWII are to be brought to life for a new generation as the UK's only public war memorial library is set for an exciting relaunch in Norwich in the coming months.

The Second Air Division USAAF Memorial Library is part of Norfolk County Council's Library and Information Service and is based in Norwich's Millennium Library at the Forum.

The library memorialises nearly 7,000 2nd Air Division servicemen who died fighting to defend freedom and democracy in Europe.

The library, which first opened in 1963, is set to close on Monday 10 February, reopening on Monday 30 March under a new name: American Library.

The transformation will bring stories of the servicemen alive for a new generation through engaging new graphics and digital displays that cover both life on the ground and in the air.

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

Norfolk museums celebrate success with 500,000 visitor target

Ambitious plans to welcome half a million visitors a year to Norfolk museums have been unveiled, building on a record breaking five years across their 10 museums.

After receiving more than two million visits to their 10 museums over the past five years the Norfolk Museums Service has adopted a new five year strategic framework, with ambitions to see half a million visitors a year and ensure every child in the county has a chance to visit at least one of their museums before they leave school.

The plans are building on firm foundations: visitor numbers hit a record high of 426,000 in 2017/18, and in 2018, exactly 100 years since the first formal school visit to a Norfolk Museums Service site, over 50,000 school children visited the museums across Norwich, King's Lynn, Great Yarmouth, Gressenhall, Thetford and Cromer.

The Museums Service has also been recognised nationally for its outstanding educational support, receiving multiple awards for its school visits programme including the Sandford Award for Excellence in Heritage Education across many of its museums and regional Employer of the Year at the 2016 Festival of Learning Awards.

The last five years has also seen a strong focus on learning for school leavers as well, with skills and training delivering life changing opportunities.

Norfolk Local Transport Plan and Rail Consultation opens today

The consultation for the Local Transport Plan opens today, ensuring that it offers local people the chance to have their say on current and future priorities for transport provision in Norfolk.

The current plan was put in place in 2011 and since then, there have been many changes to the way in which people travel. As well as this, Norfolk County Council has recently adopted an environmental policy to work towards 'carbon neutrality' by 2030. The new plan will make sure that Norfolk's transport system continues to meet the county's needs into the future.

As well as the Local Transport Plan, a second consultation will begin today on the Norfolk Rail Prospectus setting out Norfolk County Council's requirements from rail to serve the needs of the county. The findings will be used in conversation with government, train companies, Network Rail and other stakeholders to get the best for the people and businesses of Norfolk.

The Local Transport Plan Consultation and the Norfolk Rail Prospectus will run for seven weeks from 9am Monday 13 January to 5pm 28 February 2020.

#### £1m per year community fund proposed

A £1m per year fund to boost community schemes is being considered by the County Council.

Known as the social infrastructure fund, it could provide grants of between £100,000 and £500,000, to groups wishing to invest in new community facilities.

Council leader, Councillor Andrew Proctor, said: "Each year, we receive requests to fund community buildings and facilities.

"I'm keen to strengthen our communities, by launching an annual fund, with clear rules, that groups can bid to."

Examples of previous community schemes supported by the county council include a £500,000 investment in community sports facilities through the Community Sports Foundation at The Nest and £500,000 for EACH's palliative care centre for children, in Framingham Earl.

The proposed fund is contained in next year's draft £282 million

## BRECKLAND COUNCILLOR REPORT

Deadline approaching to bid for a share of £30k WWII grant fund

Local groups and charities are being urged not to miss the deadline to bid for a share of £30k grant funding to help commemorate WWII. Breckland Council has made the funding available to help organisations hold events which mark the 75th anniversaries of VE and VJ day and 80th anniversaries of Dunkirk and the Battle of Britain. However, applications must be received by 31 January.

Groups can bid for grants of up to £500 to hold community projects and celebratory events such as street parties, community lunches, educational workshops or talks, documentation projects, memory sharing events, or art experiences in the community. The grant scheme is open to Breckland registered charities, constituted community groups, town and parish councils, schools providing community activity, not for profit social enterprises, community interest companies and church/ PCC for secular projects.

Cllr Mark Robinson, Breckland Council's Executive Member for Community, Leisure and Culture, commented: "Local groups can apply for up to £500 each to help them hold events which commemorate the end of the war and remember those who fought and died. From street parties and tea dances, to educational talks or documentation projects, this is a unique opportunity to bring communities together to remember and celebrate those who offered the greatest sacrifice and suffered the greatest hardships to preserve the freedoms we enjoy today."

Applications to the fund, which is being managed by the Norfolk Community Foundation, must be received by January 31. For further information and to download an application form visit <https://breckland.gov.uk/community-funding>

Earlier this year, central government announced that the Early May Bank Holiday will be moved to 8 May 2020 to enable a three-day weekend of commemorative events.

**Swaffham Town Council - Accounts for JANUARY 2020****7.1**

No	Payment	Name	Details	Price	VAT	Total
<b>Paid - 1st -15th January 2020 Town Council meeting</b>						
486	Card	Lloyds Bank	Monthly credit card fee	£ 3.00	£ -	£ 3.00
487	Card	DFSK Parts Up	Truck parts - AJ63 LXN	£ 116.50	£ 23.30	£ 139.80
488	d/d	Public Works Loan Board	Loan repayments - PW494979 - PAID Nov 19	£ 1,219.28	£ -	£ 1,219.28
489	d/d	Unity Trust Bank	Manual Handling Charge - Oct-Dec19	£ 53.30	£ -	£ 53.30
490	d/d	Unity Trust Bank	Service Charge - Oct-Dec19	£ 60.60	£ -	£ 60.60
491	d/d	Hitachi	Truck Lease - Jan 20	£ 336.88	£ 67.37	£ 404.25
492	d/d	SSE Southern Electric	Public Toilets - electricity - Dec 19	£ 150.02	£ 7.50	£ 157.52
493	d/d	SSE Southern Electric	Cemetery Chapel - electricity - Dec 19	£ 33.44	£ 1.67	£ 35.11
494	d/d	SSE SWALEC	Buttercross - electricity - Dec 19	£ 145.67	£ 7.28	£ 152.95
495	d/d	SSE SWALEC	Rec Ground Toilets - electricity - Dec 19	£ 11.66	£ 2.33	£ 13.99
496	d/d	Vodafone	Mobile Phone bills - Dec 19	£ 41.00	£ 8.20	£ 49.20
497	d/d	WorldPay	Monthly payment charges - Dec 19	£ 10.00	£ 2.00	£ 12.00
498	d/d	Public Works Loan Board	Loan repayments - PW492650/492651	£ 3,870.00	£ -	£ 3,870.00
<b>Sub Total</b>				£ 6,051.35	£ 119.65	£ 6,171.00

**To be authorised and paid - post 15th January 2020 Town Council meeting**

499	BACS	Net Salaries <i>incl. staff travel expenses</i>	Town Council salaries	£ 15,324.18		£ 15,324.18
500	BACS	Inland Revenue	Tax	£ 1,901.60		£ 5,145.67
			Employer National Insurance contribution	£ 1,758.28		
501	BACS	Norfolk Pension Service	Employee National Insurance contribution	£ 1,485.79		£ 5,802.04
			Employer Contribution	£ 4,394.27		
502	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	£ -	
503	d/d	Immervox (Dec 2019)	VOIP - new router & system set up	£ 84.48	£ 16.90	£ 294.42
			Town Council - Fax & Broadband 720469	£ 48.05	£ 9.61	
			Museum - Telephone 721230	£ 22.01	£ 4.40	
			Town Council - Telephone 722922	£ 32.20	£ 6.44	
			Town Council - Alarm 724968	£ 13.00	£ 2.60	
			Town Wi-Fi	£ 46.45	£ 9.29	
504			Petty Cash	£ 157.18	£ -	£ 157.18
505	BACS	Anglian Chemicals	Public Toilets - general supplies	£ 196.94	£ 39.38	£ 236.32
506	BACS	Brook HR	HR Services - Dec 19	£ 135.00	£ -	£ 135.00
507	BACS	Cooleraid	Town Hall drinking water - Dec 19	£ 11.85	£ 2.37	£ 14.22
508	BACS	Corona Corporate Sols Ltd	Photocopier usage - July - Dec 19	£ 369.40	£ 73.88	£ 443.28
509	BACS	E-On	War Memorial - electricity - Oct - Dec 19	£ 12.02	£ 0.60	£ 12.62
510	BACS	Go Bright	Town Hall - quarterly window cleaning	£ 50.00	£ -	£ 50.00
511	BACS	ICO Systems	Replacement power supply unit	£ 62.94	£ 12.59	£ 75.53
512	BACS	JP Skips	Allotment - skip clearance	£ 175.00	£ 35.00	£ 210.00
513	BACS	Lyreco	General Stationery	£ 65.32	£ 13.06	£ 78.38
514	BACS	R K Resprays	Truck Repairs - AJ63 LXN	£ 125.20	£ 14.24	£ 139.44
515	BACS	Staff Expenses	Team event - Dec 19	£ 177.58	£ 35.52	£ 213.10
516	BACS	Swaffham Building Supplies	Cemetery - top soil	£ 33.33	£ 6.67	£ 40.00
517	BACS	Swaffham Service Station	Monthly Fuel - Dec 19	£ 100.90	£ 20.18	£ 121.08
518	BACS	T K Drakes	Town Hall - call out repairs & supplies	£ 90.00	£ 18.00	£ 108.00
519	BACS	Travis Perkins	Campingland - fence post & mix	£ 42.29	£ 8.45	£ 50.74
520	BACS	Veolia	Waste Collection - Dec 19	£ 114.90	£ 22.98	£ 137.88
<b>Sub Total</b>				£ 36,426.28	£ 471.81	£ 36,897.08

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

<b>Late Bills - received after agenda issued</b>						
521	BACS	B H Doors	Routine Service - Jan 20	£ 125.00	£ 25.00	£ 150.00
522	BACS	Npower	Town Hall Gas - Oct - Dec 19	£ 325.83	£ 149.17	£ 475.00
523	BACS	T K Drakes	Public Toilets - lights bulbs	£ 7.08	£ 1.42	£ 8.50
524	BACS	T K Drakes	Xmas Lights - install/replace	£ 2,100.00	£ 420.00	£ 2,520.00
525	BACS	Travis Perkins	Public Toilets supplies	£ 5.70	£ 1.14	£ 6.84
<b>TOTAL</b>				£ 38,989.89	£ 1,068.54	£ 40,057.42

<b>Bank Transfers</b>						
526	Transfer	Unity Trust Bank	From current to deposit - excess funds			£ 128,000.00

<b>Summary of Income - December 2019</b> (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)						
03-Dec-19	Cash Analysis	Cash & Cheques taken over the counter				£ 864.42
10-Dec-19	Cash Analysis	Cash & Cheques taken over the counter				£ 1,597.86
17-Dec-19	Cash Analysis	Cash & Cheques taken over the counter				£ 692.95
<b>Total BACS</b>		Total Additional Income received by BACS, including Tesco/Milngate S106 part payment				£ 122,582.47
<b>TOTAL</b>						£ 125,737.70

<b>Items of expenditure to be reclaimed</b>						
Watton TC		Monthly reclaim	£ 1,186.60	£ 2.05		£ 1,188.65
Museum		Museum - Telephone 721230	£ 22.01	£ 4.40		£ 26.41
Sues News		Electricity - Dec 19	£ 36.70	£ 7.34		£ 44.04
<b>TOTAL</b>				£ 1,208.61	£ 6.45	£ 1,215.06

CLLR J ANSCOMBE’S REPORT

**Improvement Signage for Theatre Street Car Park**

Options	Comments
1. Priority Working and Traffic Chicane	<p>Normally used for traffic calming.                      The pinch point is narrow and would create more negotiation by vehicles; a long stretch of road to do this.                      Proposed to NCC twice in past and rejected on safety grounds. Problem is properties (front doors) and public footpath opening directly on to road at narrowest point</p>
2. Make Theatre Street 2-way traffic	<p>This street used to be 2-way traffic, but to reinstate would require complying with new traffic regulations: the narrow part of this road would mean that land would have to be gained from properties on the car park side of the street in order to comply with highways regulations.                      Although Theatre St was 2-way in the distant past, traffic volumes have increased, and cars are considerably wider.                      An expensive option and currently no funding available from NCC.</p>
3. Improve signage to Theatre Street by signposting an access route via Haspalls Rd and Cley Rd	<p>Improve signage to Theatre Street and promote in advance the Free Parking in Theatre Street.</p> <ol style="list-style-type: none"> <li>1. Addition of sign at the Southerly gateway to the town</li> <li>2. Improve signage by the addition of signs to junction of Haspalls Road; Junction of Hapsall’s Road with Cley Road and to the entrance to Theatre Street from a southerly direction.</li> <li>3. Signs for the advisory route will direct traffic into Haspalls Rd, right into Cley Road and then right into Theatre Street and into the car park.</li> </ol>

TAEC committee have agreed proposal number 3, as being the most cost-effective option:

NCC in their Network Improvement Strategy have as one of the items on the Implementation Plan to develop a scheme for Theatre Street parking.

One of the SHSHAZ bids, which is for £25K, the action is:

“Improved way marking and signage: this would allow for clearer signage to Theatre Street car park; this improvement is hoped to encourage use of the large free car ark to reduce the impact of traffic on the town centre.”