

SWAFFHAM TOWN COUNCIL

Minutes of a Town Council meeting held on Wednesday 13th October 2004 at 6.45p.m. in the Assembly Rooms, Swaffham.

Present: Mayor Cllr P. Buxton

Councillors: - Mrs C. Baker, Mr D. Butters, Mr D. Cannon, Mr P. Darby,
Mrs S. Lister, Mr J. Stockdale, Cllr Wise.

Clerk:- Mr R. Bishop.
Deputy Clerk:- Mrs M. Meyrick
Norfolk Constabulary: - PC. A. Partridge

Public: - 6

700. APOLOGIES & REASONS FOR ABSENCE.

700.1. Cllr Emmerson (holiday), Cllr Greaves (illness), Cllr Mann (holiday), Cllr Matthews (work commitments) and Cllr Sherwood (work commitments).

THE MEETING WAS ADJOURNED AT 6.47p.m.

THE MEETING WAS RESUMED AT 6.51p.m. (see Appendix 1)

701. DECLARATIONS OF INTEREST – for items included on the Agenda.

684.1. Cllr Cannon declared an interest on item 706.2. planning application 1653. The Clerk and Deputy Clerk declared an interest on item 714, staffing matters. Cllr Butters declared an interest on item 714.12.

702. MAYORS REPORT

685.1. The Mayor reported she had attended the following events in the past month: -

Presented the awards for the Business in Bloom scheme at McDonalds.
Twinning: Welcomed the visitors as they arrived from Couhe and Hemmoor. Chaired the business meeting at Lynford Hall Saturday morning. Attended the dinner and dance at Lynford Hall in the evening welcoming guests as they arrived and giving a short speech together with the Mayors of Couhe and Hemmoor. Opened the Michaelmas Fayre and presented a cup for the Town Criers Competition on Sunday.
Attended the Service of Thanksgiving at RAF Marham to mark the 64 th Anniversary of the Battle of Britain.
Opened Swaffham Arts 21 st Arts Week at a concert given by the Phoenix Singers and attended workshops in the schools and a performance for children partly funded by Swaffham Town Council.
Presented the Geoffrey Darby Memorial Cup to the winner of best painting at the Swaffham Art Group's Annual Exhibition.
Attended a site visit to mark the completion of the foundations of the Town Hall extension.
Attended the Swaffham Players production of "Deck Chairs III".
Opened the Family Fund Day at Hamond's School last Saturday as part of Family Learning Week.

703. POLICE REPORT.

703.1. PC Partridge stated that the crime figures for the month were 83. There were a variety of crimes including burglary other than dwelling, theft from person, theft from motor vehicle, theft of motor vehicle, assault, drugs, common assault, interference with motor vehicle, criminal damage, criminal damage to vehicle, criminal damage to dwelling, criminal dwelling other.

703.2. The Charity shop break-ins are being investigated at the moment.

703.3. Breckland District Council has employed someone with regards to improving the CCTV system in the area. All members of the shop watch will have access to this new system.

704. MINUTES:

704.1. The minutes for the Full Council of Wednesday 8th September 2004 were agreed and signed as a true record by the Mayor.

705. TOWN CLERK REPORT: - see report

705.1. Copies of letters from Mr. & Mrs. Chapman and Mr Newnham and Ms Northen of 23 and 25 Station Street respectively have been circulated to Councillors. They have concerns in respect of siting a seat at the junction of Northwell Pool Road in the position put forward by a Mr. Coleman of Northwell Pool Place. The main concern is that this area would be a prime location for vandalism, or for people to loiter late at night, thus increasing the possibility of litter and noise. The Council have agreed in principle to the idea of a seat at a previous meeting. The Council has been informed that a licence will be required from Norfolk County Council as it would be on their land. There followed a discussion. Cllr Cannon proposed and Cllr Stockdale seconded that the proposed site is the best site but to look into putting a litter bin in place.

It was agreed with 1 abstention to place the seat at the junction of Northwell Pool Road with a litter bin provided all the necessary paperwork is in place from Norfolk County Council and that the situation be monitored with regards to the concerns shown in the letters from residents in the area.

705.2. The Clerk met with David Lefever of the Garden Science Trust, two gentlemen from Norfolk County Services and the Trust's dedicated fundraiser on site at Tumbler Hill on 23rd September. The Trust has several stages of this project to go through to reach their ultimate goal of creating a base easily accessible for their clients. Stage one is to clear the scrub and fence the area they propose to manage and develop. This will be a very basic project to establish a presence on site, with the siting of a portacabin subject to planning permission being granted. It would allow some work to progress on site with their clients and preparation of a grant funding bid for stage two which would involve some structures that would be in keeping with an agricultural use. If successful this funding could secure the staff required to manage the facility over the next three years. Stage three would then be working towards making the project sustainable in the longer term. The Council have yet to appoint a Councillor to become a Trustee.

It was agreed to place the issue of appointing a trustee for the Garden Science Trust on the agenda of the November meeting.

705.3. A copy of a recent meeting held to discuss the possibility of holding a 'Food & Drink Festival' next year in Swaffham has been circulated. This is a Breckland wide event that lends itself to Swaffham Town Centre. The Town Council are committed to nothing at the present time and it is envisaged that a firm proposal would be coming to the Town Council at some stage.

705.4. The Deputy Clerk has been working in preparation for the next stage of consultation being held in half-term week at the Town Hall 25th to 29th October. Following the consultation event the Committee plan to meet on 3rd November and the Deputy Clerk will report to you in detail at the full Town Council meeting as she will be in a position to determine the funding levels required for such a project and would like to recommend the use of funds from the match funding budget to take this project forward in order to obtain the necessary grant funding.

705.5. Cllr Les Wise has requested clarification on the position of trees adjacent to the Cemetery as he has had queries raised by members of the public. At a previous meeting the

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Council agreed that the trees are in fact outside of their boundary and are the responsibility of the adjacent landowners. The Council reserve the right to cut down overhanging branches that could be a danger to members of the public visiting the Cemetery or are a danger to the headstones. Cllr Butters reported that on old maps the area in question is all wooded, the trees in question are the last remnants of that wood and are outside of the cemetery area. Cllr Lister proposed for the Clerk to write a letter to all the owners of properties that are adjacent to the cemetery following Cllr Wise supplying names and addresses.

It was agreed for the Clerk to write a letter to all the owners of properties that are adjacent to the cemetery clarifying the situation of trees that are adjacent to the cemetery.

705.6. The Clerk and Chairman have been invited to a meeting of the larger councils to be held at Cromer on Monday 8th November 9am – 1pm.

705.7. A copy of the committee structure and the names that were recorded for various committees at the June meeting have been circulated to Councillors. It is planned to have the delegated authority in draft for consideration at the November meeting. If acceptable this would then take affect from the December meeting. Once the town hall has been notified which committees Councillors are on and which community groups Councillors represent then the new list can be circulated ready for formal adoption at the November meeting.

706. PLANNING

706.1. Planning Decisions from Breckland Council: -

3PL/2004/1189/F – Planning permission granted for a two storey side extension. Pedlars House Stables. Mrs P.J. Brackley.	3PL/2004/1349/O – Refusal of outline planning permission for the erection of 1 single storey dwelling. Pedlar Cottage, 6 Norwich Road – Mr & Mrs D. Standen.
3PL/2004/0688/O – Outline planning granted for the demolition of existing 3 storey dwelling and erection of 1 no. 3 storey dwelling – Mrs F. A. Gale.	

706.2. Planning Applications: -

3PL/2004/1588/F – Erection of conservatory – 51 Longfields – Mr & Mrs T. Sturgeon. NO OBJECTION	3PL/2004/1629/F – Bedroom and conservatory extension – 48 Southlands – Mr & Mrs R. Gant. NO OBJECTION
3PL/2004/1637/O – Outline planning permission for a dwelling - Charnmak House, Tumbler Hill – Mr & Mrs P. Clarke. NO OBJECTION	3PL/2004/1653/F – Removal of restrictions, Mr Maclean - Tower Meadow Ind. Estate, Station Street – OBJECTION – The residential amenity will be affected by this application and this is contrary to the local plan env. 28. The Town Council strongly recommends to the planning authority that this application is refused on these grounds.
3PL/2004/1651/F – Removal of existing fence and construction of 2 metre high brick wall – Miss H.S. Hand – 4 Mangate Street - NO OBJECTION	3PL/2004/1664/O - Demolition of Milestone buildings on site and erection of bungalow and linked office accommodation – Mr & Mrs Rolls – Milestone, Lynn Road - OBJECTION – The Council objects to this application as it does not comply with policy HOU.6. and recommends refusal of planning consent.

706.3. It was reported that Cllr Cannon is representing the Council at a planning committee meeting at Breckland with regards to the application for the Redland site.

706.4. It was reported that the Paddocks nursing home has an extension that has been permitted by the planning authority. The wall has been reduced in height but this was not part of the planning consent. Mr Andrew Gayton, Historic Buildings Officer at Breckland Council will be informed of this.

707. FINANCE:

707.1. Accounts for Payment for October 2004. (See Appendix 3)

The list of Accounts was circulated to Councillors. Cllr Butters proposed and Cllr Cannon seconded to agree the accounts for payment.

It was unanimously agreed to accept the accounts as listed.

707.2. It was reported to the Finance Committee that the Town Council had a clean bill of health in respect of their annual audit for the financial year to 31st March 2003. The formal adoption of the amendments agreed with the Auditor is what is now required to complete the process. The changes are how to record the taking out of Capital Reserves the sum of £50,000 which was the money used to purchase the Community Centre. It is simply reducing one sum by £50,000 and increasing another by £50,000, there is no change to the recorded bank and cash in hand balances reported to the Council at the year end. It was proposed by Cllr Wise and seconded by Cllr Butters to adopt the end of year accounts.

It was unanimously agreed to adopt the end of year accounts for the financial year to 31st March 2003.

707.3. The Balance Sheet, the Income and Expenditure Account, the end of year audit form and the statement of assurance details have been circulated to Councillors.

It was unanimously agreed to accept the end of year audit form including the balance sheet, the expenditure account, the end of year audit form and the statement of assurance for the year ending 31st March 2004.

707.4. The Museum Manager and the Town Clerk recently attended a two day training event at County Hall on Objective 2 Grant record keeping. This impact on the Town Council as they are bank rolling the Museum Enhancement Project and it highlighted the need for the correct measures to be carried out when going through the tendering and procurement procedures, all our records to be kept straight, with authorisation and legitimate claims being made each quarter. The auditors have the power to recover monies right up to 2013. The Clerk as Company Secretary will be reliant on both the Deputy Clerk on the Town Council side and Museum Manager on the Museum side to double check that the paper trail is in place.

The Museum has completed its first claim for reimbursement of funds and has also just had a visit from Norfolk County Council Finance Officer Robert Testro to make sure that systems are in place and working. There is a Museum Directors meeting next Thursday at 5pm in the Education Room, where the Directors will be meeting the Architect Gerry Burns to look at going out to tender very soon. The Museum contents have gone into storage. The Icen office has moved from the Sampson Room into the Research Room at the Town Hall.

707.5. The following decisions from the Finance Committee were placed on the agenda for formal adoption.

The following decisions made at the finance committee meeting were unanimously agreed.

- **The Finance Committee agreed to the type of lift in the Town Hall extension at an additional cost of £1,500. There was a more expensive option at a further £16,000, this was deemed unacceptable.**
- **The Finance Committee accepted the Recommendations in the Clerks report on Twinning and a meeting will be arranged very soon between representatives of the Town Council and the Twinning Association.**
- **The issues report from the Have Your Say consultation was taken a stage further, with feedback requested from the Town Council before circulating a final report which once adopted would then be available to the public.**
- **A Town Hall pricing structure was agreed and is being formatted to allow circulation to all potential users very soon.**
- **A cost of £945 to close Northwell Pool Road was agreed from Reserves.**
- **It was decided that a letter from the Mayor would be circulated to all businesses encouraging them to put up their own Christmas Light display. The Town Council would be carrying out their displays on the Town Hall, Buttercross and the Assembly Rooms as usual, but felt that they could not give further financial support to this.**

- It was agreed to approach the Town Estate for a grant towards the cost of replacing the flagpoles at the Town Hall.
- There were other ongoing financial matters that would come before either the Finance Committee or full Council in due course. In the meantime councillors were encouraged to bring forward their ideas for next year's budget between the meeting this evening and the November council meeting, to allow them to be fully costed out and considered.

Cllr Wise apologised and left the meeting at 7.40p.m.

708. JUBILEE HERITAGE PLAN.

708.1. Minutes from Icen Partnership Objective 2 meeting held on the 2nd September and the Town Centre Enhancement meeting have been received and distributed to Councillors. There was concern with item 2 on first page of the minutes regarding the loss of 3 spaces to be taken to allow a delivery lorry access to the Greyhound Public House. The Clerk will follow this up.

708.2. A letter has been received from Mott Macdonald concerning proposed traffic regulation orders:-

a) A1065 Market Place (East Side) – Prohibition of waiting at anytime.

It **was agreed to be in favour of this proposal.**

b) A1065 Market Place (East Side) - Loading/unloading only at any time.

It was agreed to be in favour of this proposal.

c) A1065 Market Place (East Side) - Parking Bays, 2hr limited waiting & no return within 2 hrs Monday to Friday and no waiting on Saturdays until the market is finished.

It was agreed to be in favour of this proposal.

708.3. At the last site meeting on Wednesday last week 6th October, it was reported by the contractors that they are still approximately three weeks behind in their estimated 10th December finish. Taking into account the two week Christmas holiday period this pushes the finishing date to early to mid-January. The build is still in the period of building work where things can be affected by bad weather, so no firm finish date was agreed. This should be available in the week commencing 1st November when it is hoped that the roof will be either in progress or in place. The finish date can then be determined, as various works on the interior of the building would not be weather dependant. More details should be available at the next Council meeting. The contractors and the architect are very much aware that the January Town Council meeting would need to be in the new Council Chamber.

708.4. It has been brought to the Council's attention at a previous meeting about the possibility of erecting a wooden workshop alongside the Town Hall Extension whilst the builders are still on site. It would be easier and more cost effective to get the services such as water and electricity connected while the contractors are still on site. Veltshaws have estimated the cost at £1,679.75 + Vat for an 8ft x 15ft timber shed on a concrete slab. The purpose of this building is to give our outside staff somewhere to work particular in the winter months that is located in the town centre, for things such as street furniture maintenance and other odd jobs. There followed a discussion and Cllr Darby proposed and Cllr Cannon seconded for the decision of the workshop be placed on the November agenda.

It was agreed to place the decision for a wooden workshop be placed on the November agenda for discussion.

709. GENERAL CORRESPONDENCE

709.1. A letter has been received and circulated to Councillors together with a response regarding the Cemetery Chapel.

709.2. A letter has been received and circulated to Councillors from the Norfolk Waste Partnership regarding as waste conference that was held on the 1st July.

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709.3. A letter has been received and circulated to Councillors from the Department of Environment, Food and Rural Affairs regarding the Clean Neighbourhoods consultation.

709.4. A letter has been received and circulated to Councillors from the Norfolk & Norwich Association for the Blind with reference the Michaelmas Fayre.

709.5. A letter has been received and circulated to Councillors from Fr Michael Johnstone with regards to a proposed Nativity Scene presentation on the 24th December in the Buttercross.

It was unanimously agreed to allow a Nativity Scene presentation to be held on the 24th December in the Buttercross.

709.6. A copy of the Norfolk County Association of Parish and Town Councils "Norfolk Link" newsletter has been circulated to Councillors.

710. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

710.1. Samantha Smith is the Health Improvement Co-ordinator at Breckland Council. Her targets are to improve health by getting the message across Breckland. She is particularly interested to hear from anyone who would be willing to join the Walking for Health Steering Group.

710.2. The Mayor attended the Brecks Awareness Day and the AGM of the Brecks Tourism Association. Three sites were visited which are being developed to show the appeal of the Brecks area. Two offer opportunities for walking and relaxing in the typical landscape of the Brecks and the third a good family day out. The Brecks leaflet is available in the Town Hall and the area is well worth the Town Council's promotion as it brings in visitors and encourages the use of local produce and increases business.

710.3. Cllr Cannon had a meeting with Marion Clements from the Swimming Pool Association and the Town Clerk regarding the leisure building application. Last Friday S.P.A. organised a quiz which had 18 teams and proved to be a very good evening.

711. REPORT BY BRECKLAND DISTRICT COUNCIL REPRESENTATIVE

711.1. A letter has been received giving the Town Council the opportunity to name the new road which will serve the new Primary Care Centre at the Eco-Tech site off Castle Acre Road. Cllr Stockdale proposed and Cllr Lister seconded for the road to be named Jack Boddy Way.

It was unanimously agreed to put forward to Breckland Council the name of Jack Boddy Way for the new road at the Eco-Tech site.

711.2. A circular letter has been received and distributed to Councillors regarding Community Development in Breckland.

711.3. A copy of a letter sent to Breckland Council from Anthony Morgan who is the Chair of Governors of South Greenhoe Middle School regarding the pedestrian crossing at Brandon Road has been received and circulated to Councillors.

711.4. A circular letter regarding the Code of Conduct: Registering of Interests and Freemasonry – revised advice has been received and circulated to Councillors.

712. NORFOLK COUNTY COUNCIL.

712.1. Information regarding work that is being carried out at Queen Street and King Street has been received and circulated to Councillors.

713. DATES of forthcoming meetings & receive any items to include on the AGENDAS OF THE FOLLOWING MEETINGS: -

1. Wed. 20th Oct 2004 – 7.00pm Sports Clubs meeting in the Assembly Rooms.

2. Wed 3rd Nov 2004 – 7.00p.m. – Recreation Ground Committee.

3. Wed 10th Nov 2004 – 6.45p.m. – Full Council.

714. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

714.1. It was recommended that from the time the new Council Office opens that the Town Council adopts new opening times:

Monday, Tuesday and Thursday 9am – 2pm

Wednesday closed

Friday 8am – 1pm

The amount of opening time to the public is the same with 4 x 5hours instead of 5 x 4hours. The Wednesday closing is to allow staff some quality time to deal with the administration uninterrupted. The new hours will mean three lunchtimes are covered and one early morning start on the Friday.

It was agreed that the new office opening times of 9am – 2pm Monday, Tuesday, Thursday and 8am – 1pm Friday to commence when the Town Hall extension is completed.

714.2. It was recommended that the office be closed for a minimum of one week to allow everything to be moved into the new offices. A further period of time is allowed at the discretion of the Town Clerk up to a maximum of two weeks. This period of time could be added to either end of the proposed Christmas holiday. Notices would be posted on the board, councillors would be kept informed and publicity gained through the local press.

It was agreed for the office to be closed for a maximum of 2 weeks to allow for the office move from the old building into the new building.

714.3. It was recommended that a budget of £1,000 be set aside to cover labour costs of moving, this would be either through staff overtime, through contractors/removal costs or a combination of both at the discretion of the Town Clerk.

It was agreed for a budget of £1000 be set aside for moving costs at the discretion of the Town Clerk.

714.4. There are some unresolved issues that the Personnel Committee are still working on, with a further meeting planned for next Tuesday morning. It is recommended that a further £1,000 be added to the staff overtime budget for the period from now until the budget debate in December to overcome some of the immediate time management problems being experienced by staff at the present time. This matter will be explained in more detail when firm proposals are put before the Council for consideration, this is an interim measure.

It was agreed to add a further £1000 to the overtime budget for the period from now until the budget debate in December.

714.5. The staff supervisory allowance for the Deputy Town Clerk should as a minimum be paid at 75% of the Town Clerks Supervisory allowance. It was recommended that this is implemented and backdated to 1st April 2004.

It was agreed for staff supervisory allowance be paid to the Deputy Town Clerk at a minimum of 75% of the Town Clerks Supervisory allowance and backdated to the 1st April 2004.

714.6. The essential car user allowance should also be paid as part of this post pro-rata to the number of hours worked each week and it was recommended that this is backdated to 1st April 2004.

It was agreed for the Deputy Town Clerk to receive the essential car user allowance and for it to be backdated to the 1st April 2004.

714.7. It was recommended that an additional two hours each week be added to the Deputy Town Clerks contract of employment from 1st April 2005.

It was agreed to an additional two hours a week be added to the Deputy Town Clerks contract from the 1st April 2005.

714.6. It was recommended to place the Assistant Town Clerk on a pay scale starting at SCP 12 to SCP 15 increasing by one increment each year until reaching SCP 15 when a further review would be necessary.

It was agreed for the Assistant Town Clerk be placed on a pay scale starting at SCP 12 to SCP15.

714.7. It was recommended that an additional two hours each week be added to the Assistant Town Clerks contract of employment from 1st April 2005.

It was agreed to an additional two hours a week be added to the Assistant Town Clerks contract from the 1st April 2005.

714.8. It was recommended to give an increment rise from the 1st April 2005 to the Market Superintendent in recognising his excellent work in establishing the Farmers Market and maintaining the standard of the Saturday Market.

It was agreed for an increment rise from the 1st April 2005 be paid to the Market Superintendent.

714.9. No changes are required for the Town Gardener as alterations to contract took place last year. Further consideration will be given in the event of the Town Council taking on additional services.

714.10. No changes are required for the Cemetery Groundsman and the Town Hall Caretaker.

714.12. The first stage of the staff appraisal for the Town Clerk has been completed by the personnel committee. Methods of resolving the issues raised are being looked at by the committee and a recommendation will be brought to the Full Council in November.

714.13. There has been an offer of £150 received for a piece of furniture that belongs to the Town Council in the Museum.

It was agreed for the Clerk to gain a valuation and to then negotiate a price.

Meeting closed at 8.37p.m.

Chairman_____

Appendix

Mr Dennis Pond – Why is the footpath on Watton Road still not open to the public. I brought this up at the beginning of the year but it is still going on and on. Can't understand why the developers have been allowed to do this.

Part of the problem is the change over with the management, there is still things not completed on the site still not signed off. The Deputy Clerk has been in contact with the Enforcement department at Breckland Council and they say the hold up with the crossing in Watton Road and Brandon Road is the developer's solicitors querying the Section 278 agreement between them and the Norfolk County Council Highways. There is no given timescale for the delay; this will be resolved between the legal department of N.C.C. Highways and the developers. The enforcement department at Breckland will be keeping a close eye on this.

