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SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 20th July 2005 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr J. Stockdale

Councillors: - Mr D. Butters, Mrs P. Buxton, Mr P. Darby, Mr B. Emmerson,
Mrs A. Greaves, Mrs S. Lister, Mrs F. Mann, Mrs S. Matthews,
Mr I. Sherwood, Mr L. Wise.

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

Public: - 4

846. APOLOGIES & REASONS FOR ABSENCE.

846.1. Cllr Baker (away on business) and Cllr Cannon (work commitments).

THE MEETING WAS ADJOURNED AT 6.47p.m but there were no questions asked.

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

847.1 Cllr Emmerson, Cllr Butters, Cllr Darby, Cllr Wise and Cllr Matthews declared an interest on item 853.8 and 855.1.

847.2. Cllr Mann declared a personal interest on item 852.2., planning application 1036.

847.3. Cllr Sherwood declared a personal interest on item 852.2., planning application 1036, item 853.6. and 853.7.

847.4. Cllr Greaves and Cllr Emmerson also declared a personal interest on item 853.6.

848. MINUTES

848.1. Minutes of the 25th May 2005 Extraordinary Council meeting were received by Councillors and to be agreed at the next meeting.

848.2. Minutes of the 8th June 2005 Full Council meeting amendments, page 378, item 833.1. should be he not she and page 378, item 834, 3rd line should be spelt razed and not raised, subject to these amendments the minutes were agreed and signed by the Mayor as a true record. .

848.3. Minutes of the 22nd June 2005 Extraordinary Council meeting were agreed and signed by the Mayor as a true record.

849. MAYOR'S REPORT.

849.1. The Mayor reported that he had thoroughly enjoyed the Swaffham Carnival which was organised by the Lions and he requested that the Council send a letter to them thanking them for all the hard work they had done, it was a well organised event from start to finish.

It was unanimously agreed to send a letter to the Lions congratulating them on a wonderful Carnival and to thank all involved.

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849.2. The Deputy Mayor Cllr Paul Darby thanked Mr Brian Clements the Internal Auditor for the donation of the Deputy Mayor's Chain of Office. The Chain has been commented on by other Mayors of other towns. He thanked him on behalf of the Council, there followed a round of applause.

849.3. A request has been received from Sally Palmer regarding Summer Activities for Young People Aged 11 to 19, to use the Recreation Ground for three Tuesdays in August on the 9th, 16th and 23rd. Details of these events are being organised jointly by the Norfolk Youth & Community Service and the Icen Partnership.

It was unanimously agreed to allow the Norfolk Youth and Community Service to use the Recreation Ground for the 9th, 16th and 23rd August for organised events free of charge.

850. POLICE MATTERS

850.1. There have been 74 crimes in the past month. These included threats to kill, GBH, ABH, common assault, burglary, theft, theft from motor vehicle, shoplifting, arson, possession of drugs, criminal damage criminal damage to dwelling, criminal damage to vehicle and other criminal damage.

850.2. It was reported to PC Partridge that there have been comments from members of the public about whether or not the police station is open considering now that there is an information point at the post office on London Street. It was suggested that the opening times could be placed in the town's newsletter in future. The Town Council has also been provided with stickers with a phone number to hand out to market traders to ring with any policing problems.

850.2. Three weeks ago in conjunction with the Police the problem of someone taking residence at the Shouldham Lane allotment site was resolved. Thanks were given to the police for dealing with this matter. The shed was razed to the ground by Town Council staff.

851. TOWN CLERK REPORT:-

851.1. A meeting took place at Northwell Pool with Chris Mitchell and John Hunter from Norfolk County Council Planning & Transportation Dept on Thursday 7th July. This followed on from correspondence that started with an application for a Road Closure at Government Office East, the matter being referred back to County Hall and subsequently refused. The purpose of the meeting was to discuss how to achieve what is required by the Town Council and meet the legal requirements of the County Council. It was agreed that this could be done by a set of new Traffic Orders to regulate the area. The ownership of the land would remain in the name of Norfolk County Council, but the vehicular access would be removed, bollards erected either end to allow unrestricted pedestrian access when the Traffic Order process was complete. The order has to be drafted, advertised and if there are any objections they have to be resolved prior to it being enforced. No time limit was given at the meeting. One immediate improvement was agreed for County Council to carry out some side edging, to tidy up the area. This could be done in conjunction with an improvement to the bank area, as this has to be programmed for Town Council staff in the autumn. For the future it was agreed to look at a general enhancement or improvement scheme to possibly pave the area thus replacing the existing tarmac road, looking at the provision of seats, signs and litter bins and also at the management of the Pool itself, including the ducks and consulting with the residents in that part of the town. It was thought that work could begin with the consultation in the autumn on the longer term scheme; this would fit in with the first

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meeting of the Open Spaces & Amenities Committee and look for implementation maybe 18 months to two years down the line. But with partnership working it should certainly be possible to achieve within that time frame. There has been no cost to the Town Council in the short term, thus saving on the £900 road closure fee previously agreed, but in the longer term the Council may have to put in a match funding sum to attract funding from elsewhere and to be part of an overall sustainable management scheme to keep the area in good order.

851.2. The saga of the Bus Shelter close to the TIC has gone full circle now. Mr Green originally objected to the current temporary position, as the new permanent shelter is slightly larger to accommodate public demand. A site meeting followed where Mr Green agreed an alternative site the same distance from his hairdressing salon as it was from the TIC, but subject to land ownership enquiries and being informed that the Town Council would take adverse possession of part of the bus shelter to resolve future disputes, Mr Green then objected to his own suggestion, thus returning us to the original position, which he now has no objections to. A third meeting took place on site with Peter Cudby from Norfolk County Council on 30th June, it is hopeful that all our new bus shelters will be in place by the autumn.

851.3. The second meeting took place of the Five Market Towns Meetings at Dereham on 27th June which was a great improvement on the first meeting. The first part of the meeting was to discuss various issues of common interest such as Anti Social Behaviour Orders, Crime Reduction Partnerships, CCTV in the Town Centre, Recycling Credits, Area Partnerships, Archiving records with the Norfolk Records Office, Management of Markets and Grant funding for projects. The second part of the meeting was to welcome Becky Hellard and William Nunn to discuss ways to improve communications between Breckland Council and the Market Towns, some of the issues from the first part of the meeting were raised with the new Chief Executive and Leader. The possibility of a new digital CCTV system was recommended to the five towns, as the current analogue system was to be replaced and upgraded as funds allow. The possibility of using mobile cameras was also discussed. The results of an open spaces audit would be completed very soon. There was also a discussion on e-government and the requirements at Town level for the future. This was an area where Breckland could be of assistance to the Towns and larger parishes in particular. The next meeting would be in three months time when it would be decided how often to meet.

851.4. The issue of access to graves in the cemetery was deferred to the finance meeting next week.

851.5. Swimming Pool Land Purchase. A price has been agreed for a 2 acre site with the land owners well within the earmarked budget. There is still clarification required regarding the conditions of sale regarding access to the site. A recent meeting took place of SPA at the Eco Tech, where Andrew Toomey outlined his plans for a swimming pool at Eco Tech. This was at a very early stage, whilst sounding very encouraging. The Clerk urged the Town Council on the side of caution though, by proceeding to purchase the piece of land on offer. It is an investment and it secures a very useful site for leisure purposes including a swimming pool. From these two opportunities one will surely emerge as the best and most viable project and then the Council can make an appropriate decision. It was noted that Councillors wish for the issue of the land purchase be brought to Full Council for discussion before any purchase is made.

851.6. Work Experience Students. This is just to report of another successful two week period with work experience students placed at the Cemetery and at the Town Hall reception, both have done well and have enjoyed the experience. There were in fact two

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other students in the Town Hall, one in the Museum office and one in the Icen office. We also had the College of West Anglia work placement student for one taster day, who will be working in the Town Council office from the September term every Friday morning in term time.

851.7. Report on the Cheltenham Summer Seminar. The reason why the Town Council meeting was one week late was that the Clerk and Deputy Clerk attended this training conference last week on 13th & 14th July with the theme of 'DELIVERING BETTER LOCAL SERVICES –THE NEXT 5 YEARS' at the *University of Gloucestershire* at Cheltenham. It was two full days of intense high quality training with an array of excellent experienced speakers from the University, from the world of Local Government and a chance to network with a large number of our counterparts from up and down the country. There follows a list of the subjects debated, a written report will be provided in due course:-

- LOCAL SERVICES, PARTNERSHIP & COMMUNITY GOVERNANCE
- New 'localism', local democracy and community governance: an agenda for change
- Crystal balls- the shape of local services by 2015?
- Local councils working closer with principal authorities- are charters working?
- Partnerships in planning:
 - (i) The strange case of Taunton Deane
 - (ii) Parish plans and market town action plans:
 - (iii) listening and responding *research findings on key concerns of residents and building bridges with Community Planning*
- News from the Front: Panel discussion on the shape of things to come over the next 5 years
- Engaging communities with their flood histories – the Lower Severn experience
- What a difference a mayor makes.....in Germany
- The role of the 'clerk' in US local 'town' government
- Pointers to good practice in England and Wales
- Engaging the young
- GOOD PRACTICE-LEARNING FROM OTHERS

851.8. A copy of a guide called, 'Pointers for Good Practice – A guide for town and parish councils' had been circulated to Councillors. Two of the authors were speakers at the Cheltenham conference, a third was also in attendance.

851.9. Stress Policy. The Draft Stress Policy has been adopted from a model policy to suit Swaffham Town Council, this would be an important part of protecting the health, safety and welfare of all our employees. Cllr Mann proposed and Cllr Emmerson seconded for the stress policy to be considered at the next meeting.

It was agreed for the stress policy to be considered at the next meeting.

851.10. Procedures for visitors to Town Council owned premises. This draft policy will also be considered for adoption at the next Council meeting.

852. PLANNING/DEVELOPMENT CONTROL:

852.1. Notification of Planning Decisions.

3PL/2005/0372/O Outline planning permission granted for the erection of two storey residential care home and day care centre. Alpha Care Services (UK)Ltd at the Redundant Firework Factory, Greenway Ecotech Park.	3PL/2005/0373/O Outline planning permission granted for the erection of single storey children's nursery. Alpha Care Services (UK) Ltd at the Redundant Firework Factory, Greenway Ecotech Park.
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852.2. Planning Applications:-

3PL/2005/0964/F Proposed conservatory. Conkers, 34a Ash Close. Mr. & Mrs. Youel. NO OBJECTION	3PL/2005/1044/F Pair of dwellings. Great Friars Farm. Banham Poultry Ltd. NO OBJECTION
3PL/2005/0969/F Extensions & demolition of conservatory & erection of wall to replace conifer hedge. 35 Whitsands Road. Mr. E. Byrne. NO OBJECTION	3PL/2005/1036/F Conversion of stable into annexe/holiday accommodation. Copper Hall, 47 Cley Road. Mr. P.C. Vardy. NO OBJECTION
3PL/2005/1037/F Extension. 30 Oaklands. N. Anderson Esq NO OBJECTION	3PL/2005/1060/F Proposed boundary fencing. 75 The Oaklands. Mrs. Gilding. NO OBJECTION
3PL/2005/1059/EU Use of dwelling as two separate units(Certificate of Lawfulness). 54 & 54a Southlands. Greg Prowting. NO OBJECTION	

852.3. There was a discussion on the dual role of Town/Breckland Councillors in respect of planning. This item was requested to enable clarification to be given by the District Councillors in respect of their position as dual role of District and Town Councillors.

The job of Breckland Councillors is to listen to discussions and information given at Breckland which may not have been available at the Town Council. The Breckland Councillors are not delegates of Swaffham Town Council. Any Breckland Councillor can be asked as a Town Councillor to speak to the Development Control Committee meeting on their behalf of them or any other individual at that time.

If the Town Council have an issue with any planning application they have to right to send a representative to speak at the Development Control Committee at Breckland Council.

853. FINANCE:

853.1. Accounts for Payments for July 2005 (see Appendix 2).

The list of Accounts was circulated to Councillors.

It was unanimously agreed to accept the accounts as listed.

853.2. External Auditors Report on the year 2003-04 accounts. Section 3 of the Annual Return is filled in by the External Auditor Roger Hill and in the final box he has flagged up our Fidelity Guarantee being low at £2,000. Suggesting that the level of insurance should be balances plus half the Precept, this would be approximately £450,000. The Town Council's insurers are obtaining estimates for £150,000, for £300,000 and for £450,000 but after discussions with Terry Beet he has stated that the cost will be in the thousands to achieve this. In negotiation with the External Auditors Roger Hill stated that the decision rests with the Council but he would expect that consideration would be given at the earliest opportunity and that an effort to meet the guide level over a period of time should be made. Certainly it should be increased from £2,000.

The principle of protecting the investment capital by a secure bond was discussed with the Internal Auditor, otherwise the cost of fidelity guarantee insurance may well be equal to or in excess of any interest earned. It could also impact on the Precept, if the cost of insuring half of this sum is in thousands, an adjustment would have to be made to account for the additional expense. It is hoped to have the estimates for the finance meeting next week.

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853.3. Town Crier Costs. The current year's budget is £525, this was increased this year from £300 to allow for replacement clothing. To date no expenditure has been incurred, so the recommendation was to allow the new Town Crier Eddie Godden to settle into his task, get the clothing he needs, to allow the normal 40p per mile travel expenses to be paid, plus any membership fees and competition entries. To continue to monitor the budget and report to each finance meeting or to the full council if the budget is fully utilized before the end of this financial year.

853.4. The business of competition to the Market within six and two thirds miles is in respect of a new stall at the rear of the Greyhound pub, a stall in Cley Road and monthly car boot sales at Swaffham Raceway were discussed. These issues came out of the annual Market meeting this year. This issue is of concern to the Council as the market is the biggest asset to the town and affects the precept. Cllr Mann proposed for the Clerk to send letters to the people who are breaking the Market Charter rules. There followed a discussion. Cllr Mann then withdrew her proposal. Cllr Emmerson proposed for the Council to stop any non market stalls on market day only and a letter to be written to the charity organisations in the town.

It was unanimously agreed for the Council to write to non market stalls on market day informing them of the Market Charter. To contact all charitable organisations in the town also informing them that they need the Town Council's permission to hold any charity stalls in the town.

853.5. Market refund. Mrs. Huggett has given notice and has left the Market, she has paid her rent up to the end of September. It was recommended that Mrs. Huggett is due a refund for July, August and September. There were other Market trader's letters for information from Mr. Dixon and Mr. Pitt which are self explanatory.

It was agreed to give 3 months refund to Mrs Huggett for her market pitch.

853.6. The Council have to remove the soil every so often from the Cemetery. The Town Council staff has been trying to obtain the best price for doing this and at the same time looking at a long term solution that will mean there is not a build up of soil to remove. The most reasonable estimate we have is at a cost of £878.00 + Vat Cllr Butters proposed and Cllr Buxton seconded to accept the quote offered.

It was agreed with 5 votes for to accept the quote of £878+VAT to removal the soil at the Cemetery.

853.7. There was a discussion on the long term solution of dealing with the soil removal at the Cemetery. Negotiations have taken place to provide a permanent skip at a special price of £80 + Vat which will be removed when full. There will be a problem of controlling who uses it. There was a recommendation to provide wooden fencing and lockable gates in an area of 18' x 12'. The most reasonable estimate is for two options, option 1 is with wooden posts at £413.75 and option 2 is with concrete posts at £538.50.

Cllr Darby proposed and Cllr Buxton seconded to go with the concrete post option and skip.

It was agreed to accept the quote for option 2 of the wooden fencing and the quote for a skip for the Cemetery for soil removal.

853.7. An e-mail has been received from the Rotary Club requesting a contribution for the Nelson Celebrations they are organising. There was also correspondence relating to the possibility of a Beacon.

The Town Clerk was instructed to write back to The Rotary Club requesting more information and the amount they would like to Council to consider by way of a grant.

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853.8. A letter has been received from the Swaffham Crime Prevention Panel requesting a grant. The Town Council gave a grant of £200 last year. Cllr Sherwood proposed and Cllr Mann seconded for more information to be sought before a decision is made.

It was agreed that the Town Clerk contact the Crime Prevention Panel requesting more details of what projects they have planned with costs before a decision is made.

853.9. There was a discussion on any future applications received.

It was agreed that the Town Clerk seek information from grant applications before it goes before the Town Council for consideration.

853.9. There was a discussion to ratify the decision at a previous meeting to restore the Carter painting. Cllr Sherwood proposed to ratify the decision of the restoration.

It was unanimously agreed to ratify the decision to restore the Carter painting.

854. JUBILEE HERITAGE PLAN.

854.1. Copies of minutes/reports from Icen Partnership have been circulated to Councillors.

854.3. There was a letter from the Icen Partnership requesting permission to place a marquee on Campingland the opening of the Community Centre on 30th September.

It was unanimously agreed to allow the Icen Partnership to erect a marquee on Campingland the opening of the Community Centre on 30th September.

854.4. There was an invitation from the Icen Partnership to participate in the opening event over the weekend of 1st and 2nd October. It was suggested that this invitation be taken to the Recreation Ground meeting next week for discussion.

It was agreed for the Deputy Clerk take the invitation to participate in the Community Centre Opening Event to the Recreation Ground Committee for discussion on the 27th July.

854.5. The AGM of Icen Partnership is on the 21st July at Eco-Tech followed by a Barbeque on the patio.

854.6. A letter regarding the facilities management tender document for Swaffham Community Centre has been received. The timetable is as follows:- Expressions of interest have to be in by 1st August, with final quotation to be received by 8th August. The successful applicant would be notified by 12th August. The contract would commence on 1st September with training and the building is to be occupied by the week commencing 19th September. The Town Clerk will be reporting in more detail next week at the Finance Committee meeting but the 66 page document that accompanies this letter takes some digesting as it deals with cleaning, grounds and garden maintenance, waste management, building maintenance, administration, security, pest control and utilities management. The timetable is extremely tight and whilst it is not impossible, it does come pretty close. A recommendation will be made to the Finance Committee meeting, however this evening the Clerk requested the full Council to delegate authority to the Finance Committee to make a decision. Cllr Lister proposed for Full Council to delegated authority to the Finance Committee.

It was agreed that Full Council give delegated authority to the Finance Committee to make a decision regarding the tender document for Swaffham Community Centre.

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854.2. Councillors have been given a copy of the notes relating to the meeting held on 16th June with the Architect and members of the Access Group. The Clerk has had a meeting with the building inspector Andy Rawlings and David Fitt who advises on access issues at Breckland Council. I have also placed a copy of a recent letter received in that respect. There was also a very brief meeting with Tony Dickens yesterday and he has formally requested that he be allowed to address the Council one final time after hearing the debate on the issues coming out of the recent meeting and before any final decision is made. It will be the Clerk's recommendation for the Council to allow this to happen. The Clerk will be having a further meeting with the Architect Gerry Burns tomorrow and then this will enable him to finalise his report to Council regarding the lift and any other access issues that need further discussion. The Clerk advised Councillors present on 16th June that currently the Council have in place a decision to accept Gerry Burns report subsequent to receiving the building inspectors certificate. However, it became apparent at the meeting that some important information had come to light for the first time, therefore in view of this it was sufficient reason to place this on a future council agenda for discussion. There is no argument on whether the Town Hall Extension meets with DDA requirements, as the building certificate will be issued and this will be confirmed, as all reasonable steps have been taken to comply with the legislation. The issue now will centre on whether the Town Council received the lift specification they agreed to back in October 2004. There followed a discussion on when this issue is to be discussed. It was proposed by Cllr Greaves and seconded by Cllr Matthews for Full Council to discuss this.

It was agreed that the issue of the Access Report will be discussed at a Full Council meeting and not at the Finance meeting next week.

Cllr Matthews proposed and Cllr Emmerson seconded for an extraordinary meeting be arranged for the 7th September.

It was agreed that an extraordinary meeting be arranged for the 7th September to discuss the Access Report.

855. GENERAL CORRESPONDENCE:

855.1. A letter was received and circulated to Councillors from Mr Ralph Clarke regarding the Church Clock. There followed a lengthy discussion where the three councillors mentioned in the letter commented on the content.

It was agreed for the Clerk to reply to Mr Clarke to say the matter is in hand and the issue of the key would be placed on a future agenda.

855.2. A letter was received and circulated to Councillors from Mr W.M.G. Bompas regarding the Church gates.

It was agreed for the Clerk to write to Mr Bompas informing him the Council will write to the Church with a copy of his letter.

855.3. A letter was received and circulated to Councillors from Mr C. Maclean regarding the embankment at Northwell Pool and other issues. This letter highlights a number of problems in the area of Northwell Pool, apart from the remark about Swaffham Town Council being 'busy', which is a fact, there is a need for a community project in this area to generate the necessary funds and look to the local people in that area to help with managing the area in the longer term.

855.4. Notification has been received and circulated to Councillors regarding the Stopping Up of Highway land at the Assembly Rooms. This is just to record the fact that the stopping up order in front of the Assembly Rooms is now through.

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855.5. A circular was received and distributed to Councillors from DEFRA regarding Clean Neighbourhoods and Environment Act 2005. The circular states that this new act can impact on Town and Parish Councils using their discretionary powers to allow them to issue fixed penalty notices for litter, graffiti, fly-posting and dog offences. The new dog control orders can replace the current byelaw system.

855.6. A copy of criminal damage record on the 21st June from the Norfolk Constabulary has been received and circulated to Councillors. This is for information only and it relates to upturned floral displays at the pedestrian crossing. This really upset the Town Gardener who spends so much time putting these displays together, three troughs were lost and replaced early one Sunday morning.

855.7. A letter was received and circulated to Councillors from Lawrence House (Swaffham) Management Company Ltd regarding Oakleigh Drive. The issues are of street lighting maintenance and replacement, plus road gully cleaning and road surface cleaning in Oakleigh Drive.

It was agreed for the Clerk to reply giving information about Serco and their services for the latter and joining together with the Breckland scheme for the street lighting.

855.8. A letter and e-mail was received and circulated to Councillors from Orange in respect of gaining access to water tower via the allotments. There have been no maps received indicating where it is they require access. There followed a discussion. Cllr Sherwood proposed and Cllr Emmerson seconded not to let them access or go across the allotment land.

It was agreed with 6 votes for and 4 abstentions not to allow Orange access to the water tower via the allotments.

855.9. A letter was received and circulated to Councillors from Mrs J. Bowles regarding re-surfacing of Beech Close.

It was agreed that the Clerk send a copy of Mrs Bowles letter to Norfolk County Council's Highways department and to inform Mrs Bowles of this.

855.10. A letter from J & G Holliday has been received and circulated to Councillors on the night.

It was agreed for this letter to be placed on a future Council agenda and that a copy be sent to the planning department at Breckland Council.

856. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

866.1. The Garden Science Trust have secured some funding and are looking to move ahead.

866.2. The Swaffham Horticultural show is on Saturday 30th July.

857. BRECKLAND COUNCIL.

857.1. A letter from the Chief Executive Becky Hellard regarding issues arising has been received and circulated to Councillors.

857.2. Details of the Breckland Against Crime Partnership – Together Academy Action Day on the 27th July has been received and circulated to Councillors. If any councillors wish to attend this Action Day to inform the Town Hall.

858. NORFOLK COUNTY COUNCIL

858.1. A proposal from Mott Macdonald regarding the town centre enhancement scheme phase 2 (west side) traffic regulation orders. There are only minor changes here and there to the scheme; all have been documented in copies of previous minutes circulated to the Council. A formal response from the Town Council is required, but Councillors can make individual comments if they wish.

It was unanimously agreed to accept the proposals put before them.

858.2. Notification of a Footway Conversion to Cycle/Footway on Brandon Road has been received and circulated to Councillors. This is the formal consultation regarding the proposed changes from a footway to a cycleway/footway at Brandon Road. The Council have until 26th July to register any comments.

It was agreed for the same comments be made on this scheme as they had done previously in the consultation.

858.3. Details of the U33354 White Cross Road kerb and resurfacing is due to commence on the 15th August have been received and circulated to Councillors.

858.4. Details of the U30015 Whitsands Road resurfacing works which is due to commence on the 17th August have been received and circulated to Councillors.

858.5. Details of footway works on Manor way which is due to commence on the 8th July have been received and circulated to Councillors.

858.6. Details of footway works on Mill Farm which is due to commence on the 14th July have been received and circulated to Councillors.

858.7. There could be the possibility of traffic calming measures in London street. Swaffham is the top 5 at the moment, it is looking hopeful.

859. To notify of the DATES of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETINGS:-

859.1. Wed 27th July 2005 at 6.30pm Recreation Ground Committee (*in the Council Chamber*) at 7.30pm Finance & G.P. Committee (*in the Council Chamber*)

845. ADMISSION TO MEETINGS ACT.

845.1. The Clerk updated the Council on a claim for early pension. Further advice has been taken from the Town Council's solicitor and he has also written to the person affected. The Norfolk Pension Service will not get involved in disputes of this type; they state it is between the Town Council and their former employee.

845.2. Councillors were given a Confidential Report from the Personnel Committee. Councillors were given the opportunity to ask questions relating to this. The process of implementing the new agreement from start to finish would be subject to an internal audit check. Cllr Emmerson proposed and Cllr Matthews seconded to agree to the three recommendations put forward.

It was unanimously agreed to adopt the profile 3 with the principle rates and range as recommended by the Personnel Committee for the Town Clerk, Deputy Town Clerk and the Assistant Clerk. 50% of the agreed pay rise will be paid from the 1st April 2005 with the correct rates paid from the 1st April 2006. Part of holiday leave owed to the Town Clerk to be paid as overtime and the Town Clerk will implement the new model contracts and terms & conditions, to negotiate with employees to a satisfactory conclusion.