



## ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF  
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### Minutes of the meeting of Attleborough Town Council Held on Monday, 6 October 2014 at 7.00pm in the Town Hall

#### Present:

	Cllr K Pettitt – presiding	
Cllr J Taylor	Cllr S Taylor	Cllr G Ellis
Cllr R Bond	Cllr T Perkins	Cllr T Ashby
Cllr N Thomas	Cllr T Crouch	Cllr E Tyrer
	Cllr J Blyth	
In attendance – Gina Lopes – Clerk to Attleborough Town Council		
District Cllr A Stasiak	District Cllr J North	District Cllr K Martin
Cllr M Wassell – Leader of Breckland District Council		
Ms A Graves – CEO of Breckland District Council		
1 x public		

*The Mayor requested a two-minute silence be held in remembrance of the late Mr Jack Salter, former Mayor of Attleborough Town Council*

#### **107.14) Apologies for absence**

Apologies for absence were received and accepted as below:-

Cllr R Middleton – Holiday  
Cllr J Owen – work  
Cllr G Dickerson – personal  
Cllr A Marchant - personal

#### **108.14). Declarations of Interest**

##### **a) To receive and consider declarations of interest in items below**

Declarations of interest were received as follows:-

Cllr Thomas – Agenda item 7b & 7f  
Cllr Pettitt – Agenda item 7b  
Cllr Crouch – Agenda item 7g

##### **b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests – None received**

#### **109.14) Report from Anna Graves and Michael Wassell, Breckland District Council**

The Mayor welcomed Anna Graves and Michael Wassell to the meeting and invited them to give a brief verbal report which included the following points:-

- Breckland Council wants to work with the Towns and they are visiting each town to talk to Town Councils
- Anna is new in post and appreciates differences in the past but is much more concerned about what's happening going forward and believes this will be relevant, helpful and useful
- Looking at different ways to interact with people, especially young people, using social media

- Looking at Attleborough and Thetford, the dualling of A11; it makes sense to work together
- Focus is on “Place based governance”
- Meeting today is first step in a positive, re-focussed and refreshed relationship
- The role of district council is to serve the whole district; 135,000 people and geographically a large area
- Whilst working over such a large area some decisions are not always palatable and this may cause friction
- The world is changing and the community is demanding, especially over how responsive the council should be
- Considering how the district council can reform itself - it does some things well eg free car parking but needs to address other issues
- They are working with Norfolk County Council and committed to deliver to the whole of Breckland
- Schemes such as the “Recycling Revolution” involve working in partnership with all districts to deliver a single system
- Communication is an issue and they are considering how to do this better – there will be a single point of contact for Attleborough, senior officer, Julie Kennealy, and she will progress issues
- We can dwell on the past but would rather focus on the future
- £4.6million is available through LEP for town centre improvements
- Setting up delivery partnership with key partners around the table, however, they are not always going to agree
- 3 tiers – Norfolk County Council is a large organisation and fairly removed from the individual and is steering big issues; Breckland District Council deliver underneath NCC and the parish and town councils deliver at a local level
- Attleborough has very experienced and capable district councillors who can liaise between district and the town council
- With LEP, Building growth is working with them and looking at how to build good growth and whether we can use Attleborough as a model for that and in doing so could provide Breckland as a landmark within the industry
- Attleborough sits on A11 and has world leading companies that are frustrated and are therefore looking at these
- “Open for business” – are we as open? particularly along the A11 corridor and the rest of the area
- Working with South Norfolk Council on the A11 growth corridor - bid with LEP – what does it mean for Norfolk and 2 x districts running through it - how do we support businesses that want to invest here?
- A47 - looking at all its strategic routes and looking at what this means for growth and what role they have to make businesses successful
- Compared to other district councils Breckland is very solid
- How do we make Breckland somewhere where people want to invest and grow their business –“Place Space model”
- Attleborough Town Council is the main point of contact for the town

*A Graves and M Wassell left the meeting at 7.40pm*

#### **110.14) Public Participation**

**RESOLVED** to suspend the meeting to allow members of the public to speak – see “Public Participation Notes” attached

#### **111.14a) Minutes of the meeting held on 1 September 2014**

**RESOLVED** to approve and accept the minutes of the meeting of Full Council held on 1 September 2014 as a true and accurate record of the meeting, subject to the minor amendments below, and the minutes were duly signed by the Chairman

**Min 96.14 - delete** "Lloyd's" **add** "Lloyd's"

**Min 97.14c – delete** "Cllr S Pettitt" **add** "Cllr K Pettitt"

#### **111.14b) Minutes of the extraordinary meeting held on 12 September 2014**

**RESOLVED** to approve and accept the minutes of the extraordinary meeting of Full Council held on 12 September 2014 as a true and accurate record of the meeting, subject to the amendment below, and the minutes were duly signed by the Chairman

**Min 110.14b – delete** "would be offered .... .....at full council"

**add** "to be reviewed, sent to Solicitor to be checked and then brought back to council"

#### **112.14) Councillors Reports**

Brief verbal reports received from councillors were as below:-

- Cllr Ellis confirmed that the work at the cemetery had been completed and a lot of debris had been removed
- Cllr S Taylor stated that a good job had been done at the cemetery

#### **113.14) Other Reports**

Verbal reports were received and accepted as follows:-

**a) The Chairman** – Cllr Pettitt referred to the diary events and reported that she had attended the awards ceremony with the CVS Group; this was a very good night and the group would come back at half-term. A Christmas menu was presented and members asked to confirm their attendance.

##### **b) County and District Councillors**

**District Cllr Stasiak** - confirmed his attendance at last week's cabinet meeting and advised that another meeting was scheduled for the next week and there should be more information on the relief road

**District Cllr North** – reported her attendance at several meetings, also attended the Attleborough Library for their reading awards, they are trying to encourage the children; lots of children there and all got a small award. The Local Plan working group meetings were very interesting for Attleborough and tied in to Anna Graves comments made earlier. Initial partnership meeting to be held with Julie Kennealy and should have more to report next time. Attended the Carvers Lane exhibition and also the Recycling Roadshow at Sainsburys.

**District Cllr Martin** – Reiterated comments received from District Cllr North as had attended the same meetings. Suggested that requests are made to use the other car parks in the town whilst the main car park is closed.

**County Cllr Byrne** – Apologies noted

##### **c) Other representatives**

Cllr Pettitt reported that she had attended the Town Charities meeting and noted that the Football Club and Shooting Club had been helped; confirmed that grants are able to be made to more people now.

##### **d) Town Affairs**

- The development in Dodds Road looked "a mess" – the Clerk was asked to write to NCC Highways and ask them to take action
- Skateboard Park had been subject to vandalism with a mattress set alight under the ramp and Cllr Ellis had been to the Health Centre to confirm if the incident was on their CCTV - Police will have to request the footage – Cllr Pettitt to report at the next SNAP meeting
- Several people had raised concerns about the main car park closure and how this would affect the town, particularly shops and businesses

**ACTION: CLERK/ALL CLLRS**

#### **114.14) Financial Matters**

##### **a) Completion of audit 2013/14 –**

On the motion of Cllr S Taylor, seconded by Cllr Perkins, it was **RESOLVED** to accept the external auditor's report and completion of audit for 2013/14

##### **b) To authorise the payment of cheques-**

On the motion of Cllr Crouch, seconded by Cllr J Taylor, it was **RESOLVED** to approve and accept the payment of cheques as per tabled list -Total £25,590.78

##### **c) To agree direct debits -**

On the motion of Cllr Blyth, seconded by Cllr Crouch, it was **RESOLVED** to approve and accept the direct debits as per tabled list -Total £13,292.47

##### **d) To receive Income –**

On the motion of Cllr S Taylor, seconded by Cllr Crouch, it was **RESOLVED** to approve and accept the income for September as per tabled list -Total £2,639.13

##### **e) Quote to grass seed new area in cemetery –**

On the motion of Cllr Ellis, seconded by Cllr Thomas, it was **RESOLVED** to accept and approve the quote to grass seed the new area of the cemetery from Philip Wing to a total of £1,440.00

##### **f) To deliver and crane replacement tree for Queen's Square – Deferred to next Environment Committee meeting**

##### **g) Bulbs for Queen's Square –**

On the motion of Cllr S Taylor, seconded by Cllr Perkins, it was **RESOLVED** to approve and accept the Eurogarden invoice for bulbs for Queen's Square to a total of £319.50

**h) Emergency roof repair –** The Clerk reported that the Chapel had a piece of lead slipping and this needed urgent attention and she had sought two quotes at £650 and £350 respectively; it was recommended that A Royden Roofing Services be contracted to do the work as quickly as possible.

**ACTION: CLERK**

#### **115.14) Attleborough Neighbourhood Plan**

Cllr Tyrer and Cllr Bond gave a verbal update which included the following:-

- Looking at sports provision – what Attleborough currently has and, with the projected growth, what it should have – to be reported by Christmas
- Similar comparison for health but this has been delayed but hope to move this forward quickly
- Meeting scheduled with Mr Clarke, Bidwells, it is hoped he will act as a co-ordinator, not as part of the steering group but as a sub-group
- Phil Lesley updated the website – hoping to get businesses involved and residents to interact and add their comments which can feed back into the office
- Queried the budget allocation for the plan and it was reported that £20,000 had been promised from Breckland Council and the Town Council had allowed £5,000 to help initially until Breckland funds were received, however, this £5,000 was only on a loan basis; additional funds may need to be considered at budget time
- Minutes of the meeting held 16 September 2014 were noted

#### **116.14) Standing Orders**

On the motion of Cllr S Taylor, seconded by Cllr J Taylor, it was **RESOLVED** to approve the amended Standing Orders to comply with the amendment to the Public Bodies (Admission to Meetings) 1960 Act

**117.14) Correspondence**

**RESOLVED** as follows:-

- a) **Bridge Farm particulars** – the Clerk to request the purchase price
- b) **Vodafone Rural Open Sure Signal Programme** – to send a letter of support
- c) **Minutes of SNAP meeting held 26 August 2014** – Noted for information
- d) **NCC Budget & priorities for 2015/18** – Noted for information
- e) **Norfolk Link** – Noted for information
- f) **“Thank you” letter from Holly Court Social Club** – Noted for information
- g) **“Thank you” letter from Artline re Archie** – Noted for information
- h) **Request for reduced town hall hire fee** – Hall hire fee to be waived for Mrs Seaman as charity fundraiser

**ACTION: CLERK**

**118.14) Public Participation**

**RESOLVED** to suspend the meeting to allow members of the public to speak – see “Public Participation Notes” attached

**118.14) Date of Next Meeting**

Date of the next meeting - **Monday, 3 November 2014 at 7pm**

(Cllr S Taylor gave her apologies as unable to attend this meeting)

**119.14) Exclusion of Press and Public**

**RESOLVED** to exclude the press and public from the meeting under the Local Government Act 1972 (section 100 (A) (4) given the sensitive nature of the business to be discussed.

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**120.14) Staff Matters**

a) **Contracts of Employment** – Deferred to next Personnel Committee meeting

b) **Letter of resignation** – Noted

c) On the motion of Cllr S Taylor, seconded by Cllr Blyth, it was

**RESOLVED** to advertise for two new office assistants, as per confidential attachment Appendix 1.

d) On the motion of Cllr S Taylor, seconded by Cllr Bond it was

**RESOLVED** that the interview panel will consist of two councillors and the Clerk, Councillors Blyth, Thomas, Pettitt and Crouch were nominated and will attend according to availability

**ACTION: CLERK/ALL CLLRS**

The meeting closed at 9.15pm

**Public Participation Notes**

The Chairman invited members of the public to speak and points raised included the following:-

- Neighbourhood Plan – refreshing the website so residents can make their comments and they will have vital feedback
- Cllr Bond remembers when his children were young and asked what they wanted but community centre now has offices on it and this is disappointing
- Cllr Ellis wants everyone to work together and take an integrated approach
- Rhodri Oliver introduced himself to the members and explained he was the candidate for Queens Ward at Breckland District Council. He had recently moved to Attleborough and liked the town very much.