



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, 1 August 2016 at 7.00pm in the Town Hall

Present:

Cllr J Burton - presiding

Cllr R Bond	Cllr A Busk	Cllr T Cobb	Cllr T Crouch
Cllr V Dale	Cllr G Ellis	Cllr K Montague	Cllr S Taylor
Cllr T Taylor	Cllr T Perkins	Cllr M Weaver	Cllr J Williams

In attendance – Gina Lopes – Clerk to Attleborough Town Council
Anne Willett – Clerk’s Assistant (minute taker)
Dist Cllr K Martin Dist Cllr T Ashby Dist Cllr S Askew
4 x public

044.16) Apologies for absence

Apologies for absence were received and accepted as below:

Cllr E Tyrer - Holiday

Further apologies noted from NCC Cllr A Byrne.

045.16) Declarations of Interest

a) To receive and consider declarations of interest in items below – None received.

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

046.16) Public Participation

RESOLVED that the meeting be adjourned to allow the public to speak; See “Public Participation Notes” attached

047.16 4a) Minutes of the Town Council meeting held on 4 July 2016

RESOLVED to approve and accept the minutes of the meeting of Town Council meeting held on 4 July 2016 as a true and accurate record of the meeting, subject to the minor amendment below; the Chairman duly signed the minutes

Present: *add* Cllr M Weaver

047.16 4b)) Minutes of the Town Council Extraordinary meeting held on 14 July 2016

RESOLVED to approve and accept the minutes of the meeting of the Town Council Extraordinary meeting held on 14 July 2016 as a true and accurate record of the meeting and the Chairman duly signed the minutes.

047.16 4c) Minutes of the Planning Committee meetings held on 4 and 18 July 2016

RESOLVED to approve and accept the minutes of the meetings of the Planning Committee held on 4 and 18 July 2016 as a true and accurate record of the meetings and the recommendations therein; the Chairman duly signed the minutes.

047.16 4d) Minutes of the Environment Committee Extraordinary Meeting held on 6 July 2016

RESOLVED to approve and accept the minutes of the meeting of Environment Committee Extraordinary Meeting held on 6 July 2016 as a true and accurate record of the meeting and the recommendations therein; the Chairman duly signed the minutes.

047.16 4e) Minutes of the Environment Committee Meeting held on 18 July 2016

RESOLVED to approve and accept the minutes of the meeting of Environment Committee Meeting held on 18 July 2016 as a true and accurate record of the meeting and the recommendations therein; the Chairman duly signed the minutes.

047.16 4f) Minutes of the General Purposes and Finance Committee Meeting held on 18 July 2016

RESOLVED to approve and accept the minutes of the meeting of General Purposes and Finance Committee Meeting held on 18 July 2016 as a true and accurate record of the meeting and the recommendations therein; the Chairman duly signed the minutes.

Purchase of a tractor for £16,000 was noted and approved

048.16) Councillors Reports

Brief verbal reports were received and included the following:-

Cllr J Williams: Attended Breckland's Local Plan Working Group meeting held at the Town Hall and expressed his thanks to the Town Clerk for speaking and putting forward a very strong case on behalf of Attleborough and especially for the need of the link road

Cllr T Perkins: Attended the Attleborough Development Partnership meeting and advised that Julie Kennealy is leaving and Tim Mills is acting as Interim Chairman whilst looking for an independent Chairman. There is a lot of work at the moment to do with governance and how meetings are set up but convinced this is the way forward and to access big funding streams. When meetings are scheduled it would be helpful if Town Councillors attend. The next meeting is on 13 October 2016 at the Town Hall

Cllr G Ellis: Attended meeting where the new Police Commissioner presented himself very well and held the Chief of Police to account. He had given £70,000 to the area and queried where the funds had been spent; as had not been told that two Constables had been recruited, it was very impressive

Cllr J Burton: Reported that following the Extraordinary Meeting, which was well attended, he had an informal meeting with Julie Kennealy (BDC), Phil Mileham (BDC), Dist Cllr Ashby (BDC), Cllr Perkins and the Clerk. Attleborough Development Partnership item had been deferred from cabinet as the Town Council were not happy. Discussed the proposals for the town centre and also the Neighbourhood Plan. Noted that Thetford has the infrastructure but no plan and Attleborough has the plan but no infrastructure.

049.16) Other Reports

The following brief reports were received and accepted -

a) County and District Councillors -

Dist. Cllr K Martin has attended 9 meetings and the Police Commissioner meeting and felt he was very “strong”. He will attend the Local Plan Meeting at Dereham next week. He met with the Director of Eastern Attachments and should have a detailed plan within 4 weeks and should be open around 2017. He has also talked to Neil McShane at the Academy as Carters will be looking for minimum of 50 new employees.

Cllr T Ashby: Attleborough Development Partnership is the vehicle for the town to realise its potential and liaise with all stake-holders. He has spoken to Richard Doleman to update on White House Lane. Had a meeting with the Mayor and the Clerk with officers from Breckland regarding the Attleborough Development Partnership. Devolution issue – would encourage completion of questionnaire. Is still progressing the car parking to get a trial done in town to release some spaces to improve footfall and local business

b) Clerk’s Report

The Town Clerk introduced the newly appointed Administration Assistant, Patricia Drewery, who had commenced her employment earlier in the day
Reminder of the Neighbourhood Plan ‘drop in’ event taking place on the weekend of the 13/14 August. 2016 at the Town Hall and members encouraged to attend
Reminder that there is no councillor training session booked for August but will resume in September.

c) Resignation of a Town Councillor

Resignation of Cllr Julie Blyth was noted. The Clerk to issue a press release confirming the resignation and subsequent vacancy and to send a “thank-you” card to Julie Blyth. The Clerk confirmed that Breckland Council had been notified of the resignation

d) District Councillors attendance at meetings

Cllr Burton had spoken to Dist Cllr Ashby and Dist Cllr Oliver and there was a suggestion to have a meeting to discuss how councillors may work together. It was stated that it is very important to always have two district councillors attend the town council meetings. Dist. Cllr Martin was thanked for attending majority of meetings. It was noted that other district councillors had only attended a few meetings although it was advised that the district councillors attended on a rota basis.

Suggestion to hold more informal meeting between the town and district councillors and agreed it is not just quantity of meetings but quality as well.

Request for an action plan and projects list, the Clerk confirmed that a projects list had been submitted to Breckland Council and Cllr Perkins advised that the Attleborough Development Partnership was the vehicle to take projects forwards. Dist Cllr Ashby requested that the minutes from meetings be sent to the district councillors so that they are kept informed.

RESOLVED to hold bi-monthly meetings with attendance by Cllr Weaver, Cllr Burton, Cllr Dale and Cllr R Bond (reserve).

ACTION: CLERK/ALL CLLRS

050.16) Financial Matters

(Cllr Cobb and Cllr Perkins left the meeting for item a below)

a) To authorise the payment of cheques

On the motion of Cllr Bond, seconded by Cllr Williams, it was

RESOLVED to approve and accept the payment of cheques as per cheque list dated 1 August 2016 Total £20,514.75.

b) To agree direct debits

On the motion of Cllr Williams, seconded by Cllr Montague, it was

RESOLVED to approve and accept the direct debits list dated 1 August 2016, Total £18,591.89.

c) To receive Income

On the motion of Cllr Dale, seconded by Cllr Crouch, it was

RESOLVED to approve and accept the income list for July 2016, Total £8,792.10.

d) Income & Expenditure Report to 31 May 2016

Cllr Burton advised that the budget was “on track” and that the figures had been considered at the recent General Purpose and Finance Committee meeting. Report noted for information:

ACTION: CLERK

051.16 8) Policy documents

a) Social Media and Electronic Communication Policy –

Cllr Burton advised that some recent comments on Twitter and Facebook were not helpful and needed to be considered.

On the motion of Cllr Busk, seconded by Cllr Bond, it was

RESOLVED to approve and adopt the Social Media and Electronic Communication Policy

b) Officer and Member Protocol –

Cllr Ellis expressed disappointment that several councillors left prior to the commencement of the recent training session and advised that members should attend if they wished the status of the Council to be improved.

On the motion of Cllr Williams, seconded by Cllr Bond, it was

RESOLVED to approve and adopt the Officer and Member Protocol

c) Whistleblowing Policy –

Cllr Burton advised this policy applied to both staff and members.

On the motion of Cllr S Taylor, seconded by Cllr Montague, it was

RESOLVED to approve and adopt the Whistleblowing Policy

d) Equality Policy –

On the motion of Cllr Weaver, seconded by Cllr Crouch, it was

RESOLVED to approve and adopt the Equality Policy

e) Banners in Queen’s Square and other adverts –

Groundsmen are to remove any banners from Queen’s Square that are out of date and to separate the positioning of the Neighbourhood Plan banners for a more aesthetic appearance. Noted that some posters had been fixed on the railings and caused scratching and must be removed. It was felt that there was a need to organise the removal of out dated posters and fly posters on areas such as lamp posts and suggested that the Highway Rangers may be able to remove these. Posters for Vinnie’s Gym, Ry’s Bar and Slimming World were noted and after some discussion it was agreed that the Clerk should contact same and request the posters are removed. If not removed within a month then may contact Breckland Council for action. A more permanent sign to advertise the Market was requested.

ACTION: CLERK

052.16) Attleborough Neighbourhood Plan

a) To receive an update on progress –

Cllr Perkins presented a report as follows:

“As you may be aware the Attleborough Neighbourhood Plan has no gone into the 6 week consultation stage. At the EGM on the 14th July, I stated that the plan had taken some considerable time and work to get it to the draft stage that it was at that point. The consultation will end on the 17th August and comments will be collected

and if necessary the plan will be adjusted to take these into account. From then on the plan will continue its path to the Statutory consultations and at which point an inspector will be chosen to see the plan through the inspection stage.

Liz Wrigley and Roger Morpheu continue to do work on the plan. There are some bits still to finalise and collect.

Valerie Watson Brown and her team continue to promote the plan in areas that will try and capture most footfall. There have been various press articles and radio interviews. These will continue to try and get the message across to as many of the population as possible.

The Town Council need now to think forward about how to implement the items highlighted in the plan, not just by means of the Attleborough Development Partnership but by taking ownership of the plan and delivering for the needs of Attleborough.

One of the things that has come up throughout the plan process is the traffic and car park issues. Breckland have an option to impose a shoppers type of scheme for the car parks. This means having a timed restriction to the car parks. This is an experimental option and should it work for us here in Attleborough it could well be implemented throughout Breckland car parks. I propose that we try this for a trial period and gauge the reaction.”

On the motion of Cllr Perkins, seconded by Cllr Dale, it was

RESOLVED that Breckland District Council go ahead with a restriction of three hours parking before penalty within the town car parks

ACTION: CLERK/ALL CLLRS

053.16) Dog Walking at Gaymers Meadow

a) Cllr Weaver thanked the Clerk for her recent press release regarding issues with dog walkers. A discussion took place regarding dog walking and fouling and it was suggested that the children’s play area be fenced off to prevent the dogs from access. Noted that staff had been abused by dog walkers and that this was unacceptable but only a minority of users. The Groundsmen to spray disinfectant onto the play equipment at Gaymers. For further discussion at Environment Committee meeting.

ACTION: CLERK

054.16) Correspondence

a) **Devolution Consultation** – Members are encouraged to respond - Noted.

055.16) Public Participation

RESOLVED that the meeting be adjourned to allow the public to speak – see “Public Participation Notes” attached

056.16) Date of next Meeting

Monday, 5 September 2016

Cllr Dale expressed thanks to Cllr Burton for a good evening at the recent Civic Reception.

Meeting closed at 8.45pm

Public Participation Notes

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

- Important to ensure that local knowledge is included in the Neighbourhood Plan
- Resident stated it was beyond belief that dog owners cannot control their dogs
- Resident was pleased to hear that the town councillors were working with the district councillors and felt the county councillor should also be included and noted that better communication would be helpful
- Attleborough Development Partnership had two places for neighbouring parishes and resident felt communication between meetings with Besthorpe and Old Buckenham Parish Council should be encouraged