



ATTLEBOROUGH TOWN COUNCIL

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Minutes of the Annual Meeting of Attleborough Town Council Held on Monday, 9 May 2016 at 7.00pm in the Town Hall

Present:

Cllr J Burton - presiding upon election

Cllr G Ellis	Cllr T Crouch	Cllr J Williams	Cllr V Dale
Cllr S Taylor	Cllr T Taylor	Cllr A Perkins	Cllr M Weaver
Cllr T Cobb	Cllr J Blyth		

Cllr A Busk (upon election)
Cllr K Montague (upon election)

In attendance – Gina Lopes – Clerk to Attleborough Town Council
Anne Willett – Clerk's Assistant

Dist Cllr A Stasiak Dist Cllr K Martin

8 x public

001.16) Election of Chairman/Town Mayor for the municipal year 2016-2017

On the motion of Cllr Perkins, seconded by Cllr Ellis it was
RESOLVED to elect Cllr Jeremy Burton as the Chairman/Town Mayor of
Attleborough Town Council for the municipal year 2016-2017
Cllr Burton signed the Declaration of Acceptance of Office form in the presence of
the members

002.16) Election of Deputy Chairman/Deputy Town Mayor for the municipal year 2016-2017

Cllr S Taylor proposed Cllr Vera Dale for Deputy Mayor, seconded by Cllr Ellis
Cllr Weaver proposed Cllr Tony Crouch for Deputy Mayor, seconded by Cllr T Taylor
RESOLVED to vote by paper ballot.
The voting took place and the Clerk confirmed the results –
Cllr Vera Dale – 6 votes
Cllr Tony Crouch – 5 votes
RESOLVED that Cllr Vera Dale is elected Deputy Town Mayor of Attleborough Town
Council for the municipal year 2016-2017
Cllr Dale signed the Declaration of Acceptance of Office form in the presence of the
members

003.16) Applications for Casual Vacancies

It was confirmed that four applications had been received for the existing two
vacancies for Town Councillors and members briefly considered same.
The voting took place by show of hands and the results were as follows:–

Anthony Busk – 7 votes
Keith Montague – 6 votes
Jacob Abbott – 5 votes
Mark Boardman – 4 votes

RESOLVED to co-opt Keith Montague and Anthony Busk as town councillors and they signed the Declaration of Acceptance Office forms and took their seats with the members

004.16) Apologies for absence

Apologies for absence were received and accepted as below:

Cllr E Tyrer – other meeting

Further apologies noted from NCC Cllr Byrne and Mr Abbott (councillor applicant)

005.16) 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

006.16) Public Participation

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

007.16a) Minutes of the Town Council meeting held on 11 April 2016

RESOLVED to approve and accept the minutes of the meeting of Full Council held on 11 April 2016 as a true and accurate record of the meeting, the Chairman duly signed the minutes

007.016b) Minutes of the Planning Committee meetings held on 4 & 18 April 2016

RESOLVED to accept the minutes of the meeting of the Planning & Highways Committee held on 4 April 2016 and the recommendations therein

RESOLVED to accept the minutes of the meeting of the Planning & Highways Committee held on 18 April 2016 and the recommendations therein (noted requested amendments to Public Participation Notes and Attachment A)

007.016c) Minutes of the Annual Parish Meeting held on 4 April 2016

Noted for accuracy only

008.16) Councillors Reports

Brief verbal reports were received and included the following:-

Cllr Ellis had attended a meeting at Banham Poultry, there seemed no immediate move to Bunns Bank and are to spend over £1 million at Gaymers and employ over one thousand people

Cllr Dale thanked Cllr Ellis for “chasing” the builder and confirmed the wall by the closed churchyard was now rebuilt and looked very good. Cllr Dale requested that wetpour surface be installed at both ends of the football walls as very wet.

Requested an update on “Anglia in Bloom” – the Clerk confirmed that letters had been sent and many cheque donations already received and banked, Cllr Crouch had planted out the tubs but not any baskets –Environment Committee could review

Cllr S Taylor reported that she had spoken with Richard Seaman, Attleborough Football Club, and that an event had been held on the Recreation Ground where

alcohol was served and that this jeopardised Mr John Taylor's licence and livelihood. The Clerk advised she had only just received an email requesting permission for an event but Cllr S Taylor confirmed this event had already been held. Cllr S Taylor also advised that the Post Office is being closed and felt the Council should consider this issue

Cllr Burton suggested that the market should be promoted and the Clerk confirmed that Roger Morfey was making proposals for the market within the work he was carrying out for the Neighbourhood Plan – Environment Committee will consider

ACTION: CLERK

009.16) Other Reports

The following brief reports were received and accepted -

a) The Chairman -

Cllr Perkins provided his diary for his final month as Mayor and highlighted some of the events which included the following:

Congratulated Cllr Burton on his appointment to Town Mayor and wished him every success for the year ahead

Attended meeting with the "Talking Newspaper" on 9 April 2016 and noted how worthwhile this service is for many

Attendance at Polish Memorial at Riddlesworth and reported this to be very moving event

b) County and District Councillors –

Dist Cllr Stasiak – Congratulated the new Mayor and Deputy Mayor. Confirmed that Stephen Askew had been elected as the new District Councillor and that the new Chairman of Breckland was Bill Borrett and Vice-Chairman was Kate Millbank.

Following on from the Local Plan and meeting with NCC Highways he suggested that Surrogate Street will be first to have improvements and noted that the Crimean War Memorial is staying in position and the Heritage Group is involved

Dist Cllr Martin – Attended several meetings this month including one at Banham Poultry and the extensions are exciting, also went to Planning which included the Grampian application which will be coming back to Committee. Advised that Hemsby and Newport have used artificial flowers in all their planters which are far more cost effective and suggested the Council may consider this for the Anglia in Bloom planters

NCC Cllr Byrne – Written comments were read by Cllr Perkins in Cllr Byrne's absence –

Busy with elections and Conservatives now have the majority

Devolution is an ongoing issue and would mean an overall Mayor of three counties but this is generally not wanted and unsure where this will lead

Carvers Lane and also school applications have some issues still to sort out

c) Other representatives & Town Affairs –

Cllr Ellis raised concern regarding potholes in the town that were becoming very deep and holding water; although reported the holes did not seem to be properly repaired. Noted the new Police and Crime Commissioner was Lorne Green and felt he would do a good job. Confirmed that Cliff Jordan was the new leader of Norfolk County Council and Cllr Ellis knew him personally and gave assurance that he would be a good leader

Cllr Cobb confirmed that the Fun Fest event went well and had good support with no problems

Cllr Perkins advised that the Football Club and also the Scouts had asked about the progress of their respective leases; the Clerk advised that this was in the hands of the Council's solicitor and being progressed – General Purposes and Finance Committee agenda item. The Football Club had expressed dismay at the unsuccessful funding application they had made

Cllr Burton wanted the Council to send congratulations to the Football Club on their recent promotion

Cllr Weaver reiterated his previous comments regarding dogs on Gaymers and suggested a note goes in "The Mercury" and "Attleborough Matters" advising of the rules

Cllr Crouch reported that the postal sorting office will be moving in September, probably to Wymondham, unless a suitable site can be found in Attleborough but no decision has been made although the building has been sold

Cllr S Taylor reported that whilst the Football Club were disappointed with the funding bid they did not feel a need to attend a Council meeting as they believed they had two councillors supporting them on the Council

Cllr Busk was concerned about the closure of the Post Office as there appeared to be problems in other areas regarding post office closures. He also felt concern that as Attleborough is a market town the current market only had a few stalls whilst other local markets seemed to be well attended and felt the market should be an attraction to the town and be promoted

ACTION: CLERK

010.16) Financial Matters

a) To authorise the payment of cheques

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

RESOLVED to approve and accept the payment of cheques as per tabled list - Total £47,721.26

RESOLVED not to reimburse £60 for loss of wreath at cemetery

Cllr Burton confirmed that the cheque signatories had been changed on all bank accounts as agreed at the last meeting

b) To agree direct debits

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

RESOLVED to approve and accept the direct debits as per tabled list - Total £18,438.75

c) To receive Income

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

RESOLVED to approve and accept the income for February 2013 as per tabled list – Total £207,764.10

The Clerk advised that the first instalment of the precept and support grant had been paid and was included within the income list

d) Spraying of Gaymers £630.00 +VAT –

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

RESOLVED to approve and accept the quote from UK Amenity for spraying Gaymers and the Recreation Ground for a total of £630.00 + VAT

e) Request for Grant – Nurture by Nature Forest School –

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

RESOLVED to approve a grant donation of £250 to Nurture by Nature Forest School

ACTION: CLERK

011.16) Committee Members for municipal year 2016-17

RESOLVED to appoint committee members as follows:

Mayor and Deputy Mayor on all committees as per Standing Order 15a vii

a) Planning, Lighting & Highways

Cllr S Taylor	Cllr T Crouch	Cllr A Perkins	Cllr K Montague
Cllr R Bond	Cllr G Ellis	Cllr E Tyrer	Cllr M Weaver
Cllr J Williams	Cllr T Taylor		

b) General Purposes & Finance

Cllr T Crouch	Cllr J Blyth	Cllr G Ellis	Cllr A Perkins
Cllr A Busk	Cllr S Taylor		

c) Environment

Cllr S Taylor	Cllr T Taylor	Cllr T Crouch	Cllr G Ellis
Cllr J Blyth			

d) Personnel

Cllr S Taylor	Cllr T Crouch	Cllr J Blyth	Cllr G Ellis
Cllr M Weaver			

ACTION: ALL CLLRS/CLERK

012.16) Representatives on outside bodies

RESOLVED to appoint members for outside bodies as follows:

Attleborough Charities	T Crouch	V Dale (to confirm)		
Attleborough Heritage Group	J Williams			
Banham Poultry	V Dale	G Ellis		
BDC Economic Strategy Group	R Bond	T Perkins		
BDC Gypsy and Travellers Strategy	T Crouch	S Taylor		
Community Emergency Co-ordinator	T Crouch			
Connaught Hall	J Burton	M Weaver		
East Harling Internal Drainage Board	G Ellis			
Snetterton Circuit Liaison Group	T Perkins			
Police Liaison	J Burton	V Dale	G Ellis	
Press & Media	J Burton			
Town Archives	B Waters			
Twinning Association	J Williams			
Football Club	T Taylor			
Neighbourhood Plan	R Bond	T Perkins	E Tyrer	A Busk

ACTION: ALL CLLRS/CLERK

013.16) Annual review of documents

RESOLVED to approve the following documents without any amendments -

a) Standing Orders

b) Financial Regulations

c) Insurance cover

d) Asset Register

e) Internal control/risk

f) Code of Conduct

Cllr Dale requested that a further ten minutes of public participation be included in future agendas and this was supported

ACTION: CLERK

014.16) Attleborough Neighbourhood Plan

a) To receive an update on progress –

Cllr Perkins gave a brief update as follows:

- Liz Wrigley is working with Roger Morfey to finalise the draft ready for the statutory consultation
- Richard Middleton has stepped down and there was to be a project meeting soon
- Members were encouraged to read the draft plan and make comments
- There is a need for significant administrative support from the office staff and may be a need for additional staff

Cllr Ellis raised concern regarding the amount of additional work being given to the Town Clerk and Cllr Burton gave assurance that additional staff could be considered Cllr Tyrer had prepared a Governance Proposal which was circulated for information

b) Connaught Hall proposals –

Cllr Burton gave a brief update on proposals for Connaught Hall, which included plans to extend and refurbish the hall to enable larger functions to be held and create office space. There were also plans for a 4G pitch area on the unused land that the Hall owns and would accommodate outdoor sports and new changing and toilet facilities and it was hoped it would be viable for community funding pots

ACTION: ALL CLLRS/CLERK

015.16) Correspondence

a) Request from Connaught Bowls Club re: resurfacing –

Discussed at some length and confirmed that Abellio are making significant improvements to their area and suggestion that this might be an opportunity for a joint venture. Cllr S Taylor reported that she had obtained a quote in the past for resurfacing for a cost of less than £100,000 – for Environment Committee agenda

b) Request from Camping group re: use of Rec –

After consideration it was

RESOLVED not to give permission to the camping group to site motor homes on the Recreation Ground

c) Request for use of Gaymers re: fitness bootcamp –

There was some discussion and it was

RESOLVED to allow the use of Gaymers for the fitness bootcamp at a cost of £5 per session for adults and free of charge for children's sessions

d) Request from Attleborough Town FC re: S106 funds –

The correspondence from the Football Club was briefly discussed and noted that the area would be considered within the assessment by Play England

e) Request from Attleborough Town FC re event on 21 May 2016 –

Briefly discussed and whilst some members wished to support the event there was concern regarding the incident held recently and reported by Cllr S Taylor earlier in the meeting. The Clerk to check the licence

ACTION: CLERK

(RESOLVED to continue the meeting past the two hour deadline)

016.16) Date of next Meeting & Annual meeting schedule

Monday, 6 June 2016

RESOLVED to amend the meeting schedule to include a full council meeting in August and to hold General Purpose and Finance Committee meetings bi-monthly and Environment meetings each month at 6pm prior to Planning and Highways at 6.30pm

ACTION: CLERK

017.16) 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.

018.16) Staff Matters

a) Office Assistant –

The Clerk confirmed that Mrs Sarah Watts had now been appointed as Office Assistant.

RESOLVED that the Clerk progress the appointment of an additional Administrative Assistant to help with the extra work required by the Neighbourhood Plan group and additional meetings

ACTION: CLERK

The meeting closed at 9.20pm

Public Participation Notes

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

Mr Hinde wished the Council a successful year in this crucial year of the Neighbourhood Plan