



## 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 December 2014 at 7.00pm in the Town Hall

#### Present:

Cllr K Pettitt – presiding

Cllr G Ellis	Cllr R Middleton	Cllr J Taylor
Cllr R Bond	Cllr T Perkins	Cllr T Ashby
Cllr N Thomas	Cllr T Crouch	Cllr S Taylor
	Cllr J Blyth	

In attendance – Gina Lopes – Clerk to Attleborough Town Council

District Cllr A Stasiak	District Cllr J North	District Cllr K Martin
	County & District Cllr A Byrne	
	3 x public	

*The Mayor requested a two-minute silence be held in remembrance of the late Mrs Betty Campbell, former Mayor of Attleborough Town Council*

#### **137.14) Apologies for absence**

Apologies for absence were received and accepted as below:-

Cllr J Owen	– personal
Cllr G Dickerson	- work
Cllr E Tyrer	- unwell

#### **138.14) Declarations of Interest**

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

Declarations of interest were received as follows:-

Cllr K Pettitt	- Item 9a
Cllr G Ellis	- Item 9a

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

#### **139.14) Public Participation**

**RESOLVED** to suspend the meeting to allow members of the public to speak – No comments at this time

#### **140.14) Application for councillor vacancy**

The Chairman confirmed there had been two applications for the current vacancy for Town Councillor and invited the applicants to present themselves to the members. Mr Rhodri Oliver and Mr Andrew Heginbotham addressed the members and explained why they would like to join the Town Council. On the motion of Cllr Blyth, seconded by Cllr Ellis, it was

**RESOLVED** that the council should co-opt one of the two applicants to fill the vacancy of Town Councillor.

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

**RESOLVED** that members would vote on the councillor vacancy by means of paper ballot.

Once the papers were handed to the Clerk the candidates were invited to view same and the Clerk confirmed that Mr Rhodri Oliver was the selected applicant.

**RESOLVED** that Mr Rhodri Oliver had been co-opted to the position of Town Councillor.

Mr Oliver signed his declaration of acceptance of office form in the presence of members and took his seat. The Chairman thanked Mr Heginbotham for his application and advised him that there would be an election for Town Councillors next May

#### **141.14a) Minutes of the Town Council meeting held on 3 November 2014**

**RESOLVED** to approve and accept the minutes of the meeting of Full Council held on 3 November 2014 as a true and accurate record of the meeting; the minutes were duly signed by the Chairman

#### **141.14b) Minutes of the Planning Committee meeting held on 20 October 2014**

**RESOLVED** to approve and accept the minutes of the meeting of the Planning Committee held on 20 October 2014 as a true and accurate record of the meeting and the recommendations therein; the minutes were duly signed by the Chairman

#### **142.14) Councillors Reports**

Brief verbal reports received from councillors were as below:-

- Cllr Middleton thanked members for supporting the Royal British Legion on Remembrance Sunday and felt the parade had gone very well
- Cllr Middleton reported that the overhanging branch at the High School had still not been trimmed – also noted that the large puddle by bus stop opposite Academy still needs attention – Clerk to report to NCC Highways again
- Cllr Pettitt thanked Cllr Middleton for his efforts on Remembrance Sunday and also Cllr Tyrer for carrying the flag; noted the attendance of MP George Freeman

#### **143.14) Other Reports**

To receive reports from:

**a) The Chairman** – Cllr Pettitt referred to the diary events and reported she had organised two fund raising events and both had been successful; there was approximately £2,000 in the fund. Cllr Pettitt had met with Taylor Wimpey and they agreed to build a ramp and install new doors to the Nissan hut at the Recreation Ground; if possible, they will also paint the hut, all at no cost to the council.

Members were reminded to confirm their attendance at the Christmas meal on 8 December 2014. General reminder to support the Christmas Carnival and light switch on scheduled for 7 December 2014. Cllr Ellis was thanked for organising the Christmas lights.

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

**County Cllr Byrne** – Happy to note that the dualling of the A11 was complete. The Police and Crime panel meeting was held again this month and all inspections are good - he felt residents live in the best part of the country

**Dist Cllr Martin** – Attended several meetings; scrutiny of Police and Crime panel was good and had now been in place for 2 years and the recording of crimes was discussed. Attended planning meeting with Dist Cllr Stasiask; the Neighbourhood Planning meeting at Attleborough and invited to school and had also attended Development Partnership session at Attleborough; all meetings were very useful. Norfolk County Council incinerator is finalised at a cost of £34million and cannot understand why the contract was ever signed.

**Dist Cllr Stasiask** – Went to the planning committee meeting with Dist Cllr Martin. There has been discussion on next year's elections and location of polling stations - Attleborough will remain the same although he did query why two of the stations for Queen's Ward are close together but it was felt there were no suitable alternative venues

**Dist Cllr North** – Attended the parade on Remembrance Sunday which went well and also on Remembrance Day at the war memorial where a quiet service was held. Attended overview and scrutiny meeting and the Police & Crime Commissioner was there and was asked lots of questions and came over very well. OPT (operational partnership team) work with whole host of people and are trying to stop anti-social behaviour occurring, figures are 792 for the whole of Breckland and reports are prioritised so the team can give the most worrying the most resources - very interesting to hear the information and very effective team working. Queen's Square car park is designated as a "respect" zone but aiming to make everywhere a "respect" zone however, not possible to police all areas. Alcohol can be confiscated and bans imposed for 48 hours. Attended SNAP meeting and a dispersal map highlighting the different areas was presented; Dist Cllr North will provide the Clerk with a copy for members' information. The new Beat Officer, Steve Howe, talked about priorities and ASB was a problem in Attleborough; for the next 3 months Police will concentrate on ASB and speeding. Shop-watch for Christmas was discussed and shop owners will be advised on issues such as shop-lifting; additionally Banned customer watch to ensure individuals are known. The next SNAP meeting is 25 February 2015 at 11.00am at the Police Station. Dist Cllr North also attended the meeting for the Development Partnership and found it useful.

**c) Other representatives –**

**Cllr Perkins** was at the Attleborough Football Club monthly meeting and the club is progressing nicely. They are managing to turn their finances around and looking to the future. Cllr Perkins was pleased to report the Club was achieving good results with several recent wins.

**Cllr Pettitt** attended the Town Charities meeting; Alan Marchant was the other appointed representative and she informed the group that he had now left the Council. As there was only one more meeting before the elections in May they are happy to wait until after this time for a new representative. The Charity had given money to a young girl for an electric wheelchair, they had also helped the Attleborough Football Club and a couple of families with personal requests.

**d) Town Affairs -**

Cllr Perkins reported that one of the highways signs on Church Street is turned the wrong way and Cllr Ellis reported the sign had been hit by a vehicle

Cllr Ellis was concerned about the trees by the High School, believed to be in Mr Able's garden and Cllr Pettitt will advise the Clerk of address details for her to report to Highways

Cllr Blyth raised concerns that a van is continually parking on the verge where the new bench had been installed and was causing an obstruction to cars entering the

road from Fairfields – installing a planter was discussed and noted that a similar incidence had been dealt with by Breckland writing to the driver - the Clerk confirmed she had discussed this with Highways and they had advised incidents should be reported to the Police

**ACTION: CLERK/ALL CLLRS**

#### **144.14) Town Hall**

**a) Risk Assessment & visit from Fire Officer** – The Clerk explained that the risk assessment had been undertaken following a visit from the Fire Officer and asked members to note the recommendations within the document and actions required, in particular the need for a full electrical test of the building. The Clerk was processing all actions and the Risk Assessor would return for a follow up assessment in 3 months. On the motion of Cllr Taylor, seconded by Cllr Blyth, it was **RESOLVED** to accept and approve the risk assessment and the recommendations therein.

**b) Wifi for Chamber** – The quotes for wifi installation to the Chamber were discussed. On the motion of Cllr Ashby, seconded by Cllr Pettitt, it was **RESOLVED** to approve the quote from East Anglia IT Solutions to a total cost of £240.00

**c) Parking area and reinstating path** – The Chairman asked members to consider the application for resurfacing the parking area to the rear of the Town Hall and reinstating a pathway. The Chairman confirmed that previous papers had been located in the office relating to the original path and surface and it was suggested that Mr Plumbly may have historic information. It was suggested the area needed to be resurfaced and that costs could be offset by contributions from other users or by operating a charging system and penalising illegal parkers. Concern was raised that it was not an appropriate use of funds and that as this drive was unadopted it was not the responsibility of the council and there was much discussion.

On the motion of Cllr S Taylor, seconded by Cllr Blyth, it was **RESOLVED** that the council maintain the footpath on their land to an acceptable standard but any work for a footpath on the unadopted land is not the responsibility of the council. (3 abstentions noted)

**ACTION: CLERK**

#### **145.14) Financial Matters**

##### **a) To authorise the payment of cheques**

On the motion of Cllr S Taylor, seconded by Cllr Crouch, it was **RESOLVED** to approve and accept the payment of cheques as per tabled list -Total £24,382.02

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

On the motion of Cllr S Taylor, seconded by Cllr J Taylor, it was **RESOLVED** to approve and accept the direct debits as per tabled list -Total £13,136.20

##### **c) To receive Income -**

On the motion of Cllr Crouch, seconded by Cllr Middleton, it was **RESOLVED** to approve and accept the income for November as per tabled list -Total £4,173.04

##### **d) Replacement railings for Queen's Square -** Quotes were discussed.

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

**RESOLVED** to approve the quote from Groundscape for cast type railings for a total cost of £24,522.00 on the proviso that the quote is amended to include the standard uprights

The Clerk to check planning permission with the Conservation Officer before ordering and also suggestion to approach Breckland for possible grant funding

**e) Photocopier lease contract** – Three quotes were considered for a replacement photocopier for the council office.

On the motion of Cllr Pettitt, seconded by Cllr Ashby, it was

**RESOLVED** to approve the quote from EBS for Konica Minolta C284e on a 3 year lease

**f) Parish Partnership - Street lights** – The successful bid from the Parish Partnership scheme for street lights was discussed. On the motion of Cllr Pettitt, seconded by Cllr S Taylor, it was

**RESOLVED** to proceed with the installation of the street lights as set out in the previously signed agreement with Norfolk County Council

**g) Donation request - Defibrillator** – Further correspondence from the Attleborough Boxing Club regarding the proposed defibrillator was considered. On the motion of Cllr Pettitt, seconded by Cllr Oliver, it was

**RESOLVED** to donate £400 to Attleborough Boxing Club as part funding for the purchase of a defibrillator

**ACTION: CLERK**

#### **146.14) Budget and Precept request 2015/16**

**a) Draft budget & precept request 2015/16** – The draft budget previously agreed by the General Purposes and Finance Committee was considered as well as the previous year's precept proposal and a schedule of earmarked reserves. It was noted that Breckland would be offering the council tax support grant.

On the motion of Cllr Oliver, seconded by Cllr Pettitt, it was

**RESOLVED** to increase the precept by 2% from the previous year making a total request of £280,995.00

**ACTION: CLERK**

#### **147.14) Attleborough Neighbourhood Plan**

**a) To receive an update on progress** – Cllr Middleton, Cllr Bond and Cllr Perkins gave a brief verbal update which included the following:-

- Meeting held with Ian Barclay on 7 November 2014
- Cllr Tyrer made presentation to LEP, Attleborough put forward as case study; all well received  
Will only improve Attleborough Town Council - raising the spotlight on Attleborough and may eventually be a source of funding (£4million in the LEP)
- Meeting held on 25 November 2014 and much talk about updating media
- This plan, unlike the Local Plan, will need to pass a referendum - discussing date and feel it is achievable by the summer if everyone works hard and are able to get out to the community in time
- Making a start at the Christmas Carnival with two stands to make people aware of the plan
- Meetings with the media, the Attleborough Mercury has agreed an ongoing feature with the plan
- The website is having some teething problems but hopeful that all will be up and running shortly to enable people to interact

- Have raised £8,000 from local businesses and this will pay for 4 months of media support
- Hoping for completion in summer 2015 and need to interact with the Local Plan; Issues and Options in January 2015 and need to decide on response, next part will be summer 2015 and want the Neighbourhood Plan to fit into this
- On 28 November 2014 there was a meeting on Greater Attleborough Development Partnership which is a proposal from Breckland to bring all parties together and drive development in Attleborough forward; there was good attendance, however, some were sceptical, however, everyone agreed to continue and Julie Kenneally is the main Breckland Officer
- Attleborough Neighbourhood Plan must be neighbourhood based
- There is some scepticism that Attleborough can deliver their plan
- Sports and Leisure – Ian Barclay requires information and then should be able to complete by the end of January 2015
- Lots of discussion on the future placement of sports provision at Gaymers; Connaught Hall etc
- Trying to set up a developers group meeting and rationalise S106 agreements etc

**b) Financial arrangements for Steering Group –**

Cllr Middleton reported that there was a need to consider financial arrangements as £8,000 had been raised and needed to be placed in an account and the Group's finances administered. He suggested this could be under the care of the Town Clerk with two signatories, both being town councillors and also members of the Steering Group; noted that Cllr Perkins was already a signatory for Attleborough Town Council and second signatory to be decided. The Group are grateful that the council have made provision in the new budget for the Plan but hopeful these funds would not be needed and the Group would be successful in raising their own money.

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

**RESOLVED** that the Neighbourhood Plan Steering Group have delegated financial powers to spend their finances and to create a new bank account with two signatories that must be members of the Town Council; the Clerk to seek advice on management of same

**ACTION: CLERK/ALL CLLRS**

**148.14) Meeting extension**

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

**RESOLVED** to continue the meeting beyond two hours contrary to Standing Orders

*Cllr Bond left at 9.20pm*

**149.14) Correspondence**

**a) Attleborough Town Football Club application for additional container –**

**RESOLVED** to approve application for an additional storage container to be sited at the Recreation Ground

**b) Breckland District Council request to remove Queen's Square car park barriers – RESOLVED** no objection to removal of barriers on Queen's Square car park

**c) NNAB Annual Report – available on request – Noted for information**

**150.14) Date of Next Meeting**

Monday, 5 January 2014 at 7pm

**151.14) 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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**15) Staff Matters**

**a) New appointments** – The Clerk confirmed that two office assistants had been appointed and were settling in well

*The Clerk left the meeting at 9.35pm*

**b) Clerk's Appraisal** – Cllr Pettitt and Cllr Crouch confirmed they had met with the Clerk and completed an appraisal and were happy to approve the successful completion of her 3 month probationary period.

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

**RESOLVED** to award the Clerk an additional £500 pa effective from 1 January 2015

The meeting closed at 9.50pm