



## **ATTLEBOROUGH TOWN COUNCIL**

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF  
Tel: 01953 456194 - email: [enquiries@attleboroughtc.org.uk](mailto:enquiries@attleboroughtc.org.uk)

### **Minutes of the meeting of Attleborough Town Council Held on Monday, 2 February 2015 at 7.00pm in the Town Hall**

#### **Present:**

	Cllr K Pettitt – presiding	
Cllr G Ellis	Cllr R Middleton	Cllr R Bond
Cllr T Perkins	Cllr T Ashby	Cllr J Owen
Cllr N Thomas	Cllr T Crouch	Cllr R Oliver
Cllr G Dickerson	Cllr E Tyrer	
In attendance – Gina Lopes – Clerk to Attleborough Town Council		
District Cllr J North	District Cllr K Martin	County & District Cllr A Byrne
10 x public		

#### **163.14) Apologies for absence**

Apologies for absence were received and accepted as below:-

Cllr S Taylor - personal  
Cllr J Taylor - personal  
Cllr J Blyth - unwell

#### **164.14) Declarations of Interest**

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

Declarations of interest were received as follows:-

Cllr K Pettitt	-	agenda item 7a
Cllr N Thomas	-	agenda item 7a
Cllr G Ellis	-	agenda item 7a
Cllr E Tyrer	-	agenda item 7a

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

#### **165.14) Public Participation**

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

#### **166.14a) Minutes of the Town Council meeting held on 5 January 2015**

**RESOLVED** to approve and accept the minutes of the meeting of Full Council held on 5 January 2015 as a true and accurate record of the meeting; the minutes were duly signed by the Chairman

#### **166.14b) Minutes of the Planning Committee meetings held on 5 January 2015 & 19 January 2015**

**RESOLVED** to approve and accept the minutes of the meetings and the recommendations therein of the Planning Committee held on 5 January 2015 and 19

January 2015 as a true and accurate record, the minutes were duly signed by the Chairman

### **167.14) Councillors Reports**

Brief verbal reports for any items not on the agenda – none received

### **168.14) Other Reports**

Reports were received as follows:-

**a) The Chairman** – Cllr Pettitt referred to the tabled diary and confirmed the month had ended with the Community Awards night with over 100 people in attendance including George Freeman MP. Thanks were expressed to Terry Cracknell for his support of the event and it was noted there had been good press coverage in the EDP. Taylor Wimpey would paint and install new doors and a ramp on the football club hut in the near future. Future events were a Race Night at Connaught Hall on 7 January 2015 and also a dance organised by Cllr Ellis, also on 7 January 2015 at the Town Hall in aid of the Christmas lights fund; councillors were encouraged to support these events

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

**County Cllr Byrne** – Had not attended any meetings but would be going to a meeting the next day to discuss the Police precept and budget

**District Cllr North** – Had attended the appeals and planning committee but there were no items concerning Attleborough; also went to the Town and Parish Forum at the Eco Centre, Swaffham, which was very informative but was disappointed as no-one in attendance from Attleborough Town Council. Had attended both the Development Partnership meeting and also the Community Awards Night and felt this was a “sparkling” event and expressed her thanks to Cllr Pettitt for all her hard work. The next planning meeting will be in mid-February and believed the application for the Norwich Road development may be included as well as 14 other applications

**District Cllr Martin** – Had attended the same meetings as Cllr North and also attended the site visit at the Old Sawmill. Went to County Hall for the Police Commissioner’s meeting which was interesting but poorly attended. Police want to increase their precept, however, are also asking for funding for PCSOs

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

**Cllr Perkins** – The football club had their monthly meeting and are still progressing well. There was a rare occurrence when 4 teams needed changing facilities so they have made temporary steps to the hut until Taylor Wimpey can make the amendments. They are grateful for the funds that are coming in and are achieving good results on the pitch. The Club does require a Linesman. The cup semi-final would be held at the Recreation Ground on the forthcoming Saturday, kick-off at 1.30pm – members were encouraged to attend

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

**Cllr Perkins** – A member of the public had contacted Cllr Perkins regarding cars parking at Chapel Road allotments, obstructing vision and churning up the verge. It was hoped this would improve once the school moves site. Advised that the water leak at the top of Ellingham Road is causing the road to be very icy at the moment and care is needed. Confirmed that Anglian Water are aware of the leak and had been seen in attendance.

**Cllr Ellis** – Residents had complained that the work by the temporary traffic lights on Connaught Road is taking far too long. There is also a problem down Hargham

Road caused by a van continually parking on the corner and obstructing vision. Noted that this issue had already been reported to the Police and NCC Highways. District Cllr North offered to report at the next SNAP meeting

**Cllr Crouch** – Raised concern that there is a speeding issue along Blackthorn Road and London Road – Cllr Pettitt will report at the next SNAP meeting. Cllr Crouch queried whether there had been any progress with the Community Speedwatch programme as he knows of 4 possible volunteers – will be raised at SNAP meeting

#### **169.14) Financial Matters**

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

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

**RESOLVED** to approve and accept the payment of cheques as per tabled list -Total £24,026.97

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

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

**RESOLVED** to approve and accept the direct debits as per tabled list -Total £12,213.83

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

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

**RESOLVED** to approve and accept the income for January as per tabled list –Total £11,309.46

##### **d) Replacement Street lights & Parish Partnership funding –**

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

**RESOLVED** to approve and accept Option B for 30 no replacement lanterns as detailed in the quote from Amey to a total of £19,495.56 with NCC funding of £9,227.53 from the Parish Partnership Scheme

**e) Photocopier lease** – Delegated to the General Purposes and Finance Committee

**f) Subscription for Local Council Public Advisory Service** – for further consideration at a later date

**g) New gates for Queen's Square** – The installation of gates on the Square was discussed at length. On the motion of Cllr Bond, seconded by Cllr Tyrer, it was **RESOLVED** to install the railings with a gap and not install gates at this time

#### **170.14) Town Hall**

**a) Chimney & damp repair quotes** – Cllr Tyrer requested that any work requiring quotes should have a specification and be requested from the Town Council office and quotes presented to council on a one page summary sheet for clarification.

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

**RESOLVED** to accept and approve the quotes from M J Watts & Son - £1530.00; Attleborough Scaffold Hire - £740.00; Alan Rump - £285.01 and Trinity Ltd - £240; all necessary repairs to be done asap

**b) Fire Safety recommendations quote** – Deferred until further quotes are obtained

#### **171.14) Attleborough Neighbourhood Plan**

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

- Meeting held on 6 January 2015 concentrated on sports and leisure and the local plan response was agreed and submitted as a joint response from the

NP Steering Group, Attleborough Town Council and Snetterton Business Forum

- Facility on the website for people to register their interest and are being encouraged to sign up
- Meeting held with developers and was very successful
- Looking at referendum for the Neighbourhood Plan at beginning of 2016, trying to achieve co-ordination with Breckland and tie in with masterplan
- Business meeting held at Breckland Lodge which included a link with George Freeman MP
- Push on employment with forum members showcasing what great businesses there are with 5 selected to speak at the meeting – possibility of approximately 600 jobs and this does not include the Banham site – good networking afterwards
- Thanks expressed to Colin Kilby for his hospitality
- Retailers meeting held at The Tavern, chaired by Cllr Perkins, all very encouraging with good discussion on various issues:- the market, traffic in town, potential influx of bigger shops and staffing issues – want to make a regular event and be a “bigger voice”
- Many attended Breckland Development Partnership meeting and this was followed by another meeting focussing on how to move forward
- To help move forward Terry Cracknell has sponsored Mr Tyrer through his consultancy company to pull everything together for one month once all the health and social care studies are completed
- Sports and leisure will be finalised and produced at the end of the year and will then go on website - options will go into the referendum and this will happen with the health and social care – all about people making choices
- As the group moves on there will be more on the website to inform people of what is happening and also articles and newsletters

**b) Proposed new website agreement –**

On the motion of Cllr Tyrer, seconded by Cllr Owen, it was

**RESOLVED** that the Town Council approve, in principle, to upgrading the website and two further quotes to be obtained for further consideration

**172.14) Correspondence**

**a) Opportunity to develop a Community Resilience Plan –** Noted for information

**b) Request for action on dog fouling at Gaymers –** Confirmed a new dog warden service – Clerk to contact Breckland District Council

**c) Request for free hire – Artline –**

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

**RESOLVED** to offer free hire for the Artline exhibition

**d) Thank You note – Attleborough Boxing Club –** Noted for information

**173.14) Date of Next Meeting**

Monday, 9 March 2015 at 7.00pm

Annual Town Assembly - Monday, 2 March 2015 at 7.00pm

**174.14) 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.

---

**175.14) Staff Matters**

**a) Minutes of the Personnel Committee meeting held on 8 January 2015 –**

**RESOLVED** to approve and accept the Minutes and the recommendations therein of the Personnel Committee as a true and accurate record of the meeting.

*The Clerk left the meeting at 9.10pm*

**b) Personnel Committee's recommendation –**

Cllr Pettitt outlined the recommendation of the Personnel Committee relating to staff pay – confidential attachment Appendix A

On the motion of Cllr Owen, seconded by Cllr Ellis, it was

**RESOLVED** to accept and approve the recommendation of the Personnel Committee – Confidential attachment Appendix A

Meeting closed at 9.30pm

### **Public Participation Notes**

The Chairman invited members of the public to speak and comments received included the following:-

Valerie Watson-Brown, The Lively Crew, reported on the current website

- Phil Leslie is currently paying a hosting fee and for amendments to the site and also paid for the original site to be set-up and training of 4 people
- VWB runs a marketing company and does not currently use GML but feels their proposals are not out of order
- The existing website is a standard package that has been modified and she feels there is a problem with the back engine and is a fragile website
- The Town Council believe this is a free site but they are incorrect and will have a hosting fee of approximately £200 pa
- The site needs bringing up to speed although it is attractive it needs upgrading quickly to enable the Neighbourhood Plan to use it effectively
- Confirmed the GML proposed contract would be for 18 months with a total cost of £2,700 for this period and then ongoing hosting costs after this time