



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, 3 November 2014 at 7.00pm in the Town Hall

Present:

	Cllr K Pettitt – presiding	
Cllr G Ellis	Cllr G Dickerson	Cllr R Middleton
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
5 x public

The Mayor requested a two-minute silence be held in remembrance of the late Mr David Bartram, Vice-Principal at Attleborough Academy

121.14) Apologies for absence

Apologies for absence were received and accepted as below:-

Cllr J Taylor – personal
Cllr S Taylor – personal

122.14) 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 8a & 13
Cllr Perkins	-	Agenda item 8g
Cllr Ellis	-	Agenda item 8a
Cllr Middleton	-	Agenda item 8h

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

123.14) Resignation of a Councillor

The Chairman read a letter of resignation from Cllr Alan Marchant and members thanked him for his work during his time on the council. The Clerk confirmed that she had informed Breckland District Council of the vacancy.

124.14) Public Participation

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

125.14a) Minutes of the Town Council meeting held on 6 October 2014

RESOLVED to approve and accept the minutes of the meeting of Full Council held

on 6 October 2014 as a true and accurate record of the meeting; the minutes were duly signed by the Chairman

125.14b) Minutes of the Planning Committee meeting held on 6 October 2014

RESOLVED to approve and accept the minutes of the meeting of the Planning Committee held on 6 October 2014 as a true and accurate record of the meeting and the recommendations therein; the minutes were duly signed by the Chairman

126.14) Councillors Reports

Brief verbal reports received from councillors were as below:-

- Cllr Bond asked for clarification on the term "Place based governance"
- Cllr Thomas confirmed that he had obtained permission from the Tree Officer at Breckland District Council to plant a smaller replacement tree in Queen's Square and the tree will not need to be craned into position as previously anticipated
- Cllr Crouch reported that 4 members of the public had asked him if there had been any development on the community speed watch group – Cllr Pettitt agreed to raise the issue at the next SNAP meeting
- Cllr Ellis had visited Banham Poultry and reported that the company was employing 1,000 people and processing one million chickens per week; there are improvements to the stack to reduce odours
- Cllr Pettitt reminded members that it would be Remembrance Sunday on 9 November 2014 and that they should meet at Edenside car park to start the procession; Cllr Tyrer agreed to carry the flag
- Cllr Middleton requested that the stone poppy in the Square be tidied in preparation for Remembrance Sunday
- Cllr Ellis confirmed he would be placing the Christmas Tree in Queen's Square on 9 November 2014

ACTION: ALL CLLRS

127.14) Other Reports

Verbal reports were received and accepted as follows:-

a) The Chairman – Cllr Pettitt referred to the diary events and reported that it had been a quiet month and not too busy; future diary dates were a Bingo Night on 12 November 2014 and a Quiz & Chips Night on 21 November 2014 and suggested councillors may wish to form a team; all proceeds to the Mayor's Charity fund

b) County and District Councillors

District Cllr North – Offered apologies for District Cllrs Byrne and Martin as both were unwell and unable to attend. Chapel Road School had been approved by NCC and only needed "rubber stamping" by LEA, £1million earmarked from government and should be completed by 2016/7, will nearly double the size of the school and unsure what will happen to the old school site. Had been a fairly quiet month; attended a place based partnership meeting to look at innovations for Attleborough and consider what had been learnt from Thetford. Attended cabinet meeting for the link road and further meeting to come; third option chosen as affects less people. Still need to requisition some land but have most already, the bulk of the funding will be met by developers and road needs to be completed and not done in phases. Local Plan drop-in session to be held in Dereham on 17 November 2014 and another planned for Attleborough. Will attend the SNAP meeting and happy to raise any issues

District Cllr Stasiak – Confirmed that he has always been firm in his belief that the right route has been chosen for the link road and the road must go in first; he was pleased with the outcome as would end uncertainty for residents in the area. It is planned to have a weight restriction through the town except for deliveries. There will be a new ward. Developers will be tied into funding by S106 agreement

c) Other representatives

Cllr Perkins reported that he had inspected the recreation ground with Football Club representative as concern had been raised regarding possible damage following the recent visit by the Circus. The grounds men also attended and had already tidied up the area and damage was minimal. Any other repairs would be made good by the grounds men. The Football Club is getting good results and receiving good press reports and is considering a newsletter

d) Town Affairs

Cllr Middleton reported that the tree by the High School is overhanging and needs trimming back; the Clerk was requested to write to the School

ACTION: KP/CLERK

128.14) Financial Matters

a) To authorise the payment of cheques -

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

RESOLVED to approve and accept the payment of cheques as per tabled list -Total £9,882.85

b) To agree direct debits -

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

RESOLVED to approve and accept the direct debits as per tabled list -Total £9,963.43

c) To receive Income -

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

RESOLVED to approve and accept the income for October as per tabled list -Total £1,583.00

d) Quote for replacement street light L0588 Buckenham Road –

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

RESOLVED to approve and accept the quote from Amey (Option B) for LED replacement street light no. L0588 to a total cost of £1,559.87.

The Clerk was requested to contact the insurance company to query if a claim could be made regarding the original damage to the existing light

e) Request from Community Car Scheme re use of funds –

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

RESOLVED to approve a payment of £50 for retiring volunteer

f) Request for £400 from Youth Fund towards defibrillator –

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

RESOLVED that the Clerk should ask for further clarification on the use of the proposed defibrillator

g) Request for grant Attleborough Day Centre –

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

RESOLVED to donate £250 to the Attleborough Day Centre

h) Request for donation S137 Poppy Appeal -

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

RESOLVED to donate £200 for the Royal British Legion Poppy Appeal

ACTION: CLERK

129.14) Attleborough Neighbourhood Plan

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

- Presentation on community and media services provision by the “Lively Crew” who run the business forum in the town and will now provide a service for the committee
- The start-up cost is £2,000 per month and then the amount of work needed will be reviewed
- Funds of £3,000 have been raised and there is some money left in the Vanguard fund
- Committee is now at the stage where engagement is necessary
- If the service is good will consider raising up to £10,000 for future provision
- Sports and Leisure group are meeting this week and should receive their proposals and consider how to take to the community
- Had a meeting with Bidwells and suggest they chair a developer steering group to try and achieve co-ordination on ideas for infrastructure and social needs and funds for a central pot which will be controlled by Neighbourhood Plan and Town Council
- Need to progress the Plan and needs to be tied into the Local Plan which will go to consultation soon – response needs to have a common view with Town Council
- LEP – Cllrs Tyrer and Bond are on the board and will put forward their thoughts for Attleborough and how to get development and infrastructure together
- Cllr Perkins was thanked for his sports and leisure feedback as Cllr Bond could not attend meeting

The councillors were thanked for all their hard work on the Neighbourhood Plan

ACTION: RM/ET/RB/TP

130.14) Grade II Attleborough Railway Station & Signal Box

Request from Attleborough Heritage Group – After discussion, it was

RESOLVED that this request be dealt with by the Neighbourhood Plan steering committee at their next meeting

ACTION: RM/ET/RB/TP

131.14) Participatory Budget Funding - Pride Board

Cllr Ashby explained that grants of £250 to £1,000 would be available for community groups and awarded through a bidding process. There was £2,000 allocated for the administration process and this would be awarded to the Town Council if they agreed to administer the process and for use of both the website and the Town Hall.

RESOLVED that the Town Council will administer the project and it will be managed by Cllr Dickerson, Cllr Pettitt and Cllr Ashby

ACTION: CLERK/GD/TA/KP

132.14) Correspondence

a) Attleborough Town Football Club re use of Rec by Circus – Cllr Blyth raised concern that the football club are renting this area and need to be consulted before

alternative use is agreed and it was suggested that an alternative site for the circus be considered in the future

b) Invite to Gala Performance – Councillors should notify the Clerk if they wished to nominate recipients for complimentary tickets

c) Recycling in Breckland – Noted for information

d) Anti-social behaviour in Lomond Road – Cllr Pettitt to report at the next SNAP meeting

e) NRCC/Momentum/West Norfolk VCA Sector Led Plan – Councillors should inform the Clerk if they wish to attend

f) “Thank you” letter from Vintage Sports Car Club – Noted for information

g) Bridge Farm particulars – The Clerk confirmed that no sale price was available and members agreed not to take any further action at this time

ACTION: CLERK/ALL CLLRS

133.14) Accident Report

The Chairman confirmed that an accident had been reported to the Clerk and a resident had tripped and sustained injury in the disabled parking spaces by the car park adjacent to the toilet block. This was discussed by the members and concern expressed. On the motion of Cllr Pettitt, seconded by Cllr Ashby, it was **RESOLVED** that two further quotes should be obtained for resurfacing the area and considered at the Environment Committee meeting; in the interim the area should be fenced off

ACTION: CLERK/GD

134.14) Date of Next Meeting

Date of the next meeting - Monday, 1 December 2014 at 7pm

135.14) 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.

136.14) Staff Matters

a) Minutes of Personnel Meeting held 20 October 2014 –

RESOLVED to approve and accept the minutes of the meeting of the Personnel 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

b) Contracts of Employment –

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

RESOLVED to accept and approve the new contracts for the Staff and Clerk

Recorded vote: For: Cllr K Pettitt; Cllr G Ellis; Cllr R Middleton; Cllr R Bond; Cllr T Perkins; Cllr N Thomas; Cllr T Crouch; Cllr E Tyrer; Cllr J Blyth

Abstained: Cllr G Dickerson **Against:** Cllr T Ashby

c) Confidential memo from Staff member – **RESOLVED** to take advice on response from NflkALC HR Adviser

d) Appointment of new office assistants – **RESOLVED** to delegate powers to the Interview panel to appoint two new staff for the office assistant posts

ACTION: CLERK/JB/NT/KP/TC

The meeting closed at 9.05pm