



## **ATTLEBOROUGH TOWN COUNCIL**

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF  
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### **Minutes of the Meeting of Annual Attleborough Town Council Held on Monday, 8 May 2017 at 6.30pm in the Town Hall**

#### **Present:**

Cllr Burton - presiding upon election

Cllr Bond	Cllr Busk	Cllr Cobb	Cllr Crouch
Cllr Dale	Cllr Ellis	Cllr Montague	Cllr Perkins
Cllr Spiby	Cllr S Taylor	Cllr T Taylor	Cllr Tyrer
Cllr Williams			

Cllr S Burns (upon election)

In attendance – Gina Lopes – Clerk to Attleborough Town Council

Trisha Drewery – Admin Assistant (minute taker)

Dist. Cllr K Martin, Dist. Cllr R Oliver, Dist. Cllr T Ashby, Dist. Cllr A Stasiak  
3 x Public

#### **001.17) Election of Chairman/Town Mayor for the municipal year 2017-18**

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

**RESOLVED** to re-elect Cllr Jeremy Burton as the Chairman/Town Mayor of Attleborough Town Council for the municipal year 2017-2018.

Cllr Burton signed the Declaration of Acceptance of Office form in the presence of the members.

#### **002.17 Election of Deputy Chairman/Deputy Town Mayor for the municipal year 2017-18**

On the motion of Cllr Burton seconded by Cllr Ellis; it was

**RESOLVED** to re-elect Cllr Vera Dale as Deputy Town Mayor of Attleborough Town Council for the municipal year 2017-2018.

Cllr Dale signed the Declaration of Acceptance of Office form in the presence of the members.

#### **003.17 Applications for Casual Vacancy**

It was confirmed that one application had been received for the existing vacancy for Town Councillor.

**RESOLVED** unanimously to co-opt Mr Stuart Burns as Town Councillor and he signed the Declaration of Acceptance Office form in the present of the members. Cllr Burns then took his seat with the members for the remainder of the meeting.

#### **004.17 Apologies for absence –**

None received as all members present.

**005.17) Declarations of Interest**

**a) Declarations of interest** – None received.

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

**006.17 Public Participation**

**RESOLVED** that the meeting be adjourned to allow the Public to speak – No comments received.

**007.017a) Minutes of the Town Council meeting held on 3 April 2017**

**RESOLVED** to approve and accept the minutes of the meeting of the Town Council held on 3 April 2017 as a true and accurate record of the meeting; the Chairman duly signed the minutes.

**007.17b) Minutes of the Planning Committee meeting held on 10 April 2017**

**RESOLVED** to approve and accept the minutes of the meeting of the Planning & Highways Committee held on 10 April 2017 as a true and accurate record of the meeting; the Chairman duly signed the minutes.

**007.17c) Minutes of the Annual Town Assembly meeting held on 3 April 2017**

Noted for accuracy only.

**008.17) Councillors Reports**

Brief verbal reports were received and included the following: -

- Cllr Ellis reported he attended the Banham Poultry Liaison meeting and that their long-term plans are that they will not be moving sites; they are currently developing the car park and altering their refrigeration. Cllr Dale sent her apologies as she was unable to attend the meeting.
- Cllr Burton informed members that the District Councillors meeting was well attended and he feels they are all working well together. A new representative from the Town Council is needed.

**009.17 Other Reports**

The following brief reports were received and accepted -

**a) The Chairman**

Cllr Burton thanked members for his re-election and gave his report on the future year which included:

**Administration:**

- To produce a Committee Meeting Schedule for 2017-18 and to have the 2018 Town Assembly on a separate evening from the 2018 Annual Council Meeting.
- To delegate a new Councillor for the District Council Meetings.
- To hold weekly updates with the Clerk for Attleborough Town Council; either face to face or by telephone.
- To have the Minutes of meetings issued as soon as possible.
- To have a schedule of monthly meetings for next month issued.

**Projects:**

- To complete the lease of the Town Hall Bar Franchise.
- To continue to work with Breckland District Council with regards to car parking and time restrictions.
- To have the railings in Queen's Square painted.
- To finalise the new Mobile Office to enable the Town Archive to be re-allocated and free up administration space.

- To continue to take the need for a new cemetery forward.
- Funfest / Fireworks display
- To work with the Play Consultant regarding using the Multi Use Games Area grant for the Recreation Ground.
- To replace the existing floodlights on Gaymers Meadow.
- Blackthorn/Mallow Close Play Area.

The Attleborough Neighbourhood Plan:

- Informed members that there is a meeting of the Attleborough Neighbourhood Plan Steering Group on Tuesday 9 May 2017.
- Suggested that the Mayor should be the named representative for Attleborough Town Council on the Attleborough Development Partnership and the Deputy Mayor should deputise.
- Suggested that the Attleborough Neighbourhood Steering Group should be reformed as a working group of Attleborough Town Council to enable the Neighbourhood Plan to go through; including projects coming out of the Plan.
- Cllr Burton thanked the Attleborough Neighbourhood Plan Steering Group for all their work.

**b) District Councillors Report**

- Dist. Cllr Martin has attended the Town Council Forum attended by Mike Brennan and Susan Heinrich from Breckland District Council; there were representatives from Old Buckenham and Harling Councils. Dist. Cllr Martin expressed disappointment that only one Councillor attended from Attleborough Town Council. The next Forum will take place on 11 May at Dereham in the evening.
- Dist. Cllr Martin has attended one planning meeting regarding a dwelling at Besthorpe which was approved.
- County Cllr Oliver has successfully been elected as a County Councillor. A lot of local issues have been raised with him. County Cllr Oliver asked for the Town Council to send any local issues for him to contact the relevant officers in County.
- Dist. Cllr Stasiak and County Cllr Oliver have made representations regarding the link road; asking for Breckland District Council to help fund the link road as part of their Treasury Management Strategy; this will also be taken to Norfolk County Council level as well.
- Dist. Cllr Ashby is working on behalf of a Breckland District Council initiative to identify unsightly areas within the Town; with an aim to improve the aesthetic quality of these areas. Dist. Cllr Ashby is waiting feedback as to whether these will be acted upon.

**c) Clerk's Report**

- Congratulated Cllr Burton on his re-election of Mayor to Attleborough Town Council.
- Reminded members of the Attleborough Land invitation to a member's preview on 6 June 2017 12- 1 pm before an open workshop from 1-8 pm at the Town Hall. Also, of the informal meeting for initial discussion on potential agreement of S106 on 7 June at 9.30 am at the Town Hall.
- Reminded Councillors that the next Councillor training session is to be held on 13 June at 6.30 pm. The Clerk requested all Councillors attend.

**010.17 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 cheque list dated 8 May 2017 - £25,580.05.

**b) To agree direct debits**

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

**RESOLVED** to approve and accept the direct debits list dated 8 May 2017 – Total £21,907.76.

**c) To receive Income**

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

**RESOLVED** to approve and accept the income list for April 2017 – Total £231,882.30 (this includes the first Precept instalment of £222,102.00).

**d) Income & Expenditure Report to 28 February 2017**

**RESOLVED** to approve and accept the Income & Expenditure Report to 31 March 2017.

Following a successful conclusion of the Year End Accounts, Cllr Ellis thanked the Clerk and Office Staff for their work and this was reiterated by members.

**e) Consultancy Quote for Assessment of Warrens Lane –**

A short discussion took place and points included:

- Mr Stephen Adams had undertaken Consultation work for Dereham Town Council prior to them obtaining their new cemetery land.
- The Clerk advised Councillors that it would be prudent for the Town Council to take professional advice before entering in to any negotiations.
- Dist. Cllr Martin queried whether the previous Breckland District Council Planning Meeting minutes have been altered to clarify as to whether an agreement had been entered into regarding the highway alterations; as noted in the minutes of 3 April 2017.

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

**RESOLVED** to approve the Consultancy quote for Assessment of Warrens Lane at a cost of £1,250.00 (excluding VAT).

**f) Bar Franchise Tenders–**

- Discussion took place and Cllr Taylor gave her professional advice.
- Four applications were received but two declined to tender.
- Two tenders were considered for the bar franchise.
- The Clerk to enquire of Mr Martin Crook whether he would be willing to sell his existing equipment to the Council and at what cost.

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

**RESOLVED** to accept Quote A – To pay the Town Council £160.00 for every bar booking for Friday and Saturday night events. The Council will offer a 3-year lease with an annual review.

**ACTION: CLERK**

**g) S137 request for donation –**

**i. Norfolk Accident Rescue Service (NARS)**

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

**RESOLVED** to approve a grant donation of £250.00 to Norfolk Accident Rescue Service (NARS). To ask for feedback from NARS regarding how the donation is to be spent.

**ii. Norfolk Family Mediation**

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

**RESOLVED** to approve a grant donation of £200.00 to Norfolk Family Mediation.

**ACTION: CLERK**

**011.17) Committee Members for municipal year 2017-18**

**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 J Williams
Cllr T Taylor			

**b) GENERAL PURPOSES & FINANCE**

Cllr T Crouch	Cllr G Ellis	Cllr A Busk	Cllr S Burns
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**c) ENVIRONMENT**

Cllr S Taylor	Cllr T Taylor	Cllr T Crouch	Cllr G Ellis
Cllr P Spiby			

**d) PERSONNEL**

Cllr S Taylor	Cllr T Crouch	Cllr G Ellis
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Mayor and Deputy Mayor – (as per Standing Order 15a vii)

**ACTION: ALL CLLRS/CLERK**

**012.17) Representatives on outside bodies - A**

Attleborough Charities	Cllr T Crouch	Cllr V Dale
Attleborough Heritage Group	Cllr Williams	
Banham Poultry	Cllr G Ellis	Cllr V Dale
BDC Gypsy and Travellers Strategy	Cllr T Crouch	Cllr S Taylor
Community Emergency Coordinator	Cllr T Crouch	
Connaught Hall	Cllr J Burton	Cllr S Taylor
East Harling Internal Drainage Board	Cllr G Ellis	
Snetterton Circuit Liaison Group	Cllr T Perkins	
SNAP Police Liaison	Cllr J Burton	Cllr V Dale
	Cllr G Ellis	
Press & Media	Cllr J Burton	CLERK
Town Archives	B Waters	
Twinning Association	Cllr J Williams	
Football Club	Cllr T Cobb	

**Representatives on outside bodies – B**

**Breckland District Councillors Meeting**

Cllr J Burton	Cllr V Dale	Cllr J Williams
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**ACTION: ALL CLLRS/CLERK**

**013.17) Annual review of documents**

The Clerk informed members of proposed amendments to the Financial Regulations: -

- 3 Budgetary Control 3.4; 'The Clerks expenditure limit has been increased to £2,000'.
- 6.5 Payment of Accounts 6.5 a) 'petty cash float increase to £400.00'.

On the motion of Cllr Ellis and seconded by Cllr Dale, it was

**RESOLVED** to approve the following documents:

- Standing Orders**
- Financial Regulations**
- Insurance cover**
- Asset Register**
- Internal control/risk**
- Code of Conduct**
- Banner Policy**

**h) Social Media Policy and consent forms**

**014.17) Attleborough Neighbourhood Plan**

**a) To receive and update on progress**

Cllr Perkins presented his report:

- Cllr Perkins was pleased to report that the Yaxham Neighbourhood Plan shows to be 92% in favour.
- The Attleborough Neighbourhood Plan is with Breckland District Council in the Regulation 16 Consultation Stage which finishes the 19 May 2017. To date only one comment has been received as a 'no comment'.
- The Neighbourhood Plan Steering Group fully expect adjustments will need to be made; these will be mainly historical items and will be done with the ongoing support of Liz Wrigley, Core Connections Consultant.
- There is an Attleborough Neighbourhood Plan Steering Group meeting tomorrow evening at 6.30 pm in the Town Hall where the Steering Group will be looking at dissolving the Group in its current entity.
- The next stage of the process is the examination stage and will probably involve a hearing within the formulated new group which will be decided at tomorrow evening's meeting. The way forward will need to be decided at the meeting.
- All things are progressing quite nicely; although quiet at the moment whilst in the consultation stage.

**b) Minutes of the Attleborough Neighbourhood Plan Steering Group Meeting held on 21 February 2017 – noted for information.**

**015.17) Attleborough Development Partnership**

**a) Representative for the Attleborough Development Partnership**

On the motion of Cllr Burton seconded by Cllr Dale it was

**RESOLVED** that Cllr Burton would represent the Town Council on the Attleborough Development Partnership; with Cllr Dale as the substitute representative.

**b) The Attleborough Development Partnership Minutes 21 February 2017 –**  
Noted for information.

**c) Attleborough Development Partnership/Community Sub Group Terms of Reference:**

The Clerk informed members that these Terms of Reference were taken to the last Attleborough Development Partnership meeting; who have asked the Town Council for their comments.

A lengthy discussion took place and points included:

- That the Town Council must ensure that their voting rights are at least equal to other members.
- The Clerk informed members that the Sub Group Chairman will have a vote on the Attleborough Development Partnership; whilst the Sub Group states it will not have delegated powers.
- It was minuted in 2015 that the Town Council would have one representative and another representative on behalf of the Attleborough Neighbourhood Plan Steering Group.
- Cllr Perkins and Cllr Bond were minuted as representatives for the Town Council in the 2016 Annual Council meeting. The Clerk asked for clarity of this for future records.
- It was felt that the existing members of the Attleborough Neighbourhood Plan Steering Group would sit on the Sub Group.

- That there is confusion regarding the duties that the Sub Group would have; whether it would be Breckland District Council or Attleborough Town Council who would be responsible for delivering the Neighbourhood Plan.
- That the Town Council's perception of a Sub Group seems to differ from that of Breckland District Council or the Attleborough Development Partnership.
- Queries were raised as to whether the Terms of Reference could be adjusted after a Sub Group has been formed.
- A new working group should be set up to deliver the Neighbourhood Plan on behalf of and to report to the Town Council; this should be separate from the Sub Group of the Attleborough Development Partnership.
- That the Attleborough Development Partnership, by their own admission, have no delegated powers to implement the plan; they are purely a communication tool.
- Agreed to accept in principle.

#### **016.17) Correspondence**

##### **a) Request for use of Gaymers re: fitness boot camp**

Following a short discussion, it was agreed to allow Mr Phil Lamberts to hold the boot camp at Gaymers on production of his public liability insurance and that it must be made clear that he will be responsible for the safety of his clients.

**ACTION: CLERK**

##### **b) Connaught Hall Grass Maintenance**

Cllr Dale informed members that Mr Peter Thatcher's original request was for a one-off assistance only due to the length of winter grass; not as a monthly ongoing agreement. It was agreed that the Town Council Groundsmen could assist as a one-time event; with the condition that the land is cleared and made fit for mowing by Connaught Hall prior to commencing work; to protect the Town Council machinery.

**ACTION: CLERK**

##### **c) SNAP Date of next meeting – 16 June 2017 at 11.00 am at Attleborough Police Station – Noted for information.**

##### **d) Thank you letters: - Noted for information.**

i. 1<sup>st</sup> Attleborough Brownies

ii. The Norfolk and Norwich Association for the Blind

#### **017.17) Date of next Meeting/s & Annual meeting schedule**

Full Council Meeting – Monday 5 June 2017

General Purposes & Finance – Wednesday 31 May 2017

Planning, Lighting & Highways – Monday 5 and 19 June 2017

Environment Committee Meeting – Monday 19 June 2017

#### **018.17) 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.**

#### **019.17 Staff Matters**

##### **a) Relief Caretaker**

Resolved that the Clerk and Cllr Crouch as Chairman of the Personnel Committee could appoint a relief Caretaker to cover weekend and relief duties at the existing Caretaker rate.

**ACTION: CLERK/TCh**

Meeting closed at 8.55 pm