



## **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, 13 April 2015 at 7.00pm in the Town Hall**

#### **Present:**

Cllr K Pettitt – presiding

Cllr G Ellis	Cllr R Bond	Cllr T Ashby
Cllr N Thomas	Cllr R Oliver	Cllr E Tyrer
Cllr J Taylor	Cllr S Taylor	Cllr J Blyth
Cllr T Crouch	Cllr J Owen	

In attendance – Gina Lopes – Clerk to Attleborough Town Council  
Anne Willett - Clerk's Assistant    Sandra Dewsbury – Office Assistant  
District Cllr A Stasiak                  District Cllr K Martin  
4 x public

#### **189.14) Apologies for absence**

Apologies for absence were received and accepted as below:-

Cllr R Middleton    - holiday  
Cllr T Perkins       - holiday

#### **190.14) 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 T Crouch       - agenda item 7a  
Cllr E Tyrer         - agenda item 8b

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

#### **191.14) Public Participation**

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

#### **192.14a) Minutes of the Town Council meeting held on 9 March 2015**

**RESOLVED** to approve and accept the minutes of the meeting of Full Council held on 9 March 2015 as a true and accurate record of the meeting; the minutes were duly signed by the Chairman

#### **192.14b) Minutes of the Planning Committee meetings held on 9 March 2015 –**

**RESOLVED** to approve and accept the minutes of the meeting and the recommendations therein of the Planning Committee held on 9 March 2015 as a true and accurate record, the minutes were duly signed by the Chairman

#### **192.14c) Minutes of the Environment Committee meeting held on 19 March 2015**

**RESOLVED** to approve and accept the minutes of the meeting and the recommendations therein of the Environment Committee held on 19 March 2015 as a true and accurate record, the minutes were duly signed by the Chairman

**192.14d) Minutes of the Finance Committee meeting held on 9 March 2015**

**RESOLVED** to approve and accept the minutes of the meeting and the recommendations therein of the Planning Committee held on 9 March 2015 as a true and accurate record, the minutes were duly signed by the Chairman

**193.14) Councillors Reports**

Reports were received as follows:-

**Cemetery -**

- Cllr S Taylor reported that she had carried out some planting of rose bushes at the cemetery with Cllr Crouch. The Groundsman had also planted some hedging and the new area would hopefully be ready in the near future

**Railings, Queen's Square -**

- Cllr S Taylor reported that Cllr Pettitt had brought up that her expectation for the new railings in Queen's Square was that every so many posts would be a built-in standard not a post added to the railings. The standards would be used to take hanging baskets and the Christmas lights. If the contractor was meant to be replacing like for like then Cllr J Taylor had raised concern regarding the quality of the steel and if they would be strong enough to support the weight
- Cllr S Taylor advised that she had approached Bodo and they would make alternative brackets at a cost of £4,000 to enable the standards to be attached in a different design format
- Cllr Pettitt advised that the Conservation Planning Officer had approved the replacement railings on the understanding they would be returned to their original historic design and to make significant changes would require a full planning application
- Cllr Oliver raised concern that the contractor could sue for breach of contract if prevented from completing the contracted works
- Cllr Ellis stated the contractor would need to be paid the agreed sum even if the Council decided not to complete the work agreed and Cllr J Taylor agreed that the full sum should be paid
- Cllr Ashby stated that he had visited the Town Council office last week and felt there had been a lot of stress and pressure caused because of the controversy over the railings project and that this was not acceptable for the Office staff
- The Clerk raised concern that altering the contractor's design or modifying the railings may invalidate any insurance cover from the contractor and asked if "Bodo" would accept ongoing liability.

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

**RESOLVED** that this contractor removes the silver clips and finished the lower railings with welds and Attleborough Town Council will re-address the standards at a later date

**ACTION: CLERK/ALL CLLRS**

**194.14) Other Reports**

Reports were received and accepted as follows:-

**a) The Chairman -**

Cllr Pettitt referred to the tabled diary and reported on the month's events; she was pleased to report that she had raised £3,000 for her chosen charities which would enable her to present £1,500 to each charity. Members thanked the Mayor for all her efforts with fund-raising during her term in office. Cllr Pettitt thanked the councillors for all their support and wished them luck in the forthcoming elections

**b) County and District Councillors –**

**District Cllr Stasiak** – Approaching elections and nothing to report but commented that the Town Council were fortunate no members of the press had been present to report on tonight's meeting

**District Cllr Martin** – Offered apologies for District Cllr North and reported she had received an injury and wished her a fast recovery. Cllr Martin had attended 2 meetings; an all-day sub-committee which he felt resulted in the right decision for the Police, etc. Neighbourhood Plan meeting at Dereham and was disappointed that there were no representatives from Attleborough other than him. Presentation from Cringleford and as development progresses Norfolk County Council is paid and he may raise this regarding the link road

**c) Other representatives & Town Affairs –**

**Cllr Crouch** – Reported that he had 6 volunteers for the proposed Community Speedwatch and the paperwork has been signed and training will start once this is processed

**195.14) Financial Matters**

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

On the motion of Cllr Crouch, seconded by Cllr J Taylor, it was **RESOLVED** to approve and accept the payment of cheques as per tabled list -Total £39,152.47

**b) To agree direct debits –**

On the motion of Cllr J Taylor, seconded by Cllr Crouch, it was **RESOLVED** to approve and accept the direct debits as per tabled list -Total £12,028.91

**c) To receive Income –**

On the motion of Cllr Crouch, seconded by Cllr Bond, it was **RESOLVED** to approve and accept the income for March as per tabled list –Total £3,976.10

**d) Subscription for Norfolk Assoc of Local Councils £919.32 –**

On the motion of Cllr S Taylor, seconded by Cllr Crouch, it was **RESOLVED** to approve the renewal of subscription to Norfolk Association of Local Councils to a total of £919.32

**e) Quotes for surfacing car parking area by Football Club –**

On the motion of Cllr S Taylor, seconded by Cllr Thomas, it was **RESOLVED** to accept and approve quotation 3173 from Anglia Roadways for resurfacing work by the Football Club for a total of £1,800 +VAT

**f) Extension to Mayor's Chain –**

On the motion of Cllr Blyth, seconded by Cllr J Taylor, it was **RESOLVED** to instruct Thomas Fattorini Ltd to add a whole new chain within the original Mayor's Chain (approx. 23 links) as per the email dated 6 March 2015

**g) Quote for surfacing entrance to Recreation Ground & residents'**

**correspondence** – There was a suggestion to consider rubber matting be installed in the adjacent grass area to provide further car parking.

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

**RESOLVED** to accept and approve quotation 3174R from Anglia Roadways for resurfacing work by entrance to Recreation Ground for a total of £3,950 +VAT

**ACTION: CLERK**

### **196.14) Attleborough Neighbourhood Plan**

#### **a) To receive an update on progress –**

Cllr Tyrer gave a verbal update which included the following:-

- All objectives are being developed and supporting draft policies
- Meetings with retailers and business forum
- Will discuss findings, sports and leisure report and health and social care is being undertaken
- Meeting consultant for Tarmacadam and looking at developing transport schemes and considering what needs to be prioritised for the Town
- Meeting with Heritage group and looking at how Attleborough has developed over the last 100 years
- This is a pivotal period for the Town and Attleborough Town Council and if they fail to get this right and do not invest, opportunities will be lost both politically and in getting facilities for the Town's needs now and in the future
- Likely to be requiring £40 – 60,000 in funding to complete the Neighbourhood Plan
- If we do not have a plan and identify significant needs then Breckland will find it difficult to negotiate with developers to identify any community schemes for S106 money
- Does Attleborough Town Council want to “step-up” and be professional or not? It is a significant change to how they should be operating to make this one of the best places in Norfolk, or not, which is the other option
- Local enterprise study is keen to look at Attleborough and how developers are working with the steering group and will put Attleborough on the map, in a good place but very challenging issues coming up
- Thanks were expressed to the Town Council office staff and Miss Dewsbury for her efforts in seeking grant funding

Several members expressed their support for the Neighbourhood Plan and the work of the Steering Group

#### **b) Request from Mr Cracknell - (Cllr Tyrer left the room for this item)**

Correspondence from Mr Cracknell regarding funding of the Neighbourhood Plan was discussed. The Clerk was instructed to write to Mr Cracknell and express appreciation for his funding to-date and advise that if the Council can reclaim any money back they will but it is not possible to refund the money at this time.

#### **c) Proposed new website agreement – quotes –**

Members considered Mr Kilby's comments made in “Public Participation” and Cllr Tyrer's update. Cllr Ashby stressed that the office staff should be supported and not have more work put on them and the Clerk advised that the staff may need some training if the site was changed. Cllr Ellis questioned why there was a need for a new site and, if so, why the Steering Group could not have an independent site and the Council site be retained.

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

**RESOLVED** that the GML contract be accepted and approved on the condition that there is no publicity for traders, that the Council office are in control of the site and that there is a separate page for businesses.

**d) GML Invoice** – on the motion of Cllr J Taylor, seconded by Cllr S Taylor, it was **RESOLVED** to approve payment of the GML invoice to a total sum of £180.00

**ACTION: CLERK**

**197.14) Dog fouling at Gaymers**

**a) Correspondence from PCSO Szabo** – Noted for information

**198.14) Correspondence**

**a) CPRE Norfolk Light Pollution survey – Summary Report** – Noted for information

**b) NRCC VCS Engage Survey** – Noted for information

**c) NRCC Signpost magazine** – available on request – Noted for information

**d) Funding application for Railings project** – Noted for information – Cllr Bond suggested a further funding application be made for the revised railings project

**e) NorfolkALC Election of Exec Com members** – Noted for information

**f) Thank You letters** – Noted for information

**Artline**

**1<sup>st</sup> & 5<sup>th</sup> Brownies**

**Attleborough Day Centre**

**Nurture by Nature Forest School**

**Girl Guides**

**g) Resident request** – The Mayor reported that she had received a request from Mrs Orton for copies of all paperwork relating to the previously installed pathway behind the Town Hall and that she would respond and provide same

**h) Woodfellows – notice of external refurbishment works to Queen’s Square** – Noted for information

**ACTION: CLERK/KP**

**199.14) Date of Annual Meeting**

Monday, 11 May 2015 at 7.00pm

**200.14) 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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**201.14) Staff Matters**

**a) Minutes of the Personnel Committee meeting held on 19 March 2015 -**

**RESOLVED** to accept the Minutes of the Personnel Committee meeting held on 19 March 2015 and the recommendations therein and the minutes were duly signed by the Chairman.

**b) Cllr Crouch recommended a large transit van (270L 2.2 diesel or equivalent) be purchased to enable mowers to be transported**

**c) The Clerk was instructed to advertise the Groundsman vacancy and an interview panel to be nominated at the May meeting**

**ACTION: CLERK**

Meeting closed at 8.35pm

### **Public Participation Notes**

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

- A resident reported that they had visited the Dell and had found hardly any litter at the site and was happy to let her dog off
- A resident complimented the members on the work being done in Queen's Square to replace the railings and stated that it looked "really good"
- Mr Kilby spoke on behalf of the Neighbourhood Plan Steering Group and outlined the importance of an upgraded website and recommended the new agreement with GML. He stressed that on launching the "Attleborough Matters" magazine it was vital that feedback could be recorded. He confirmed that the Town Council would retain the domain name and the Town Clerk would be in full control of the site. He advised that when he initially became involved with the Steering Group the Council had a different website which was upgraded and this was donated by one of the group's members, however, this funding would now cease. The new agreement would cost £150 per month and annual hosting of £220 per annum