



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, 4 June 2018 at 7.00 pm in the Town Hall

Present:

Cllr V Dale - presiding
Cllr R Bond Cllr K Montague Cllr S Taylor Cllr J Williams
Cllr J Ellis Cllr T Taylor Cllr B Bulmer Cllr S Burns
Cllr E Tyrer Cllr T Crouch

In attendance – Gina Lopes – Clerk to Attleborough Town Council
Anne Willett - Clerk's Assistant (minute taker)
Dist. Cllr K Martin, Dist. Cllr T Ashby
12 x Public

0017.18) Apologies for absence

To receive and accept apologies for absence:

Cllr Perkins - Other Commitments
Cllr Burton - Holiday
Cllr Busk - Unwell

018.18) Declarations of Interest

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

None received.

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

019.18) Public Participation

RESOLVED that the meeting be adjourned to allow the Public to speak – See Public Participation Notes attached.

020.18a) Minutes of the Town Council meeting held on 14 May 2018–

RESOLVED to approve and accept the minutes of the meeting of Town Council meeting held on 14 May 2018 subject to the minor amendment below, as a true and accurate record of the meeting; the Chairman duly signed the minutes

- Amend to add Councillor Montague as present at this meeting.

020.18b) Minutes of the Planning and Highways Committee meeting held on 14 May 2018 and 21 May 2018

RESOLVED to approve and accept the minutes of the meeting of Planning and Highways Committee meetings held on 14 May 2018 and 21 May 2018, as a true and accurate record of the meeting; the Chairman duly signed the minutes

020.18c) Minutes of the Environment Committee meeting held on 21 May 2018

RESOLVED to approve and accept the minutes of the meeting of Environment Committee meeting held on 21 May 2018, as a true and accurate record of the meeting and recommendations therein; the Chairman duly signed the minutes

020.18d) Minutes of the Attleborough Neighbourhood Plan Committee meeting held on 21 May 2018 – Deferred to the next Agenda.

021.18) Councillors Reports

Brief verbal reports were received and included the following: -

Cllr Williams:

- Attended his first meeting as representative of the Town Council with the Internal East Harling Drainage Board who requested a meeting with representatives of the Town Council and Ptarmigan.
- Has a report from the meeting presented by the engineer of East Harling Drainage Board; Cllr Williams has submitted this to the ANP Committee for their information.

Cllr S Taylor:

- Thanked Cllr Dale for her representation and support for the Royal Wedding Event and the Town Council Staff for their support, particularly mentioning Mr Reg Varley, Relief Caretaker; informing Members the event came in under budget.

022.18) Other Reports

To receive written reports of external meetings attended - for information

a) Mayor's Report

- Informed Members of her intent to place a diary sheet for information of any events she has attended as Mayor on Members behalf and to invite any questions Members may have at future meetings.
- Cllr Dale requested Members send their reports in writing to the Clerk for submission on the Agenda in good time, prior to the Agenda being circulated. This will enable Members to be able to ask informed questions at the meetings.

b) County and District Councillors –

The following verbal reports were received and included the following:

Dist. Cllr Ashby:

- Reported he had attended the Planning Committee meeting to object to the planning application for the Attleborough Post Office; stating his disappointment as it was approved primarily because of the lack of the 5-year housing supply and because of the District Council DC19 policy referring to car parking.
- Wrote to the Town Council to make them aware of the need for Parish Town Councillors to appoint a Data Protection Officer in accordance with changes in legislation to the Data Protection Regulations.
- Informed Members Breckland's Customer Support Services will be available for at least another 12 months in the library on a Monday afternoon and Thursday all day due to the lobbying of District Councillors.

Dist. Cllr Martin:

- Has attended several meetings including a Cabinet and Licencing Hearing Panel.
- Informed Members, the Hargham Road planning application was approved at the last Breckland Planning Meeting.
- Stated the construction for the provision of affordable dwellings on the Norfolk County Council site has been agreed; equating to 40% of the total number of dwellings in accordance with the affordable housing mix; 65% rented housing and 35% will be intermediate housing with contributions to education which will be put towards the expansion of the primary school (former junior school) somewhere in the region of £150,000; Open Spaces will be included.

- Cllr Bond sought assurance that the S106 be received by the Town Council on behalf of residents.

c) Clerk's Report

- The Clerk presented a written report on agenda items which was received and accepted by members and for information only.
- Informed Members that the next Councillor training is planned for 18 June 2018 and urged all to attend; inviting Members to send in their requests for subjects for future training.

023.18) Conclusion of Financial Year 2017-18

a) End of year financial reports 31 March 2018 –

The Clerk informed Members that the General Purpose and Finance Committee has already considered the End of year Financial Reports 31 March 2018; there were no point of concern raised.

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

RESOLVED to accept and approve the End of year financial reports 31 March 2018.

b) Internal Audit Report for the year ended 31 March 2018 –

It was noted that the internal audit had been successfully completed and the control objectives were being achieved and no risks had been identified by the Auditor.

Councillors congratulated and thanked the Clerk and her Assistant for their accounts work and audit preparation resulting in a successful conclusion of the internal audit.

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

RESOLVED to accept and approve the Internal Audit Report for the year ended 31 March 2018.

c) Completion of Annual Return 31 March 2018 –

(i) Section 1 – Annual Governance Statement for Attleborough Town Council

After consideration members confirmed that they had a sound system of internal control in place.

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

RESOLVED to complete the Annual Governance Statement which was duly signed by the Chairman and the Clerk in the presence of the members.

(ii) Section 2 – Accounting Statements for Attleborough Town Council

The Accounting Statements for 2017/18 were presented by the Town

Clerk/Responsible Finance Officer and considered by Members.

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

RESOLVED to accept and approve the Accounting Statements for 2017/18 and this section was duly signed by the Chairman and the Town Clerk/Responsible Finance Officer in the presence of the Members.

024.18) Financial Matters

a) To authorise the payment of cheques: -

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

RESOLVED to approve and accept the payment of cheques as per cheque list dated 4 June 2018 - £8,352.79.

b) To agree direct debits: -

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

RESOLVED to approve and accept the direct debits list dated 4 June 2018 – Total £21,180.45.

c) To receive Income: -

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

RESOLVED to approve and accept the income list for May 2018 – Total £25,682.29.

025.18) Correspondence

a) Interim Customer Support Services; Breckland District Council

Noted for information; Councillors asked that Breckland District Council ensure they publicise this service properly, so residents are aware.

b) Town Crest Information

A short discussion took place; points included:

- The Clerk has taken advice which states – ‘On balance I would recommend Members carefully consider this request because of the myriad of issues it may cause’.
- Use of the Crest may set an unpredictable precedence.
- The Heraldic Society recommend the Boxing Club create their own shield; however, this would result in fees of £13,000 approximately.
- Use of the Town Crest may be only for away matches.
- The Clerk suggested an alternative could be for the Club to carry the Attleborough Town Flag at events.
- Cllr S Taylor suggested the Town Council design a Crest suitable for use by any club which seeks to promote the Town.

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

RESOLVED

To investigate a generic design by the Town Council for clubs/groups to use under the remit of the Attleborough Neighbourhood Plan Sports and Leisure objectives.

ACTION: Clerk

c) Thank You Correspondence – Noted for information

- a. Age UK Norfolk
- b. Thank you to Staff for Royal Wedding Event

d) Request for action following Station Road fatality –

Members considered an item deferred from the Planning and Highways Meeting to allow the resident to attend; points included:

- A letter written by a young resident with regards to the fatality on Station Road last year asks Members to support his request for a pedestrian crossing there.
- Following the incident, the Town Council had contacted Norfolk County Council Highways Department stating their support for a pedestrian crossing on Station Road.
- Norfolk County Council Highways Department have included plans for a pedestrian crossing to be installed on Station Road as part of the Town Centre Improvements. However, the Town Council have requested Highways consider moving the crossing further up from planned siting to alleviate potential traffic build up caused by the Railway Station level crossing.
- Confirmed the resident should approach the Doctors Surgery and Connaught Hall separately for the repairs to be made as maintenance of the ramps are under their responsibility.
- The correspondent gave verbal permission for the Clerk to send forward his letter to Norfolk County Council’s Highways Department in support of his request.
- Resident’s Father requested the family be copied into any future correspondence from the Town Council pertaining to the pedestrian crossing on Station Road.

ACTION: Clerk

026.18) Public Participation

RESOLVED that the meeting be adjourned to allow the Public to speak – See Public Participation Notes attached.

027.18) Date of next Meeting

2 July 2018, Full Council Meeting

18 June 2018 Attleborough Neighbourhood Plan Committee Meeting

18 June 2018 Environment Committee Meeting

18 June 2018 Planning and Highways Meeting

Meeting closed at 7.45 pm

Public Participation Notes

The Chairman invited members of the public to speak and points raised included the following:

- Chairman of the Attleborough Youth Boxing Club; stated his disappointment regarding the Town Council's response that they were unable to give permission to use the Crest pending investigations regarding potential legalities around historic heritage ownership.
Despite the Town Council recently receiving an email from the Coach on behalf of the Boxing Club stating his wish to withdraw the Club's request; the Chairman informed Members this was incorrect, and the club were still seeking permission to use the Crest; stating 'lots of other clubs around the Country use their Town Crests'.
- Another resident supported the use of the Town Crest.
- Resident spoke of his wish for Members to give their views on the Attleborough Athletics Academy's request to site a portacabin on Gaymers Meadow for the provision of welfare facilities for the students.
Councillors responded this item was deferred from the last Environment Committee Meeting as the resident did not attend to speak.
- Resident spoke of her disappointment that the fence at Gaymers Meadow has been repaired and reinstated; stating her repeated requests for the Town Council to comply with the Disability Equality Act which she felt to have not been addressed.
Resident queried why the decision to reinstate the fence was made by Councillors and the legality of their decision and was informed the decision to site the fence was made to keep the dogwalkers separate.
Resident voiced her knowledge of three disabled residents who are unable to access the top field. Members responded they have not received any other complaints regarding access and advice received from the Health and Safety Officer and other relevant advisors is for 'reasonable adjustments'.
Councillors reminded the resident that Town Council meetings are not an auditorium for haranguing Members; expressing disappointment that no residents mentioned as being affected have approached the Town Council.
- Young resident spoke of his letter to the Town Council regarding the fatal accident last year on Station Road; asking Members to support his request for a pedestrian crossing be installed there.
- Residents complained regarding lack of maintenance of grass verges at Blackthorn Road, Teasel Drive and London Road, stating weeds are causing damage to the footpaths. Resident has approached Norfolk County Council Highways Department who have not been helpful in their responses.
- Resident mentioned drivers speeding on Snowdrop Drive asking for support from Members.
- Resident queried the status of the parking situation at Gaymers Meadow.
Councillors responded they have been in contact with Banham Poultry and confirmed the consultation regarding locking the gates had received little interest from the wider Community.