ATTLEBOROUGH TOWN COUNCIL
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Minutes of the Meeting of Attleborough Town Council
Held on Monday, 5 November 2018 at 7.00 pm in the Town Hall

Present:

Cllr V Dale - presiding

Cllr R Bond	Cllr T Crouch	Cllr J Williams	Cllr S Taylor
Cllr T Taylor	Cllr B Bulmer	Cllr J Ellis	Cllr K Montague
Cllr E Tyrer	Cllr S Burns	Cllr A Busk	Cllr J Burton

In attendance – Gina Lopes – Clerk to Attleborough Town Council
Trisha Drewery - Administration Assistant (minute taker)
Dist. Cllr K Martin, Dist. Cllr T Ashby
9 x Public

076.18) Apologies for absence
To receive and accept apologies for absence:
Cllr T Perkins - Other commitments

077.18) 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.

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

079.18a) Minutes of the Town Council meeting held on 1 October 2018
RESOLVED to approve and accept the minutes of the meeting of Town Council held on 1 October 2018, as a true and accurate record of the meeting; the Chairman duly signed the minutes.
079.18b) Minutes of the Planning and Highways Committee meeting held on 1 October 2018 and 15 October 2018
RESOLVED to approve and accept the minutes of the meetings of the Planning and Highways Committee held on 1 October 2018 and 15 October 2018, as a true and accurate record of the meeting and recommendations therein; the Chairman duly signed the minutes.
079.18c) Minutes of the Environment Committee meeting held on 15 October 2018
RESOLVED to approve and accept the minutes of the meeting of the Environment Committee held on 15 October 2018, as a true and accurate record of the meeting and recommendations therein; the Chairman duly signed the minutes.
079.18d) Minutes of the Attleborough Neighbourhood Plan Committee meeting held on 15 October 2018 –

RESOLVED to approve and accept the minutes of the meeting of the Attleborough Neighbourhood Plan Committee held on 15 October 2018, as a true and accurate record of the meeting and recommendations therein; the Chairman duly signed the minutes

080.18) Councillors Reports

Brief verbal reports were received and included the following: -

Cllr Burton: -

- Stated his frustration regarding lack of response about his request for assistance regarding the Connaught Hall building programme; informing Members of his withdrawal as a Trustee of Connaught Hall after fourteen years.
- Cllr Burton's report had been circulated to members and his request bought up at the recent meeting with George Freeman, MP.
- Cllr S Taylor has recently attended a meeting with Connaught Hall Committee
- It was suggested the Town Council Administration Team could copy relevant information regarding potential funding via grant applications to the Trustees of Connaught Hall if available for information.

081.18) Other Reports

The following reports were received and accepted: -

a) Mayor's Report: –

Cllr Dale tabled her report in calendar format which informed Members of her attendance at events during the last month.

b) County and District Councillors: -

Dist. Cllr T Ashby: -

- Stated the recent Fireworks Extravaganza was 'the best he had ever seen'.
- Gave apologies for County Cllr R Oliver and queried when the next District Councillors/Town Councillor Meeting would be held to discuss the Attleborough Development Partnership.
- Attended the last Breckland District Council Planning meeting to discuss the Norwich Road planning application to oppose the application. Dist. Cllr Ashby raised the issue of the need for a high standard of housing as within the Attleborough Neighbourhood Plan.
- Disappointed the Town Council did not supply more detail in their response regarding the style of housing requirements within the Attleborough Neighbourhood Plan; felt they 'were missing a trick' as his objections "fell on deaf ears".
- Cllr Tyrer responded, Members of the Attleborough Neighbourhood Plan had met with Breckland District Council Planners during the development of the plan and had discussed how to be progressive in terms of design; however, they were categorically told by the Planners at Breckland District Council that they did not desire a separate design guide for Attleborough. The reason given was everyone undertaking a Neighbourhood Plan would want this; therefore the Town Council were not permitted to set the design guide standard.

Dist. Cllr K Martin: -

- Has attended several meetings including the Breckland District Council Cabinet Meeting; informing Members he will be attending a Licensing Hearing Panel on Friday 9 November 2018.
- Has received a lot of correspondence from residents stating concerns about Banham Poultry, which has been sold. The date of the next liaison meeting is not yet known.

c) Clerk's Report: -

- **Councillor Resignation** – regrettably a resignation was received from Cllr Tim Cobb which has been reported to Breckland District Council. The Vacancy notice has been posted.
- **Remembrance Day** – 11 November 2018 marking the 100 year centenary will begin with the Piper on Queens Square at 6.00 am and a full calendar of events throughout the day – all Councillors are expected to attend.
- **Councillor Training** – A training session on Planning will be held on 19 November 2018 at 7.00 pm – all Councillors are expected to attend.
- **Request to use tractor** – The tractor is again required for use as Santa's Sleigh in the run up to Christmas; the CEO asked for Members support which was agreed
- **Christmas Lights Switch-on** – The Christmas lights will be turned on at 4.15 pm on 25 November 2018 in Queens Square – Councillors support is welcomed.
- **Open Day** – There will be an Open Day to provide an update on the progress of the Attleborough Neighbourhood Plan on Saturday, 8 December 2018 at the Town Hall – Councillors are encouraged to attend.

082.18) Financial Matters

a) To authorise the payment of cheques: – for acceptance and approval

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

RESOLVED to approve and accept the payment of cheques as per cheque list dated 5 November 2018 - £31,805.65.

b) To agree direct debits: -

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

RESOLVED to approve and accept the direct debits list dated 5 November 2018 – Total £24,674.99.

c) To receive Income: -

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

RESOLVED to approve and accept the income list for October 2018 – Total £1,646.00.

d) Income & Expenditure Reports 30 September 2018: – Noted for information

e) Request for Donation (S137):

i. Norfolk Citizens Advice

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

RESOLVED to continue to support Norfolk Citizens Advice via the existing reduction in rent for their room hire.

ACTION: CEO

083.18) Remembrance Sunday / WW1 Centenary Events

a) Battle's Over; A Nation's Tribute Programme: – Noted for information

b) Remembrance Sunday; Cllr Tyrer to report: -

Cllr Tyrer informed Members that feedback from the Remembrance Torch Event held in Queens Square on 19 October 2018 was reported 'as the best there was'; thanking Councillors and staff.

Reported the programme for the Remembrance Sunday: -

06.00 – A Piper will pipe 'Sleep in peace now the Battle's Over'.

10.20 – Councillors arrive in the Edenside Car Park for March to the War Memorial. To be organised by the Royal British Legion

11.00 – Laying of the Memorial Poppy Wreaths

11.30 – Memorial Service at St Mary's Church

18.00 – Armistice Vigil Service

18.45 – Names of the Service Men from Attleborough – read out by Cllr S Taylor
18..55 – A Tribute – read by Cllr V Dale, Mayor to Attleborough Town Council
19.00 – Lighting of the Beacon in Queens Square by Cllr S Taylor
19.05 – St Mary's Church Bells ring out in Peace
19.05 – A Cry for Peace Around the World
Read by Alan Austin, Attleborough Town Crier in Queens Square

Cllr Tyrer queried who will be doing the press release, welcoming the CEO's offer for the Town Council to organise this.

ACTION: CEO

084.18) Correspondence

a) **Norfolk's Children's Centre Consultation**:
   i. Email from Norfolk Labour
   ii. Early Childhood and Family Service – Transforming Our Children's Centre Consultation

A short discussion took place; points included:

- Councillors could use a website link to the Consultation if they desired to comment.
- Concerns were raised, specifically relating to the Attleborough Children's Centre Administration Block. Several residents have expressed a belief this will move to within the Library; which will be moving into the Enterprise Centre.
- Cllr Bulmer stated her research showed vital services are provided by Children's Centres, expressing her concerns regarding the long-term impact on planned reductions and requesting members respond
- Cllr Bond advised Members to make any comments on the website as individuals; as the Town Council is non-political.

b) **Attleborough Crime Updates**: - Noted for information
c) **Attleborough Town Council; Autumn 2018 Newsletter**: – Noted for information - Cllr Dale advised members of an amendment on the recently issued Newsletter, should read the Christmas Lights Switch On planned for Sunday 25 November.
d) **Invitation to Christmas Drinks and Nibbles; Tuesday 11 December 2018** – Noted for information
e) **Thank You Correspondence**: – Noted for information
   i. Royal British Legion Poppy Appeal; WW1 Veteran Silhouettes

085.18) Public Participation

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

086.18) Exclusion of Press and Public

On the motion of Cllr S Taylor, seconded by Cllr Crouch, it was
RESOLVED to exclude the press and public from the remainder of the meeting under the Local Government Act 1972 [section 100 A] [4] given the sensitive nature of the business to be discussed.

087.18) Report on Cemetery Incident

A confidential report from Cllr Bulmer and Cllr Montague was presented.
On the motion of Cllr Bond, seconded by Cllr Crouch, it was
RESOLVED to accept the confidential report in principle; subject to committee amendments and a detailed process of burial procedures to be tabled at the next

Environment Committee Meeting and staff recommendations to be fully reviewed by Personnel Committee and reported at next Full Council Meeting.
ACTION: CEO/Env Com/Personnel Com

On the motion of Cllr Bond, seconded by Cllr S Taylor, it was
RESOLVED to pay the funeral costs as a gesture of goodwill and to seek legal advice on payment of same.
ACTION: CEO

088.18) Date of next Meeting
3 December 2018, Full Council Meeting

Meeting closed at 8.45 pm

Public Participation Notes

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

- Dist. Cllr Ashby requested an update regarding the drainage on Gaymers Meadow. The CEO responded they are still waiting for a meeting date from the Football Club. The Football Club have offered to install a 'French Drain', however, the CEO has advised them not to proceed without approval and has reiterated her request for a site meeting and is seeking independent advice.
- Resident stated her concerns about the Norwich Road planning application, challenging the environmental report as being incorrect with regards to the number of Natter Jack Toads living on the land. The report only recorded two toads, however, the resident stated she could evidence this as being incorrect. Resident also stated concerns regarding the increase of traffic along that road which is causing vibrations to immediate housing. Members advised resident to contact the Case Officer at Breckland District Council with her concerns.
- Recent informed Members he will be 'taking the next step' against the Town Council with regards to his insurance claim stating he 'was being left no option'. Members reminded claimant that the Court resolved not to uphold claimant's case stating any additional correspondence sent to the Town Council from the Claimant would be handed to their Solicitor.
- Resident heartily congratulated the "Fun Fest Team" for the recent Fireworks Extravaganza; thanking the Town Council for their donation and stated the fireworks had been "amazing".
- Resident informed Members that the Methodist Church will be holding the last service on 11 January 2019; querying rumours that the Town Charities may buy the building. Council representatives on the Town Charity Committee responded they will seek clarification at the next Town Charities Meeting.
- Resident queried the size of the planned sports hub on Gaymers Meadow and stated the Town Council should 'leave nature as it is' and that 'most of the Town do not want a great big building on the meadow'.