



ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF

Tel: 01953 456194 - email: enquiries@attleboroughtc.org.uk

Minutes of the Meeting of Attleborough Town Council Held on Monday, 1 April 2019 at 7.00 pm in the Town Hall

Present:

Cllr V Dale - presiding

| | | | |
|-----------------|-----------------|----------------|---------------|
| Cllr T Crouch | Cllr K Montague | Cllr E Tyrer | Cllr A Busk |
| Cllr T Taylor | Cllr B Bulmer | Cllr J Ellis | Cllr S Taylor |
| Cllr J Williams | Cllr R Bond | Cllr A Perkins | |

In attendance – Gina Lopes, CEO and Town Clerk to Attleborough Town Council
Trisha Drewery – Clerk's Assistant (minute taker)
Dist. Cllr K Martin, Dist. Cllr Ashby, Dist. Cllr A Stasiak
6 x Public

138.18) Apologies for absence

To receive and accept apologies for absence:

None received. Further apologies were received from Mrs Gina Lopes, CEO & Town Clerk to Attleborough Town Council – Annual Leave.

139.18) 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.

140.18) Public Participation

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

141.18a) Minutes of the Town Council meeting held on 4 March 2019: -

RESOLVED to approve and accept the minutes of the meeting of the Town Council held on 4 February 2019 as a true and accurate record of the meeting; the Chairman duly signed the minutes.

141.18b) Minutes of the Environment Committee meeting held on 18 March 2019: -

RESOLVED to approve and accept the minutes of the meeting of the Environment Committee held on 18 March 2019, as a true and accurate record of the meeting; the Chairman duly signed the minutes.

141.18c) Minutes of the Planning and Highways Committee meeting held on 4 February 2019 and 18 February 2019: -

RESOLVED to approve and accept the minutes of the meetings of the Planning and Highways Committee held on 4 March 2019 and 18 March 2019, as a true and accurate record of the meeting and recommendations therein; the Chairman duly signed the minutes.

142.18) Councillors Reports

Cllr T Taylor had sent in a written report: -

“Anglia in Bloom Spring Launch; Tuesday 26th March

The morning consisted of a presentation on the Warner Edwards Gin Chelsea flower show entry and how the designer had chose plants that reflected the company and what they produce. Sadly the presentation didn't really give an insight into anything that would greatly help our in bloom project. This talk was followed by a memorial tree planting, a half an hour break and an hours lunch. Thankfully we had this opportunity to speak with one of the volunteers from the Filby volunteer association who shared fundraising projects and ideas with us, they hold events such as cake sales, car boots, organise flower shows and film nights and we come away from the afternoon with more ideas from her than the day itself.

The afternoon was a slideshow presentation, mainly on how Notcuts had supported the Norwich in bloom, and on other sponsorship they receive - again not giving much for us to adapt or use in our AIB project, except for how they use outside bodies such as Norwich prison to grow their seedlings, which obviously we couldn't do but perhaps the working group could involve the schools and nursing homes.

I am pleased to say that during the break, having filled in a Amberol entry form, I was lucky enough to win the Council a £300.00 voucher towards their products. If they supply anything that would be suitable for the sensory garden, I'd particularly like us to look at that area if Council agrees”.

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

RESOLVED to use the £300.00 voucher to make a start on the Sensory Garden.

ACTION: CEO

Cllr Williams: -

- Gave a verbal update on the Attleborough Heritage Group.
- The Heritage Group have been given three months' notice and will be losing their Headquarters at the end of May 2019.
- They have investigated several alternatives; it was previously hoped the Railway Station refurbishment would provide a room for rent; however, due to cost of hiring the room, this is not currently a viable option.
- Cllr Williams requested the assistance of the Town Council to find a suitable venue, stating the Heritage Group have a lot of equipment and worldwide membership.
- Disappointment was expressed regarding the Railway Station building not being a viable option and requested the CEO contact Abellio to enquire on behalf of the Attleborough Heritage Group.

ACTION: CEO

143.18) Other Reports

The following reports were received and accepted: -

a) Mayor's Report: –

No report was submitted, Cllr Dale thanked Members for their support during her Term as Mayor.

b) County and District Councillors: -

Dist. Cllr Martin: -

- Has attended several meetings, one being a site visit.
- Continues to liaise with Banham Poultry; discussions are ongoing and include Breckland District Council.

Dist. Cllr Ashby: -

- Answered queries regarding the status of the Link Road; informing Members the Link Road is still being progressed and the funds are there to start at exactly the

same time as the Development begins; providing the Developers can evidence they have the capabilities to build the first 1,200 houses.

c) **CEO & Town Clerks Report:** - No report at this time.

144.18) Financial Matters

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

On the motion of Cllr Crouch, seconded by Cllr Busk, it was **RESOLVED** to approve and accept the payment of cheques as per cheque list dated 1 April 2019 - £17,763.96.

b) **To agree direct debits:** -

On the motion of Cllr Bond, seconded by Cllr Williams, it was **RESOLVED** to approve and accept the direct debits list dated 1 April 2019 – Total £29,331.77.

c) **To receive Income:** -

On the motion of Cllr Crouch seconded by Cllr Montague, it was **RESOLVED** to approve and accept the income list for March 2019 – Total £13,340.99.

d) **Income & Expenditure Reports 28 February 2019:** – Noted for information

e) **Appointment of Internal Auditor:** -

On the motion of Cllr Bulmer, seconded by Cllr Crouch, it was **RESOLVED** to appoint Pauline James as the internal auditor for the year end 2018/19.

f) **Change of Bank Account Update:** -

The CEO's Assistant updated Members as to the status of the change of Bank accounts: -

- The change has been delayed, due in some part because the Town Council historically has a cheque system in place.
- Cllr Dale and Cllr Perkins have assisted in communications with both banks.
- Cllr Perkins stated he would like to see the Town Council implement Internet Banking in the next Term, to make life easier for the Office. Members should be aware Towns are losing their Banks, meaning there is an element of uncertainty for an efficient cheque system in the future.

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

RESOLVED the Town Council progress future Internet Banking to include authorisation for the CEO and CEO's Assistant to make electronic payments.

ACTION: CEO

145.18) Elections

a) **Local Government Association - Purdah: A short guide to publicity during the pre-election period; Purdah began 20 March 2019:** - Noted for information

b) **Deadline for Nomination Form Submission; Wednesday 3 April at 4pm 2019:** - Noted for information

146.18) Correspondence

a) **Request to use Gaymers Meadow:** -

The Office has received a request for permission to use Gaymers Meadow to hold two Dog Training Sessions; these would be free for Owners.

A short discussion took place; points included: -

- A request has been received to find out how long the intended Dog Training Sessions would be and to specify the location is in the field by the Car Park.
- Concerns were raised as to whether the applicant was expecting to run a business from the Meadow following the two free sessions.

- Noted permission would be granted for only two free sessions; any request for additional sessions will need further Members consideration.
- The applicant will have to provide their Public Liability Insurance and complete a Risk Assessment prior to consent being granted.

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

RESOLVED to grant permission for two Dog Training Sessions to take place.

b) Attleborough Crime Updates; March 2019: - Noted for information

c) Date of next Safer Neighbourhood Action Panel; Tuesday 25 June 2019 at 11am: - Noted for information

d) Community Speed Watch; February 2019: - Noted for information

147.18) Public Participation

RESOLVED that the meeting be adjourned to allow the Public to speak –

See Public Participation Notes attached.

148.18) Date of next Meeting

7 April 2019 – Mayor's Civic Reception

15 April 2019 – Town Assembly Meeting

13 May 2019 – Annual Council 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:

- Resident spoke of his dissatisfaction regarding a boundary hedge.
- Dist. Cllr Ashby asked Members to consider the two top priorities within the Attleborough Neighbourhood Plan. Members responded the two top priorities are 'Health and the Linear Park'. Cllr Tyrer stated the Academy Principal is keen to support the Indoor Sports Centre linked to the Academy.
- A Member of the Attleborough Athletics Academy spoke regarding their use of Gaymers Meadow, as being Saturday morning's 9-10 am and on Monday evening's 7-8 pm, asking this be considered when deciding the timing of the Dog Training Sessions.
- Resident queried whether the Safer Neighbourhood Action Panel meetings are open to the public and was informed they are.