ATTLEBOROUGH TOWN COUNCIL
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Minutes of the Meeting of Attleborough Town Council
Held on Monday, 3 June 2019 at 7.00 pm in the Town Hall

Present:

Cllr T Crouch - presiding

Cllr A Busk	Cllr B Bulmer	Cllr J Ellis	Cllr L Grave
Cllr K Montague	Cllr J Roper	Cllr P Leslie	Cllr T Taylor
Cllr E Tyrer	Cllr B Cousins		
Cllr W Loades	Cllr D Redmond	Cllr A Westby (upon election)	

In attendance – Gina Lopes – CEO & Town Clerk to Attleborough Town Council
Anne Willett – CEO's Assistant
Trisha Drewery – Clerk's Assistant (minute taker)
5 x Public

018.19) Apologies for absence
To receive and accept apologies for absence:
Cllr Dale - Holiday

019.19) Applications for the vacancies of Town Councillor
It was confirmed that three applications had been received for the existing three vacancies for Town Councillors and members briefly considered same.
The voting took place by show of hands: –
RESOLVED by majority to co-opt William Loades, Dorothy Redmond and Andrew Westby as Town Councillors,
Declaration of Acceptance Office forms were duly signed and the new Councillors took their seats with the other Members

020.19) 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.

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

022.19a) Minutes of the Town Council meeting held on 13 May 2019: –
RESOLVED to approve and accept the minutes of the meeting of Town Council meeting held on 13 May 2019, as a true and accurate record of the meeting; the Chairman duly signed the minutes
022.19) b) Minutes of the Planning and Highways Committee meeting held on 13 May 2019: - the minutes of the Planning and Highways Committee meeting held on 13 May 2019 were noted.

022.19 c) Minutes of the General Purposes and Finance Committee meeting held on 30 May 2019: -
RESOLVED to approve and accept the minutes of the meetings of the General Purposes and Finance Committee held on 30 May 2019, as a true and accurate record of the meeting and recommendations therein; the Chairman duly signed the minutes.

023.19) Councillors Reports
No reports were received.
Members were politely reminded; written reports need to be sent to the CEO prior to the meeting to ensure members had time to read them.

024.19) Other Reports
The following reports were received and accepted: -
a) Mayor's Report
Cllr Crouch informed Members he had attended the SODA event at the Town Hall, which displayed excellent paintings, stating 'the Town should be proud of having the organisation which has such talented individuals'.
b) Deputy Mayor's Report
Cllr Tyrer reported he had attended an Attleborough Academy Governors meeting where potential S106 agreements were discussed; this may feed into the Attleborough Neighbourhood Plan Committee. Cllr Tyrer has invited Simon Wood, to attend a future Neighbourhood Plan meeting.
c) County and District Councillors: -
Dist. Cllr Taylor: -
- Has attended her first Breckland Council meeting.
- Will sit on the Licensing Committee.
- Has been in contact with the senior communications officer at Breckland District Council who offered her assistance in social media promotions for an 'Anglia In Bloom' Facebook page to promote projects, community days and engage with residents.

d) CEO & Town Clerk's Report: -
- The Community Cinema organised by the Staff was a resounding success with over 40 people attending the first filming which was 'Mary Poppins'. Noted special thanks to Mr John Wilson, Caretaker, for ensuring the event was well advertised by hand delivering leaflets to local shops and businesses.
- The next film showing will be 'The Greatest Showman' at the Town Hall on 14 June 2019.
- Thanked those Members who attended the training session held on 20 May 2019. The session will be repeated for the new Members and those who did not attend.
- A new Grounds Person, Catherine Kett has been appointed. Catherine is a Certified Landscape Professional which will benefit the Town Council and Town.

025.19) Financial Matters
a) To authorise the payment of cheques: -
On the motion of Cllr Montague, seconded by Cllr Bulmer, it was
RESOLVED to approve and accept the payment of cheques as per cheque list dated 3 June 2019 £8,958.87.
b) To agree direct debits: -
On the motion of Cllr Bulmer, seconded by Cllr Leslie, it was
RESOLVED to approve and accept the direct debits list dated 3 June 2019 – Total £28,002.81.

c) To receive Income: -
On the motion of Cllr Montague seconded by Cllr Crouch, it was
RESOLVED to approve and accept the income list for April 2019 – Total £16,843.44.
d) Income & Expenditure Reports 30 April 2019 – Noted for information
e) Annual Review of Insurance –
i. The Fleet Rated Commercial Motor Renewal – WPS
ii. The Zurich Local Council Policy Schedule
On the motion of Cllr Crouch, seconded by Cllr Bulmer, it was
RESOLVED to accept and approve the insurance renewal from WPS and Zurich.
ACTION: CEO

026.19) Conclusion of Financial Year 2017-18
a) End of year financial reports 31 March 2019 –
The CEO informed Members that the General Purpose and Finance Committee has already considered the End of year Financial Reports 31 March 2019 following a successful audit; there were no points of concern raised.
On the motion of Cllr Montague, seconded by Cllr Cousins it was
RESOLVED to accept and approve the End of year Financial Reports 31 March 2019.
b) Internal Audit Report for the year ended 31 March 2019
It was noted that the internal audit had been successfully completed and the control objectives were being achieved.
The Auditor had made some comments: -
- Cheque stubs must be initialled by both Councillors signing the Cheques.
- The Council should update its Financial Regulations to list those controls which are effective and achievable.
- To enable last minute additions and the production of only one list, the proposed payments list should be emailed to Members on the day of the meeting before 1 pm with a paper copy tabled at the meeting.
- Purchase of a grid stamp, with space for approval will help to ensure authorised signatories follow correct procedure.

On the motion of Cllr Tyrer, seconded by Cllr Bulmer it was
RESOLVED to accept and approve the Internal Audit Report for the year ended 31 March 2019.
c) Completion of Annual Return 31 March 2019 –
(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 and would confirm positive responses to all sections.
On the motion of Cllr Tyrer, seconded by Cllr Ellis, it was
RESOLVED to complete the Annual Governance Statement which was duly signed by the Chairman and the CEO in the presence of the Members.
(ii) Section 2 – Accounting Statements for Attleborough Town Council
The Accounting Statements for 2018/19 were presented by the CEO/Responsible Finance Officer and considered by Members.
On the motion of Cllr Tyrer, seconded by Cllr Ellis, it was
RESOLVED to accept and approve the Accounting Statements for 2018/19 and this section was duly signed by the Chairman and the CEO/Responsible Finance Officer in the presence of the Members.

027.19) Anglia In Bloom Update
A brief summary of Anglia In Bloom staff costs was tabled for Members information.

Total cost to 31 May 2019 = £1,509.00 (ongoing)
The CEO advised these costs impact on the staffing budget and are not allocated against the AIB budget, however, members should note the significant impact of same.
Cllr Taylor gave a verbal report; points included: -

- The portfolio will be submitted later this month; the deadline is the end of June.
- The Town Council will be informed of the necessary information and date of the "Anglia In Bloom" Judging.
- 'Clean up' in the week will be planned prior to judging to ensure the Town is looking its absolute best; Cllr Taylor requested Councillors consider helping.
- More donations have been received; tools, equipment and a new poly tunnel has been erected at the allotment site.
- Main projects selected by the group for May were planting and maintenance of the closed cemetery, church yard and Queens Square. In the closed cemetery volunteers have edged, weeded and planted the two existing beds and created two new beds inside, and two more outside either side of the entrance gate.
- The maintenance of the rose beds in the church yard has been well received.

Cllr Taylor requested Members consider:

- Placing a donated watering butt within the closed cemetery.
- A Facebook page to promote projects, community days and to engage with residents
- Acquiring brown bins for the Town Council allotments and cemetery.

- It was suggested these items be consider further by the Environment Committee
- The CEO advised the Town Council Facebook page could be utilised to disseminate all relevant information
- The CEO advised caution and requested clarification regarding the legality/appropriateness of having a separate Facebook page, posting information on behalf of the Town Council. Advice would need to be sought and this was not in line with the Council policy.

On the motion of Cllr Tyrer, seconded by Cllr Ellis, it was
RESOLVED to place the water butt on the closed cemetery, to acquire brown bins and for Cllr Taylor to have a Facebook page for Anglia In Bloom; subject to advice from LCPAS.
ACTION: CEO/Cllr TT

<u>028.19) Correspondence</u>

a) Consideration of former Library Site -

The CEO has had an informal meeting with the Treasurer of the Attleborough Heritage Group; who had sent in a summary of the meeting for Members information.
A brief discussion took place; points included: -

- Cllr Bulmer declared an Interest in the project as she had attended some meetings with the Heritage Group.
- Attleborough Heritage Group are currently seeking long-term facilities within the Town; one possible site could be the former Town Library on Connaught Road.
- Detailed business plans and funding calculations will only be possible once it becomes clear that acquisition is achievable.
- Support has been received from local Councillors, District Councillors and County Council Members and there are other parties interested in keeping the building as an important community asset.

- Concerns were voiced that Norfolk County Council may be interested in the value of the former site as land for housing.
- The Heritage Group will lead on the project and are investigating various possible funding sources.

RESOLVED to support the project by Attleborough Heritage Group 'In Principle'.
ACTION: CEO

b) Attleborough Crime Updates; May 2019 – Noted for information

c) Reminder of next Safer Neighbourhood Action Panel; Tuesday 25 June 2019 at 11am – Noted for information. (To be held at the Town Hall.)

d) Community Speed Watch Report; April 2019 – Noted for information

- The Attleborough Community Speed Watch Team continue to be the most proactive with 2035 minutes by volunteers for April 2019.
- SAM2 machines record the drivers speed and the reports are sent to the Police.
- Members voiced their concerns that speeding continues to be a problem in Hargham Road and by the Schools where there is a 30mph speed limit.

e) Thank you, correspondence – Noted for information

i. Groundsman for assistance at the Cemetery
Cllr Crouch added Members thanks to Mr Richard Hales, Groundsman.

ii. Assistance regarding the Del

- It was suggested another bench be installed at the Del.
- Noted advice from the Police due to historical issues, must be considered prior to purchasing/installing a new bench at the Del.

ACTION: CEO

iii. Benches
Residents congratulated the Town Council for the provision of extra benches on Gaymers Meadow, stating "I can testify that they have been put to good use by people already" and "can you please thank your Grounds people for making the Meadow such an attractive, well maintained place for the community to enjoy. Their efforts are much appreciated".

029.19) Public Participation

To agree a resolution that the meeting be adjourned to allow the public to speak (This includes matters on the agenda. Maximum 10 minutes in duration)

030.19) Date of next Meeting

1 July 2019

Meeting closed at 8.15 pm

Public Participation Notes

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

- Resident berated Members regarding his ongoing dispute pertaining to damage during 'Storm Doris' in 2017 and he requested Councillors take action. It was confirmed the Council Insurance Company had dealt with the case which was now closed. Cllr Tyrer offered to meet with the resident to seek resolution.
- Resident queried why the new benches at Gaymers Meadow had in her opinion been 'sited incorrectly'; stating she believed the Town Council were "discriminating against disabled residents". Members advised the benches had been placed in response to discussion with local residents who use the Meadow and present during a site visit made by staff and the Chairman of the Environment Committee. A further bench is to be installed once a fixing kit is available from the supplier.

ACTION: Cllr ET