



## ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF  
Tel: 01953 456194 - email: [enquiries@attleboroughtc.org.uk](mailto:enquiries@attleboroughtc.org.uk)

### Minutes of the Meeting of Attleborough Town Council Held on Monday, 7 October 2019 at 7.00 pm in the Town Hall

#### Present:

	Cllr T Crouch - presiding		
Cllr B Cousins	Cllr B Bulmer	Cllr J Ellis	Cllr W Loades
Cllr K Montague	Cllr J Roper	Cllr P Leslie	Cllr T Taylor
Cllr E Tyrer	Cllr L Grave	Cllr A Westby	Cllr Dale

In attendance – Gina Lopes – CEO & Town Clerk to Attleborough Town Council  
Anne Willett – CEO's Assistant (minute taker)  
15 x Public  
Dist. Cllr Ashby      Dist. Cllr Martin

#### **056.19) Apologies for absence**

To receive and accept apologies for absence:  
Cllr Redmond      -      Other Commitments

#### **057.19) Declarations of Interest**

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

Declarations of interest were received as follows:

Cllr Loades - Item 066.19h) Request for Grant Application - Lighthouse Charity (personal) & Item 067.19) Community Right to Bid – The Lighthouse (personal)

##### **b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests - None**

#### **058.19) Public Participation**

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

#### **059.19a) Minutes of the Town Council meeting held on 2 September 2019**

**RESOLVED** to approve and accept the minutes of the meeting of the Town Council meeting held on 2 September 2019, as a true and accurate record of the meeting, subject to minor amendments below, the Chairman duly signed the minutes:

#### **059.19b) Minutes of the Planning and Highways Committee meeting held on 2 and 16 September 2019**

**RESOLVED** to approve and accept the minutes of the Planning and Highways Committee meeting held on 2 and 16 September 2019, as a true and accurate record of the meeting, the Chairman duly signed the minutes.

#### **059.19c) Minutes of the Environment Committee meetings held on 16 September 2019**

**RESOLVED** to approve and accept the minutes of the meetings of the Environment meeting held on 16 September 2019 as a true and accurate record of the meeting and recommendations therein; the Chairman duly signed the minutes.

**059.19d) Minutes of the Attleborough Neighbourhood Plan Committee meeting held on 16 September 2019**

**RESOLVED** to approve and accept the minutes of the meeting of the Attleborough Neighbourhood Plan Committee meeting held on 16 September 2019, as a true and accurate record of the meeting and recommendations therein; the Chairman duly signed the minutes.

**059.19e) Minutes of the General Purposes & Finance Committee meeting held on 8 July and 27 September 2019**

**RESOLVED** to approve and accept the minutes of the meetings of the General Purposes & Finance Committee meeting held on 8 July and 27 September 2019, as a true and accurate record of the meeting and recommendations therein; the Chairman duly signed the minutes.

**060.19) Councillors Reports** - None received

**061.19) Other Reports**

The following reports were received and accepted: -

**a) Mayor's Report –**

- Sunday 1<sup>st</sup> September 2019 – Diss Town Civic Reception
- Saturday 7<sup>th</sup> September 2019 – Attleborough Gardening Club
- Sunday 8<sup>th</sup> September 2019 – Watton Civic Reception
- Tuesday 10<sup>th</sup> September 2019 – Anglia in Bloom Awards
- Friday 13<sup>th</sup> September 2019 – Battle of Britain
- Friday 13<sup>th</sup> September to Sunday 15<sup>th</sup> September 2019 – Archives & Tourist Information Centre
- Saturday 14<sup>th</sup> September 2019 – Heritage Open Days Vintage Fire Vehicles
- Wednesday 18<sup>th</sup> September 2019 – Royal British Legion
- Thursday 19<sup>th</sup> September 2019 – Heritage Open Day Charter Market/Crafters Market
- Saturday 21<sup>st</sup> September 2019 – DC Wilson Band
- Saturday 21<sup>st</sup> – Sunday 22<sup>nd</sup> September 2019 – Heritage Open Day Tourist Information Centre
- Monday 23<sup>rd</sup> September 2019 – Perspective 8
- Friday 27<sup>th</sup> September 2019 – Greater Anglia Train Launch
- Monday 30<sup>th</sup> September 2019 – Norfolk Association of Local Councils (NALC) Executive Meeting.

**b) Deputy Mayor's Report –** No report at this time

**c) County and District Councillors: -**

Dist. Cllr Dale: -

- Attended planning training and learnt a lot
- Attended meeting regarding landlord responsibilities which was very interesting.

Dist. Cllr Taylor: -

- Attended planning training
- Met with Tree Officer, has Tree Protection Orders (TPOs) list and confirmed tree in car park is to be replaced.
- Met with YAB; informed Members some of the skateboarders have approached local builders for quotes which are cheaper than those supplied.
- Has requested a meeting with Mayor.

Dist. Cllr Martin: -

- Has attended several meetings.
- Confirmed new litter bins to be installed and lights to be connected in Queens Square car park after revamp.

Dist. Cllr Ashby: -

- Has not attended any formal meetings but has had lots of meetings regarding the recent weather and flooding with residents.

**d) CEO & Town Clerk's Report: -**

- Councillor training to be held on 18 November 2019, all Councillors are expected to attend.
- Community Cinema film to be shown in the Town Hall 22 October 2019 to coincide with the half term holiday; all welcome please encourage people to attend.

**ACTION: ALL CLLRS**

**062.19) Financial Matters**

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

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

**RESOLVED** to approve and accept the payment of cheques as per cheque list dated 7 October 2019 £11,719.16.

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

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

**RESOLVED** to approve and accept the direct debits list dated 7 October 2019 – Total £32,198.31.

**c) To receive Income: -**

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

**RESOLVED** to approve and accept the income list for September 2019 – Total £272,375.52.

**d) Income & Expenditure Reports 31 July 2019 –** Noted for information

**e) External Auditors Report: -** The External Auditor's Report was received and it was noted the Auditor confirmed the AGAR was in accordance with "Proper Practices" with no matters of concern raised. The CEO and the Executive Assistant, were thanked for their audit work.

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

**RESOLVED** to approve and accept the External Auditors Report.

**f) Precept 2<sup>nd</sup> Instalment: -** Noted for information

**g) Request for Donation: -**

i. Norfolk Citizens Advice –

No donation as already being given a reduced rent for office space within the Town Hall.

ii. Attleborough Fun Fest Team

On a motion from Cllr Montague, seconded by Cllr Dale, it was

**RESOLVED** to approve and accept to award a donation of £250

**h) Request for Grant Application: -**

The Lighthouse Charity

On a motion from Cllr Dale, seconded by Cllr Roper, it was

**RESOLVED** to approve the application award a Grant of £250 to Lighthouse charity.

**i) Cost of Skate Park Repairs: -**

Cllr Leslie advised he had met one of the contractors on site and was confident he would do a capable job.

After a lengthy discussion a recorded vote was taken

For: Cllr Loades, Cllr Westby, Cllr Leslie, Cllr Dale, Cllr Crouch, Cllr Tyrer, Cllr Montague, Cllr Bulmer, Cllr Roper, Cllr Ellis, Cllr Cousins

Abstained: Cllr Busk, Cllr Taylor, Cllr Grave

by a majority it was

**RESOLVED:** - to accept the quotation of £20,793 + VAT (Quote B) Fenland Leisure to carry out refurbishment of skate park to include all materials and labour.

**ACTION: CEO**

**063.19) Community Right to Bid – List of Assets of Community Value: -**

After a discussion Cllr Crouch suggested the item be deferred to the next meeting and to ask Breckland Council for more detailed information to enable Councillors to make an informed decision.

**ACTION: CEO**

**064.19) Town Events + 4 Year Business Plan**

a) **Fireworks** - Members approved use of the Recreation Ground for the Fun Fest Team to hold a Fireworks Extravaganza Event on Friday 1 November 2019.

**ACTION: CEO**

b) **Summer Carnival** – Members approved use of the Recreation Ground 14-19 July 2020 for the Summer Carnival; the Football Club to be informed of the dates.

**ACTION: CEO**

c) **4 Year Business Plan** – The CEO suggested members may wish to consider this item which was originally on the agenda in May 2019.

**065.19) Committee Structure & Meeting Timetable**

a) **Information Notes** – CEO outlined main points contained within the guidance notes. The Chairman also gave his thoughts on the options available.

b) **Proposal from Cllr Leslie: -**

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

**RESOLVED** to approve and accept the Proposal as below:

The Full Council Meeting

- The Planning and Highway Committee, General Purpose and Finance Committee and Environment Committee be dissolved into the Full Council Meeting held on 1<sup>st</sup> Monday of the Month which is responsible for the day to day operations of the Council and reviewing / authorising proposals from other committees.

The Personnel Committee

- Remain a separate committee which reports directly to the Full Council.

The Attleborough Neighbourhood Plan Committee

- Be held on the 3<sup>rd</sup> Monday of every month and be responsible for prioritising and coordinating the neighbourhood plan/new projects/working groups and preparing monthly project reports/proposals for Full Council meeting which they report to.

Attleborough Neighbourhood Plan Working Groups

- To hold meetings and discussions with relevant parties relating the coordinated delivery of the Attleborough Neighbourhood Plan. Members of the ANP Committee assigned to oversee working groups who then report to the Attleborough Neighbourhood Plan Committee (who then report to the Full Council).

**ACTION: CEO/ALL CLLRS**

**066.19) Correspondence**

a) **Norfolk County Council consultation on proposals for new council divisions and division boundaries** – Noted for information

**067.19) Public Participation**

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

Meeting closed at 9.00 pm

## **Public Participation Notes**

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

- Resident queried the role of the CEO & Town Clerk in Council Meetings and objected to her speaking.
- Resident queried signage for Gaymers meadow, Staff mileage and why bottled water was being used in these days of climate change.
- Resident queried to what use the former Library building has – believed to be to store books.
- Query regarding the current Precept.
- A Fun Fest Team Member thanked the Town Council for supporting the Fireworks event.
- Residents advised local traders wish to fund a Defibrillator for Queens Square, Cllr Crouch thanked residents for their offer and advised he is already raising funds through The Mayor's Charity to place a defibrillator at the Town Hall, however, an additional machine would be welcomed at an alternative location.
- Attleborough Football Club member reported he had inspected the area at Gaymers near the AFC cabin informing Members that despite the "wettest day" the ground was in good condition; asking where funds are coming from for any new arrangements.