



ATTLEBOROUGH TOWN COUNCIL

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Minutes of the Virtual meeting of the Attleborough Town Council Held on Monday, 3 August 2020 at 6.00 pm

Present:

Cllr P Leslie - presiding
Cllr K Montague Cllr B Bulmer Cllr B Cousins Cllr J Ellis
Cllr T Taylor Cllr J Roper Cllr A Busk Cllr E Tyrer
Cllr A Westby Cllr V Dale Cllr L Grave Cllr W Loades
In attendance – Gina Lopes – CEO & Town Clerk to Attleborough Town Council
Anne Willett – CEO's Assistant (minute taker)

031.20) Mayor's Welcome

The Mayor, Cllr Leslie welcomes and thanks everyone for their messages of support and to congratulate Norfolk Day Heroes and to list by name in recognition of the work they do, Elaine Day, Sarah Huddleston, Jane Doughty, Rachel Harvey, Lily Lancaster, Don Saunders and Taila Taylor.

032.20) Apologies for absence

Cllr D Redmond – Other Commitment
Cllr T Crouch – Other Commitment

033.20) 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 –

Cllr Taylor declared a pecuniary interest in Agenda Item 12a

034.20) Resident's Questions

RESOLVED that the meeting be adjourned to allow the Mayor to address questions submitted by email from various residents. (See Resident's Questions Notes attached.)

035.20a) Minutes of the Town Council meeting held on 13 July 2020

Cllr Ellis queried why there are no minutes for the Extraordinary Town Council meeting held on 20 July 2020 these were requested to be ready no later than September meeting. Cllr Taylor objected to the **Min 021.20a** The Chairman will seek clarification and verification from the independent solicitor, this was not part of the resolution, this line will be separated out and Clerk will action added.

Min 026.20a Vote for add Cllr Roper

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

RESOLVED to accept the minutes of the meeting of the Town Council meeting held on 13 July 2020 subject to the above amendments.

036.20b) Minutes of the Attleborough Neighbourhood Plan Committee meeting held on the 20 January 2020 -

The minutes of the Attleborough Neighbourhood Plan Committee meeting held on the 20 January 2020 were noted.

037.20) Planning and Highways –

037.20a) Planning & Highways Lists; 13 July 2020

Supplementary Planning List - Full Council Meeting of Attleborough Town Council held on 13 July 2020

a) Decision notices received to-date – Noted for information

3PL/2020/0487/HOU – Walnut Tree, West Carr Road – Removal of conservatory and replacement with porch to front, replacement lean-to extension to side, change of roof materials to slates extended to edges of flat roof to rear and pitched roof over first floor dormers – Approved.

3PL/2020/0200/F – Sorting Office, High Street – To demolish an old postal sorting office and erect a steel-framed two storeys commercial building with a single-storey clad lean-to to be used as a goods display area and stock room, including associated drainage, hard standing boundary treatments – Approved.

b) Planning Applications received to-date

To Resolve recommendations on the following planning applications: -

3PL/2020/0670/HOU – West Farm, West Carr Road – Conversion of outbuilding to family residential annexe – *No comment.*

3PL/2020/00661/LB – West Farm, West Carr Road – First floor rear extension.

3PL/2020/0659/F – Land at 42 and 44, New North Road – Erection of two new dwellings and car ports – *No comment.*

c) Other Planning Matters

i Breckland District Council Virtual Planning Committee; 14th July 2020 at 1 pm:

- Noted for information

3PL/2020/0157/PIP – Land Adjacent to West Carr Road – Permission in principle for six self-build dwellings (Town & Country Planning (Permission in Principle) (Amendment) Order 2017).

ii. Norfolk County Council; Queens Square Speed Table Notice – Noted for information

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

RESOLVED to confirm the Cllrs responses previously made in relation to Planning & Highways Lists

037.20) Planning and Highways

037.20b) Decision notices received to-date

Decision notices below were noted for information –

3PL/2020/0516/HOU – Dayjan, 12 Arlington Gardens – Demolition of existing garage and construction of single storey extensions to front and rear – Approved.

3PL/2020/0157/PIP – Land Adjacent to West Carr Road – Permission in principle for six self-build dwellings (Town & Country Planning (Permission in Principle) (Amendment) Order 2017 – Approved.

3PL/2020/0522/LB – 52 Connaught Road – Partial Re Thatching and Repairs to rot and various items to be repaired – Approved.

3PL/2020/0463/HOU – Wrap round extension to the rear and side of the property – Approved.

3PL/2020/0202/F – Wayside Buckingham Road – Residential development of site to provide 9 no dwellings following PIP permission granted under

3PL/2019/0122/PIP – Approved.

037.20c) Planning Applications received to-date

After consideration of the following planning applications

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

RESOLVED to accept with no objections

3PL/2020/0726/HOU – 5 Estcourt Road – Alterations and extensions including first floor accommodation.

3PL/2020/0705/F – 1 2 & 3 Albermarle Villas, London Road – Sub division of existing garden land to provide off street parking to existing cottages.

3PL/2020/0320/F – Pixie Paddock, Leys Lane – Erection of four garages to serve the dwelling permitted under planning permission 3PL/2017/0351/F.

3PL/2020/0780/F – Land at Chalk Lane – The construction of an agricultural feed mill (Use Class B2) with ancillary offices and welfare facilities, creation of a new vehicular access and associated infrastructure including silos; engineering; landscaping; and ground works – this is an Environmental Impact Assessment Development.

3PL/2020/0761/HOU – 100 Norwich Road – Proposed single storey front extension.

3PL/2020/0773/HOU – 8 Constable Close - Conversion of garage to habitable room and 1st floor extension above.

ACTION: CEO

037.20d) Other Planning Matters

i. Withdrawal of Planning Application –

3PL/2020/0498/F – Site to the rear of & 7 Police House fronting onto Constable Close – Proposed new 3-bedroom bungalow with parking – Noted for information

ii. Planning Regulatory Committee, Norfolk County Council -

FUL/2019/0056 – Land at SS Agri Power Limited, Ellingham Road. Date of meeting 31 July 2020; *information circulated to Councillors by email: 24 July 2020.* – Noted for information.

iii. Planning Application Appeal to Secretary of State following refusal by Breckland District Council:

3PL/2019/0275/O – Land North of Blackthorn Road – Development of up to 80 dwellings with associated infrastructure including green space, swale and noise attenuation barrier – Appeal Ref. APP/F2605/W/20/3254239 – Noted for information

iv. Resident's email; Damage to Grass Verge – Cllr Leslie with look for previous information regarding this and agreed with Cllrs to email them with a proposal.

v. Norwich Western Link Local Access Consultation – It was decided to post latest information on ATC website and look into utilising with the Next Door website to link up and share wider information.

vi. Temporary Traffic Restriction Order –

STRO3910 PT - affecting the U33189 Queens Square for its entire length from its junction with the B1077 Queens Road to its junction with B1077 Church Street because of resurfacing and engineering works. The road will be temporarily closed (except for access) from 8th August 2020 to 9th August for the duration of the works. Cllrs expressed their frustration and suggested with more resources it could be completed quicker.

vii. Norfolk County Council – Transport for Attleborough – revised timetable of works on Church Street, Queens Road and Queens Square – Noted for information and post on ATC website.

038.20) Financial Matters

a) To authorise payments – A query was raised concerning no payment to solicitor, this is due to no invoice being received, Cllr Leslie will make enquiries.

On the motion the motion of Cllr Bulmer, seconded by Cllr Cousins, it was **RESOLVED** to accept and approve the following payment list dated 3 August 2020 Total £5,933.49

b) To agree direct debits –

On the motion of Cllr Dale, seconded by Cllr Cousins, it was **RESOLVED** to approve and accept the direct debit list dated August 2020 Total £29,642.11

c) To receive Income –

On the motion of Cllr Bulmer, seconded by Cllr Loades, it was **RESOLVED** to approve and accept the income list for July 2020 Total £1,896.87

d) Petty Cash payments – Noted for information

e) Income & Expenditure Report June 2020 –

Cllr Loades queried the breakdown of the contingency figure and the CEO agreed this would be sent the following day to members.

c) Quotations:

- i. For Water Mains Connection to Welfare Unit
- ii. Second Phase; Electricity Supply in Cemetery

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

RESOLVED to email Cllrs the quotation and full details so they can make an informed decision.

ACTION: CEO/PL

039.20) S106 Funds available

A detailed report regarding the current S106 money available was presented. The CEO and Mr Doyle (Play consultant) have been progressing the release of £94,549.11 funds for London Road play area refurbishment. The S106 Officer at Breckland Council has confirmed this is now available subject to a further consultation being undertaken costing up to £7,000 which was requested by the Ward members.

There is a further £194,312.97 available for the other play areas as detailed and these schemes are ready to be progressed.

ACTION: CEO

040.20) Correspondence

a) Norfolk County Council Temporary Traffic Management Measures – Noted for information

b) Parish Partnership Scheme Initiative –

Cllr Leslie proposed on a show of hands to forward this to the ANP for consideration.

c) Banham Poultry Staff Parking Issues –

Cllr Dale has attended liaison meetings and Banham Poultry do try, Cllr Leslie is aware of the problems and will speak to them as well

d) Besthorpe Motor Cross Noise –

This will be monitored by Breckland Council but we will contact them to make sure checks are in place and to see if there is anything we can do to assist.

e) Request re: Personal Training 1:1 –

Cllrs thought this good to maintain health and well-being and on condition appropriate insurance in place agreed by show of hands.

f) Thank you Email–

- i. Cemetery Maintenance - Noted
- g) Email Re: Gaymers Car Park Concerns** – discussed with Item (c)
- h) Placement of Defibrillator by Attleborough Businesses** – Deferred to next meeting
- i) Resident's emails Re: Potential Picnic Bench Placement** – No picnic bench will be placed outside of cottages. The CEO advised Breckland Council had stated there were no funds left to allocate more benches.
- j) Request Re: Use of Outdoor Areas for Keep Fit Class** – As discussed in Item (e) above.
- k) Emails Re: Abuse by Allotment Tenant** – Cllr Leslie & Cllr Bulmer will meet with allotment tenant to discuss and then report back to Council.
- l) Report of Bonfires on the Recreation Ground** – Deferred to next meeting
- m) Thank you Email** –
 - i. Pricilla Bacon Hospice – Noted

ACTION: CEO/PL/BB

041.20) Mayor's Recommendations for a New Era

- Cllr Leslie explains the need for the recommendations, the intention is to defuse the hotspots that have blighted our Council for a considerable amount of time.
- Item 1 Cllr Leslie explains these are in many cases temporary things that we need to be put in place and build a good platform, I don't perceive these, particularly the first one, as a long standing thing but it is something we need to go back to basics, build up and move ourselves forward on.
- Cllr Montague read out the NALC advice received to each proposal: "not good practice for ATC to conduct HR matters responsibly and wonder how ATC would now deal with an appeal by staff against HR decisions made or perversely for the Council to conduct an appeal on disciplinary matters".
- Cllr Leslie responded these matters will be discussed below the line, this is a two-part process which has been in consultation with our solicitors and staffs' Union representative.
On the motion of Cllr Leslie, seconded by Cllr Westby, it was **RESOLVED** to dissolve the Personnel Committee, and have staff matters discussed by councillors in our monthly full council meetings, after the press and public have been excluded.
- Item 2 This is to take staff "out of the firing line" which creates a second step of Cllrs being in the firing line.
- NALC advice "This could cause difficulties in responding swiftly in emergency situations such as building damage etc."
- Cllr Leslie responded under Covid-19 there is scope to deal with this.
On the motion of Cllr Leslie, seconded by Cllr Tyrer, it was **RESOLVED** Staff discretionary expenditure limited to an accumulative total of £2000 and £400 petty cash per month.
- Item 3 We receive a lot of "harassment" on this and this will create another layer of protection and transparency within Cllrs so we can move forward.
- NALC advice "conflicts with role of Town Clerk as Responsible Officer"
- Cllr Leslie has taken that point to our solicitor we are not trying to usurp the authority of the Clerk, we are trying to create a level of transparency.
On the motion of Cllr Leslie, seconded by Cllr Westby, it was **RESOLVED** contact with solicitors for town council matters must be approved by the Chairman and majority of councillors, and all correspondence sent or received is to be forwarded to councillors where legally permitted.

- Item 4 NALC advice “Slows any ATC response which could have adverse ATC impact”
On the motion of Cllr Leslie, seconded by Cllr Dale, it was **RESOLVED** press releases to be approved by the Chairman and majority of councillors before being released.

The following projects will be assigned councillors to act as” Leads” and become a point of contact for other councillors, staff and residents to communicate with and submit ideas. We want to deliver a community led town council and draw upon the considerable talents and skills available within it.

- 6 Make recommendations for increasing the efficiency, productivity and transparency of meetings. This includes a review of agenda items, public participation, reports, the use of virtual meeting software and live streaming. (Report back in EGM meeting on the 17th August, 6pm – prior to the ANP meeting)
Assigned to Cllr Leslie, Cllr Bulmer
- 7 Investigate and recommend how the Attleborough Neighbourhood Plan (ANP) can become a community led project that is supported by the town council. Also review how we can focus on environmental matters to help build a greener future. (Report back in September meeting)
Assigned to Cllr Tyrer
- 8 Explore and suggest how the council can effectively involve the towns youth in projects and support community initiatives. (Report back in September meeting)
Assigned to Cllr Dale
- 9 As part of our 'root and branch' investigation, the council will review Standing Orders, Council Policies, Terms of Reference, Resolutions, etc. and make recommendations for potential changes to ensure they are fit for purpose and reflect best practice. (Report back in October meeting)
Assigned to Cllr Taylor
- 10 Make cost effective recommendations for replacing our website with an interactive community hub, which will incorporate the council’s social media. (Report back in November meeting)
Assigned to Cllr Grave
- 11 Review the councils IT and communications strategy, as well as existing operations, programs and systems. Were it is felt necessary, investigate and recommend cost effective upgrades to our systems that will allow remote access to council documents for staff and councillors, with appropriate security, to support modernisation and increased efficiency of operations. (Report back in December meeting)
Assigned to Cllr Westby
On the motion of Cllr Leslie, seconded by Cllr Grave, it was **RESOLVED** we accept those leads as mentioned as we have gone through this.

ACTION: PL/BB/ET/VD/TT/LG/AW

On the motion of Cllr Grave, seconded by Cllr Montague, it was **RESOLVED** to extend the meeting to cover last two items

042.20) Exclusion of Press and Public

On the motion of Cllr Bulmer, seconded by Cllr Cousins, it was **RESOLVED** to exclude the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed.

Cllr Taylor declared her pecuniary interest in Litigation Item and would leave the meeting but return for Staff Grievances.

8.00pm The Town Council staff left for the remainder of the meeting.

043.20) Update from Investigation Committee/Solicitor

a) Litigation

b) Staff Grievances

Members reviewed the Anthony Collins Solicitor's reports by the Investigation Committee.

Meeting closed at 8.55pm

Notes of Residents' Questions

The Chairman read out several questions, previously submitted by email, and responded as below:-

Question 1

When and where is the ATC Defibrillator being located?

A) The previous Mayor has spoken about locating defibrillator in Dodds Road Area. Why has it taken so long?

A) A charity night was going to take place prior to Covid-19 to raise money but this could not take place.

Why does a request have to go before the Full Council if the businesses wish to fund a Defibrillator to be put around the town?

A) A previous request for a defibrillator was received from a business in the Town and this was taken to Council and in the case of Council land being used, it must be approved.

Question 2

As a resident of Attleborough my entire life, I was saddened when recently I tried to take my 3-year-old daughter to Decoy Common, Attleborough.

As a wheelchair user for the past 24 years, I have seen great moves in the improvement of accessibility for those with physical impairments, but it seems that Decoy Common is not one of them.

Whilst I appreciate the terrain of the common itself may prohibit many with a physical condition, the development of mobility equipment is such that areas previously thought to be impassable can now be easily achieved.

When trying to access the Common, I found that the gateway was very narrow (obviously only intended for a single walker to get through), but wasn't wide enough for my wheelchair.

Would there be any way that this could be widened, or a separate wider gate installed, to allow me and others in a similar position, to access the Common?

A) Decoy Common is cut twice a year and has already been cut this Spring, it is purposely left as a wildlife haven. The land is rented from Church Charities Group but they would probably be amenable to a wider gate, so will action this and see what we can do.

Question 3

If the council are paying mileage or travel expenses, are the appropriate checks made to ensure that the vehicle used to carry out such journeys has adequate insurance cover and is roadworthy?

I.e. Does the driver have class 1 business use to carry out such journeys.

Are checks made to ensure the vehicle had a valid MOT. Both of which are standard in the workplace?

A) Essential car users have the appropriate insurance and their vehicles do have MOT's

Question 4

The abandonment of the Planning Committee and Environment Committee now means the Full Council agenda is too big to discuss fully important items. Can these committees be reinstated?

A) Being reviewed as part of projects and looking to reinstate some committees

Question 5

I am concerned that some Freedom of Information requests do not get an initial acknowledgement. Should ATC be expected to acknowledge all FOI requests, and if so, within how many days?

A) All FOI requests should initially be acknowledged and answered within twenty working days and we are looking into this at the moment.